PROCEDURES FOR REVISIONS TO THE NATIONAL HIGHWAY SYSTEM

Pennsylvania Department of Transportation

Bureau of Planning and Research

Transportation Planning Division

April 2014

(Revised March 2018)

National Highway System Additions, Deletions, and Changes

The National Highway System (NHS) consists of roadways important to the nation's economy, defense, and mobility. The National Highway System includes the following subsystems of roadways (note that a specific highway route may be on more than one subsystem):

- **Interstate:** The Eisenhower Interstate System of highways retains its separate identity within the NHS.
- Other Principal Arterials: These are highways in rural and urban areas which provide access between an arterial and a major port, airport, public transportation facility, or other intermodal transportation facility.
- Strategic Highway Network (STRAHNET): This is a network of highways which are important to the United States' strategic defense policy and which provide defense access, continuity and emergency capabilities for defense purposes.
- Major Strategic Highway Network Connectors:
 These are highways which provide access between major military installations and highways which are part of the Strategic Highway Network.
- Intermodal Connectors: These highways provide access between major intermodal facilities and the other four subsystems making up the National Highway System.

The National Highway System (NHS) includes the Interstate Highway System as well as other roads important to the nation's economy, defense, and mobility. The NHS was developed by the Department of Transportation (DOT) in cooperation with the states, local officials, and metropolitan planning organizations (MPOs).

The justification for any NHS changes should be in accordance with Appendix A to Subpart A of Part 470—Guidance Criteria for Evaluating Requests for Interstate System Designations under 23 U.S.C. 103(c) (4) (A) and (B).

Appendix A to Subpart A of Part 470

FHWA National Highway System Questions & Answers

http://www.fhwa.dot.gov/map21/gandas/ganhs.cfm

Please select your agency type:

PennDOT Engineering District

Metropolitan Planning Organization (MPO)

Rural Planning Organization (RPO)

Local Official

PennDOT Engineering District:

National Highway System (NHS) changes may be requested by the appropriate PennDOT Engineering District Office.

The justification for any NHS changes should be in accordance with Appendix A to Subpart A of Part 470—Guidance Criteria for Evaluating Requests for Interstate System Designations under 23 U.S.C. 103(c)(4)(A) and (B).

Appendix A to Subpart A of Part 470

When a NHS change is occurring in an area covered by a Metropolitan Planning Organization (MPO) or a Rural Planning Organization (RPO), the PennDOT Engineering District shall coordinate with the MPO or RPO. A letter of concurrence from the MPO or RPO must be included as part of the request from the PennDOT Engineering District.

Please select one of the following:

NHS Addition(s)

NHS Deletion(s)

Combined NHS Addition(s) and Deletion(s)

NHS Change(s) with Functional Classification Change(s)

National Highway System (NHS) Addition(s):

Requests for the addition of road(s) to the National Highway System (NHS) **must be done as a separate request** from any functional classification change requests.

The agency requesting the system change must forward a cover letter of justification and concurrence from the necessary officials to the address listed below. The letter should state the name of the road in question and include state route number if available, termini of the road using segments and offsets, if available, or beginning and ending street names, and mileage. A spreadsheet may be used in addition to the letter for multiple changes. The following information should be contained in the header row of the spreadsheet:

- 1. Map ID Number
- 2. County
- 3. State Route
- 4. Beginning Segment
- 5. Beginning Offset
- 6. Beginning Street Name
- 7. Ending Segment
- 8. Ending Offset
- 9. Ending Street Name
- 10. Functional Classification
- 11. Current NHS Status
- 12. New NHS Status
- 13. Justification/Comments/Notes
- Three prints of a functional classification map with the section of road being proposed for a NHS change color coded using brown for an addition to the NHS and gray for a deletion from the NHS as indicated in the NHS Addition/Deletion Legend that follows:



- Maps should include the urbanized boundary, if applicable.
- Maps should be titled "Proposed National Highway System Addition(s)."
- Each of the three maps must include a signature block with designated space for the appropriate local official's signature, his or her title, and the date. Each map should be signed as follows:

- If a Metropolitan Planning Organization (MPO) covers the entire county where the change is being requested – the chairman of the MPO must sign each of the functional classification maps.
- If the requested change occurs in a county not covered by a MPO, determine the **predominant** location of the change and select from below:

- If the requested change is in a First Class Township the President of the Board of Commissioners must sign each of the functional classification maps.
- If the requested change is in a Second Class Township the President of the Board of Supervisors must sign each of the functional classification maps.
- If the requested change is in a City the Mayor must sign each of the functional classification maps.
- If the requested change is in a Borough the Mayor must sign each of the functional classification maps.

