APPENDIX CC – Preparation Guidelines for Freeway Agreement

Table of Contents

APPENDIX CC – Preparation Guidelines for Freeway Agreement.............. CC-3
ARTICLE 1 Guidelines............................................................................... CC-3
   Applicability ..................................................................................... CC-3
   Freeway Agreement Text ................................................................. CC-3
   Limits of Agreement......................................................................... CC-4
   Exhibit Map for Agreement.............................................................. CC-5
ARTICLE 2 Template ............................................................................... CC-9
Appendices
Project Development Forms and Letters plus Policy and Procedures Documents
APPENDIX CC – Preparation Guidelines for Freeway Agreement

ARTICLE 1  Guidelines

Applicability

Refer to Chapter 24 – Freeway Agreements for a full discussion of freeway agreements.

Freeway Agreement Text

All freeway agreement text should be on 8.5 x 11-inch paper. Part of the text should appear on each signature sheet to conform to standard legal practice. On city agreements, “CITY” is substituted for “COUNTY” and “streets” is substituted for “roads” (except in “frontage roads”). The description on the first page header of the agreement text should agree with the description on the title block of the Exhibit A map. In agreements for expressways that were either adopted as a controlled access highway or were adopted freeways that were subsequently denominated to a controlled access highway, “Controlled Access Highway” is substituted for the word “Freeway”.

The format and content of the freeway agreement is scripted and as such, a template has been created to simplify the development of agreements. See Article 2 “Template” for the following sample formats:

- For “Original” freeway agreement for projects funded/sponsored by Caltrans
- For “Original” freeway agreement for projects funded or partially funded/sponsored by a local agency
- For “Superseding” freeway agreement for projects funded/sponsored by Caltrans or projects funded or partially funded/sponsored by a local agency
- For other clauses (not mandatory)
Limits of Agreement

Prior to determining the limits of agreement, remember these points:

- It is preferable to have one freeway agreement per local agency, boundary line to boundary limit line. However, there are some instances where this may not be recommended like when there is a large city or county, or when the existing freeway agreement is recent, or when the project is at a specific location such as the modification of one interchange.

- A freeway agreement needs to be executed with each local agency if the project is affecting traffic circulation in both a city and county (such as when the boundary limit line goes right through the new interchange).

- The limits of the freeway agreement must be the same or within the project limits covered by the project’s environmental document for an original freeway agreement (meaning there are no existing freeway agreements to be superseded).

- The limits of the freeway agreement do not need to be same as the project limits or be covered by the project’s environmental document for a superseded freeway agreement. The freeway agreement may be extended to cover larger areas as long as revisions are not made to the traffic circulation outside of the project limits shown in the freeway agreement to be superseded.

The new freeway agreement may supersede more than one existing freeway agreement. It is recommended to supersede old freeway agreements (30 years or older) as they may not reflect existing connections or current developments in the area. Old freeway agreements may show a future freeway to freeway interchange in a symbolic way. If the interchange has already been constructed it should be shown in a geometric form. Similarly, many streets may have been developed since the original freeway agreement and they should also be shown.

Determining the Limits of Agreement

1. Obtain and review copies of any existing freeway agreements for the area.
2. Verify where the local agency boundary lines are in relation to the project area and in relation to the existing freeway agreements.
3. If the boundaries of the local agency along the State route are not very far apart, say five or six miles apart, and it covers the project modifications to the traffic circulation, then make the limits of the freeway agreement same as local agency boundaries.
4. If the project is near a boundary line, make the boundary line either the start of or end of the freeway agreement. If the local agency boundaries are far apart, then determine the other end of the freeway agreement based on factors described in the following points numbered 5 through 9.
5. If the project is at a specific location and the existing freeway agreement would be sufficient to cover the project area, use same limits as the existing freeway agreement to be superseded. If one of the limits of the agreement is close to a boundary line, then extend the one limit of the freeway agreement. Sometimes cities annex areas and extend their limits after an existing freeway agreement has been executed.

6. If there are old freeway agreements (30 years or older) adjacent to the freeway agreement to be superseded that covers the project location, try to include the area of the old freeway agreements in the new freeway agreement. In urban areas, it is almost certain that development has occurred and the area has changed since the original freeway agreement. In rural areas this may not be the case.

7. Many times short portions of old freeway agreements have been superseded, try to include the remaining portion of the old freeway agreement in the new freeway agreement and supersede the old freeway agreement in its entirety.

8. Never set the limits of agreement at an interchange unless there is a reason to set the freeway agreement limit to a specific location. Always include the entire interchange and the ramps, within the limits of the freeway agreement.

9. The beginning and ending post miles should be rounded to the nearest 0.1 mile that encompasses all of the proposed area for the limits of the freeway agreement.

**Exhibit Map for Agreement**

In addition to the information provided in Chapter 24 – Freeway Agreements and in the Plans Preparation Manual, these guidelines provide direction when preparing either symbolic or geometric type of freeway agreement exhibits.

