**Begin Functional Classification Request Process**

1. City, County, MPO, RTPO, WSDOT or other State, Federal or local agency submits request - using standard form and gains necessary concurrence **a)**

2. Request reviewed by Region Local Programs Engineer **b)** **c)**

   - Complete? On standard form?
     - Yes
       - Request processed by HQ Multi-Modal Planning Division TDGO Functional Classification Inventory Specialist
     - No
       - Process completed in 3 months or less

3. 1 Week

4. 2 to 4 weeks

5. Yes or No

6. FHWA approval/denial/ conditional approval received by TDGO FC Inventory Specialist who forwards it to:

   - HQ H&LP
   - HQ Systems Analysis
   - HQ TDGO GIS Specialist
   - Region Local Programs Engineer
   - Region Planning Office
   - MPO/RTPO

7. Originating Local Agency

8. cc’s

9. cc

10. Request reviewed by FHWA

11. Approved?

   - Yes
     - Process completed in 3 months or less
   - No
     - Region Planning Office
     - cc

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**End of Process**

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**a) Functional Classification is a collaborative effort to include all affected or interested agencies.** If requesting agency is within or partially within an Urbanized Area the MPO must give written concurrence of requested changes prior to submission to Region Local Programs Engineer. If the requesting agency is not within an Urbanized Area, they must inform the RTPO for comments/concerns of the requested change.

**b) Region Local Programs Engineer** ensures that the submitting agency’s request is complete with all necessary concurrences prior to submitting to HQ FC Inventory Specialist.

**c) If State Route (instead of local agency route) functional classification is to be changed, the process begins with the Region Planning office sending the request to the HQ FC Inventory Specialist following any necessary communication with MPO’s / RTPO’s. The Region Planning office cc’s the Region Local Programs Engineer.