Rural Area:

 If the requested change is in a Rural Area – the Chairman of County Commissioners must sign each of the functional classification maps.

The final submittal package from the PennDOT Engineering District for an **addition(s)** to the **National Highway System** should include:

- 1. A letter of concurrence from the necessary agency (i.e. MPO, Mayor, Commissioner, or Supervisor).
- 2. A letter of justification and concurrence from the Engineering District which includes the name of the road(s) in question and includes state route numbers if available, termini of the road using segments and offsets, if available, or beginning and ending street names, and mileage.
- 3. A spreadsheet, if necessary, for multiple changes.
- 4. 3 prints of the map with the appropriate title, legend, and signature block.

Mr. Laine Heltebridle, Director Pennsylvania Department of Transportation Bureau of Planning and Research P.O. Box 3555 Harrisburg, PA 17105-3555

National Highway System (NHS) Deletion(s):

Requests for deleting road(s) from the National Highway System (NHS) **must be done** as a separate request from any functional classification change requests.

The agency requesting the system change must forward a cover letter of justification and concurrence from the necessary officials to the address listed below. The letter should state the name of the road in question and include state route number if available, termini of the road using segments and offsets, if available, or beginning and ending street names, and mileage. A spreadsheet may be used in addition to the letter for multiple changes. The following information should be contained in the header row of the spreadsheet:

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- 10. Functional Classification
- 11. Current NHS Status
- 12. New NHS Status
- 13. Justification/Comments/Notes
- Three prints of a functional classification map with the section of road being proposed for a NHS change color coded using brown for an addition to the NHS and gray for a deletion from the NHS as indicated in the NHS Addition/Deletion Legend that follows:



- Maps should include the urbanized boundary, if applicable.
- Maps should be titled "Proposed National Highway System Deletion(s)."
- Each of the three maps must include a signature block with designated space for the appropriate local official's signature, his or her title, and the date. Each map should be signed as follows:

- If a Metropolitan Planning Organization (MPO) covers the entire county where the change is being requested – the chairman of the MPO must sign the functional classification map.
- If the requested change occurs in a county not covered by a MPO, determine the **predominant** location of the change and select from below:

- If the requested change is in a First Class Township the President of the Board of Commissioners must sign the functional classification map.
- If the requested change is in a Second Class Township the President of the Board of Supervisors must sign the functional classification map.
- If the requested change is in a City the Mayor must sign the functional classification map.
- If the requested change is in a Borough the Mayor must sign the functional classification map.

Rural Area:

 If the requested change is in a Rural Area – the Chairman of County Commissioners must sign the functional classification map.

The final submittal package from the PennDOT Engineering District for a **deletion(s)** to the **National Highway System** should include:

- 1. A letter of concurrence from the necessary agency (i.e. MPO, Mayor, Commissioner, or Supervisor).
- A letter of justification and concurrence from the Engineering District which includes the name of the road(s) in question and includes state route numbers if available, termini of the road using segments and offsets, if available, or beginning and ending street names, and mileage.
- 3. A spreadsheet, if necessary, for multiple changes.
- 4. 3 prints of the map with the appropriate title, legend, and signature block.

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Combined National Highway System (NHS) Addition(s) and Deletion(s):

Requests for adding or deleting road(s) from the National Highway System (NHS) **must be done as a separate request** from any functional classification change requests.

The agency requesting the system change(s) must forward a cover letter of justification and concurrence from the necessary officials to the address listed below. The letter should state the name of the road in question and include state route number if available, termini of the road using segments and offsets, if available, or beginning and ending street names, and mileage. A spreadsheet may be used in addition to the letter for multiple changes. The following information should be contained in the header row of the spreadsheet:

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- Three prints of a functional classification map with the section of road being proposed for a NHS change color coded using brown for an addition to the NHS and gray for a deletion from the NHS as indicated in the NHS Addition/Deletion Legend that follows:



- Maps should include the urbanized boundary, if applicable.
- Maps should be titled "Proposed National Highway System Revisions."

- Each of the three maps must include a signature block with designated space for the appropriate local official's signature, his or her title, and the date. Each map should be signed as follows:
 - If a Metropolitan Planning Organization (MPO) covers the entire county where the change is being requested – the chairman of the MPO must sign the functional classification map.
 - If the requested change occurs in a county not covered by a MPO, determine the **predominant** location of the change and select from below:

- If the requested change is in a First Class Township the President of the Board of Commissioners must sign the functional classification map.
- If the requested change is in a Second Class Township the President of the Board of Supervisors must sign the functional classification map.
- If the requested change is in a City the Mayor must sign the functional classification map.
- If the requested change is in a Borough the Mayor must sign the functional classification map.

Rural Area:

 If the requested change is in a Rural Area – the Chairman of County Commissioners must sign the functional classification map.

The final submittal package from the PennDOT Engineering District for **combined** addition(s) and deletion(s) to the National Highway System should include:

- 1. A letter of concurrence from the necessary agency (i.e. MPO, Mayor, Commissioner, or Supervisor).
- A letter of justification and concurrence from the Engineering District which includes the name of the road(s) in question and includes state route numbers if available, termini of the road using segments and offsets, if available, or beginning and ending street names, and mileage.
- 3. A spreadsheet, if necessary, for multiple changes.

4. 3 prints of the map with the appropriate title, legend, and signature block.

All submittal packages should be forwarded to:

Mr. Laine Heltebridle, Director Pennsylvania Department of Transportation Bureau of Planning and Research P.O. Box 3555 Harrisburg, PA 17105-3555

National Highway System (NHS) Change(s) with Functional Classification Change(s):

Please reference the Functional Classification Guidelines.

If a NHS addition or deletion is a result of a functional classification change, the approval for the functional classification change must be received from FHWA prior to requesting the NHS change. NHS changes can be indicated and justified within the functional classification request; however they will be submitted separately to FHWA.

The agency requesting the system change(s) must forward a cover letter of justification and concurrence from the necessary officials to the address listed below. The letter should state the name of the road in question and include state route number if available, termini of the road using segments and offsets, if available, or beginning and ending street names, and mileage. A spreadsheet may be used in addition to the letter for multiple changes. The following information should be contained in the header row of the spreadsheet:

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- Maps should include the urbanized boundary, if applicable.
- Maps should be titled "Proposed National Highway System Revisions."
- Each of the three maps must include a signature block with designated space for the appropriate local official's signature, his or her title, and the date. Each map should be signed as follows:
 - o If a **Metropolitan Planning Organization (MPO)** covers the entire county where the change is being requested the chairman of the MPO must sign the functional classification map.
 - If the requested change occurs in a county not covered by a MPO, determine the **predominant** location of the change and select from below:

- If the requested change is in a First Class Township the President of the Board of Commissioners must sign the functional classification map.
- If the requested change is in a Second Class Township the President of the Board of Supervisors must sign the functional classification map.
- If the requested change is in a City the Mayor must sign the functional classification map.
- If the requested change is in a Borough the Mayor must sign the functional classification map.

Rural Area:

 If the requested change is in a Rural Area – the Chairman of County Commissioners must sign the functional classification map.

The final submittal package from the PennDOT Engineering District for **National Highway System** changes due to **functional classification changes** should include:

- A letter of concurrence from the necessary agency (i.e. MPO, Mayor, Commissioner, or Supervisor).
- A letter of justification and concurrence from the Engineering
 District which includes the name of the road(s) in question and
 includes state route numbers if available, termini of the road using
 segments and offsets, if available, or beginning and ending street
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Metropolitan Planning Organization (MPO):

National Highway System (NHS) changes may be requested by the appropriate Metropolitan Planning Organization (MPO).

The justification for any NHS changes should be in accordance with Appendix A to Subpart A of Part 470—Guidance Criteria for Evaluating Requests for Interstate System Designations under 23 U.S.C. 103(c)(4)(A) and (B).

Appendix A to Subpart A of Part 470

When a Metropolitan Planning Organization (MPO) is requesting a NHS change, a letter of concurrence from the appropriate PennDOT Engineering District Office must be included as part of the request.

Please select one of the following:

NHS Addition(s)

NHS Deletion(s)

Combined NHS Addition(s) and Deletion(s)

NHS Change(s) with Functional Classification Change(s)

National Highway System (NHS) Addition(s):

Requests for the addition of road(s) to the National Highway System (NHS) **must be done as a separate request** from any functional classification change requests.

The agency requesting the system change must forward a cover letter of justification and concurrence from the necessary officials to the address listed below. The letter should state the name of the road in question and include state route number if available, termini of the road using segments and offsets, if available, or beginning and ending street names, and mileage. A spreadsheet may be used in addition to the letter for multiple changes. The following information should be contained in the header row of the spreadsheet:

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- 13. Justification/Comments/Notes
- Three prints of a functional classification map with the section of road being proposed for a NHS change color coded using brown for an addition to the NHS and gray for a deletion from the NHS as indicated in the NHS Addition/Deletion Legend that follows:



- Maps should include the urbanized boundary, if applicable.
- Maps should be titled "Proposed National Highway System Addition(s)."
- Each of the three maps must include a signature block with designated space for the appropriate local official's signature, his or her title, and the date. Each map should be signed as follows:

- If a Metropolitan Planning Organization (MPO) covers the entire county where the change is being requested – the chairman of the MPO must sign each of the functional classification maps.
- If the requested change occurs in a county not covered by a MPO, determine the **predominant** location of the change and select from below:

- If the requested change is in a First Class Township the President of the Board of Commissioners must sign each of the functional classification maps.
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- If the requested change is in a City the Mayor must sign each of the functional classification maps.
- If the requested change is in a Borough the Mayor must sign each of the functional classification maps.

Rural Area:

 If the requested change is in a Rural Area – the Chairman of County Commissioners must sign each of the functional classification maps.

The final submittal package from the **Metropolitan Planning Organization** for an **addition(s)** to the **National Highway System** should include:

- 1. A letter of concurrence from the necessary agency (i.e. PennDOT Engineering District, Mayor, Commissioner, or Supervisor).
- 2. A letter of justification and concurrence from the MPO which includes the name of the road(s) in question and includes state route numbers if available, termini of the road using segments and offsets, if available, or beginning and ending street names, and mileage.
- 3. A spreadsheet, if necessary, for multiple changes.
- 4. 3 prints of the map with the appropriate title, legend, and signature block.

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National Highway System (NHS) Deletion(s):

Requests for deleting road(s) from the National Highway System (NHS) **must be done** as a separate request from any functional classification change requests.

The agency requesting the system change must forward a cover letter of justification and concurrence from the necessary officials to the address listed below. The letter should state the name of the road in question and include state route number if available, termini of the road using segments and offsets, if available, or beginning and ending street names, and mileage. A spreadsheet may be used in addition to the letter for multiple changes. The following information should be contained in the header row of the spreadsheet:

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Rural Area:

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The final submittal package from the **Metropolitan Planning Organization** for a **deletion(s)** to the **National Highway System** should include:

- 1. A letter of concurrence from the necessary agency (i.e. PennDOT Engineering District, Mayor, Commissioner, or Supervisor).
- 2. A letter of justification and concurrence from the MPO which includes the name of the road(s) in question and includes state route numbers if available, termini of the road using segments and offsets, if available, or beginning and ending street names, and mileage.
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Combined National Highway System (NHS) Addition(s) and Deletion(s):

Requests for adding or deleting road(s) from the National Highway System (NHS) **must be done as a separate request** from any functional classification change requests.

The agency requesting the system change(s) must forward a cover letter of justification and concurrence from the necessary officials to the address listed below. The letter should state the name of the road in question and include state route number if available, termini of the road using segments and offsets, if available, or beginning and ending street names, and mileage. A spreadsheet may be used in addition to the letter for multiple changes. The following information should be contained in the header row of the spreadsheet:

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- Maps should include the urbanized boundary, if applicable.
- Maps should be titled "Proposed National Highway System Revisions."
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Rural Area:

 If the requested change is in a Rural Area – the Chairman of County Commissioners must sign the functional classification map.

The final submittal package from the **Metropolitan Planning Organization** for **combined addition(s) and deletion(s)** to the **National Highway System** should include:

- 1. A letter of concurrence from the necessary agency (i.e. PennDOT Engineering District, Mayor, Commissioner, or Supervisor).
- 2. A letter of justification and concurrence from the MPO which includes the name of the road(s) in question and includes state route numbers if available, termini of the road using segments and offsets, if available, or beginning and ending street names, and mileage.
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National Highway System (NHS) Change(s) with Functional Classification Change(s):

Please reference the Functional Classification Guidelines.

If a NHS addition or deletion is a result of a functional classification change, the approval for the functional classification change must be received from FHWA prior to requesting the NHS change. NHS changes can be indicated and justified within the functional classification request; however they will be submitted separately to FHWA.

The agency requesting the system change(s) must forward a cover letter of justification and concurrence from the necessary officials to the address listed below. The letter should state the name of the road in question and include state route number if available, termini of the road using segments and offsets, if available, or beginning and ending street names, and mileage. A spreadsheet may be used in addition to the letter for multiple changes. The following information should be contained in the header row of the spreadsheet:

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- If the requested change is in a City the Mayor must sign the functional classification map.
- If the requested change is in a Borough the Mayor must sign the functional classification map.

Rural Area:

 If the requested change is in a Rural Area – the Chairman of County Commissioners must sign the functional classification map.

The final submittal package from the **Metropolitan Planning Organization** for **National Highway System** changes due to **functional classification changes** should include:

- 1. A letter of concurrence from the necessary agency (i.e. PennDOT Engineering District, Mayor, Commissioner, or Supervisor).
- A letter of justification and concurrence from the Engineering
 District which includes the name of the road(s) in question and
 includes state route numbers if available, termini of the road using
 segments and offsets, if available, or beginning and ending street
 names, and mileage.

- 3. A spreadsheet, if necessary, for multiple changes.
- 4. 3 prints of the map with the appropriate title, legend, and signature block.

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Rural Planning Organization:

If a Rural Planning Organization (RPO) requires National Highway System revisions, the revisions must be coordinated with the appropriate PennDOT Engineering District. The PennDOT Engineering District will take the lead on completing the functional classification or federal-aid system revision.

PennDOT Engineering Districts Planning and Programming Manager Contacts:

Engineering District 1-0

Courtney LyleLinda Guariniclyle@pa.govlguarini@pa.gov814-678-7046610-205-6950

Engineering District 2-0

Vickie RusnakNathan Walkervirusnak@pa.govnatwalker@pa.gov814-765-0441717-783-0166

Engineering District 3-0

Christopher D. King chriking@pa.gov
570-368-4222

Engineering District 4-0

Marie Bishop mabishop@pa.gov 570-963-3134

Engineering District 5-0

Amanda Leindecker <u>aleindecker@pa.gov</u> 610-871-4552

Engineering District 9-0

Engineering District 6-0

Engineering District 8-0

David Lybarger <u>dlybarger@pa.gov</u> 814-696-7178

Engineering District 10-0

Dave Cook davcook@pa.gov 724-357-2082

Engineering District 11-0

Robert Miskanic mmiskanic@pa.gov 412-429-4822

Engineering District 12-0

Angela Saunders ansaunders@pa.gov 724-409-1891

Local Official:

If a Local Official requires revisions to the National Highway System (NHS), the revisions must be coordinated through the appropriate Metropolitan Planning Organization (MPO) or Rural Planning Organization (RPO). The organizations shall work together to provide a complete submittal package for PennDOT Central Office by following the appropriate functional classification or federal-aid system revisions guideline.

MPO/RPO Contacts

Agency	County(s) Covered	Phone Number
Adams MPO	Adams	717-337-9824
Altoona MPO	Blair	814-693-2080
Centre County MPO	Centre	814-231-3050
Delaware Valley Regional Planning Commission (DVRPC)	Bucks, Chester, Delaware, Montgomery, Philadelphia	215-592-1800
Erie MPO	Erie	814-451-6000
Johnstown MPO	Cambria	814-472-2106
Franklin MPO	Franklin	717-261-3855
Lackawanna County Regional Planning Commission	Lackawanna	570-963-6830
Luzerne County Regional Planning Commission	Luzerne	570-825-1564
Lancaster MPO	Lancaster	717-299-8333
Lebanon MPO	Lebanon	717-228-4444
Lehigh Valley MPO	Lehigh, Northampton	610-264-4544
North Central RPO	Cameron, Clearfield, Elk, Jefferson, McKean, Potter	814-773-3162
Northeastern Pennsylvania Alliance (NEPA) MPO	Carbon, Monroe, Pike, Schuylkill	570-655-5581
Northern Tier RPO	Bradford, Sullivan, Susquehanna, Tioga, Wyoming	570-265-9103
Northwest RPO	Clarion, Crawford, Forest, Venango, Warren	814-677-4800
Reading MPO	Berks	610-478-6300
SEDA-Council of Governments MPO	Clinton, Columbia, Juniata, Mifflin, Montour, Northumberland, Snyder, Union	570-524-4491

Agency	County(s) Covered	Phone Number
Shenango Valley MPO	Mercer	724-981-2412
Southern Alleghenies RPO	Bedford, Fulton, Huntingdon, Somerset	814-949-6513
Southwestern Pennsylvania Commission MPO	Allegheny, Armstrong, Beaver, Butler, Fayette, Greene, Indiana, Lawrence, Washington, Westmoreland	412-391-5590
Tri-County Regional Planning Commission	Cumberland, Dauphin, Perry	717-234-2639
Wayne County Department of Planning / GIS	Wayne	570-253-5970
Williamsport MPO	Lycoming	570-320-2130
York Area MPO	York	717-771-9870