**General**

The description on the header of the agreement text should agree with the description on the Exhibit A map title block. The Exhibit A map is usually 11-inch by 4-foot length or less. If a longer exhibit map is needed, additional sheets should be used with labels like “Sheet 1 of 3”, “Sheet 2 of 3”, etc. added below Exhibit A call out. In agreements for expressways that were either adopted as a controlled access highway or were adopted freeways that were subsequently denominated to a controlled access highway, “Controlled Access Highway” is substituted for the word “Freeway”.
Items to include in Exhibit A

Legend for Symbolic Type Exhibit

- Legend. Standard symbols to be shown, see the *Plans Preparation Manual (Metric)* Figures 3-2.4A through C:
  - Freeway and connections. Use double thick lines.
  - Roads to be constructed, reconstructed, or relocated. Use cross-hatching.
  - Interchange. Use arrow with circle and larger circle around interchange.
  - Separation. Use arrow, no circle.
  - Road closure and terminus construction as necessary. Use tilde (curly) line.
  - Pedestrian overcrossing. Use arrow with a “P” inserted.

Legend for Geometric Type Exhibit

- Legend. Standard symbols to be shown, see the *Plans Preparation Manual (Metric)* Figures 3-2.4A through C:
  - Freeway and connections. Use double thick lines.
  - Roads to be constructed, reconstructed, or relocated. Use cross-hatching.
  - Road closure and terminus construction as necessary. Use tilde (curly) line.

Apply to Both Symbolic Type and Geometric Type Exhibit

- Use of only English units of measure.
- Limits of agreement. Include leader line with “Limit of Agreement”, “Route #” and “PM #” in large-bold text at the begin limit and end limit of agreement.
- Title block. Indicate if the freeway agreement is with a city or county. Include a simple location description (see *Plans Preparation Manual*). Do not use only the city limits to specify the limits of the agreement, add a reference street or road. Do not include the expenditure authorization (EA) or dates. The description on the title block of the Exhibit A map should agree with the description on the first page header of the agreement text.
- Do not capitalize any compass direction unless it is part of a name like “East Palo Alto.”
- North arrow with correct orientation near center of exhibit map.
- “Exhibit A” at right top corner of exhibit.
- Border, 3/8-inch from top, bottom, and right side of paper edge and 2 inches from the left side.
• Bar scale, use scale 1:1,000 to 1:10,000 depending on how long the freeway agreement is or how much detail needs to be shown. In urban areas use an appropriate scale to be able to show all streets.

• Print size, use 11-inch roll paper. Length will vary, typically 4-foot or less.

• Freeways should be shown as two parallel lines per direction.

• Local streets or roads should be shown as two parallel lines only, truncate at intersections. If a street ends, show either a cul-de-sac or a closed line. No open ended streets should be shown unless they continue past the border of the exhibit. Show at least one main street along both sides of freeway.

• Geometrics of all freeway to freeway interchange connectors need to be shown, even if freeway agreement is symbolic.

• Darken the freeway by using the symbol for freeways and connections within the boundary of the city or county and within the limits of agreement. Do not darken freeway outside of limits of agreement.

• At freeway to freeway interchanges, darken the freeway off-ramp connectors that are part of the agreement from start point at mainline to end at gore area with other route.

• Add “ROUTE #” in large-bold text along freeways in at least one location.

• Add city and county boundary limit lines using the standard line type as depicted in the Plans Preparation Manual. Make sure boundary lines are current, as cities may have annexed property from the county or other cities.

• Add “City Name Limit Line” on the respective side of the city limit line.

• Add names of cities or counties in large-bold text.

• Show all bridges, including pedestrian overcrossings.

• Show bridge railings at interchanges or separations:
  ➢ If structure is an overcrossing, add bridge railings along the local street and stop the freeway darkening at the railings.
  ➢ If structure is an undercrossing, place the bridge railings along the freeway and darken the freeway (use double thick lines).

• Show all local street or road names. In urban areas include all main street names at minimum, especially the names of all streets crossing the freeway, streets affected by the project (closed, relocated, etc.) or connecting to the freeway. There is no need to include the names of small streets.

• Show and add name of railroads, rivers and any major facility like an airport.

• Show road closure symbols where needed. Include any streets or ramps closed due to final project design.
Appendices
Project Development Forms and Letters plus Policy and Procedures Documents

- Cross-hatch all streets or roads to be constructed or reconstructed as part of the project. Any right-of-way acquired by the State for construction of these streets or roads if adopted by the State and not part of the freeway proper will be relinquished to the local agency after construction is complete.
- Verify that the exhibit shows the project’s preferred alternative described in the project report.
- Do not show private driveways, only public roads.
- Add county, route and post miles below border and on right side of exhibit map as reference location, even if freeway agreement is with a city.
- Delete all contour lines, minor drainage areas, overhead utilities, parcel lines, right-of-way lines, buildings, shopping centers, bridge numbers and names, road delineation, and other superfluous information.
- Add traffic direction arrows at each end of the freeway.
- Fold exhibit map into 8 ½ x 11-inch size, with title block showing in front.

Apply Only to Symbolic Type Exhibit

- Extend all city streets through the interchange circles.
- Indicate interchanges by using interchange circle symbol and standard interchange arrow as per legend. This will indicate full connections to the freeway, do not show ramps.
- Elongated circles may be used to indicate an interchange with braided ramps or ramps that do not connect to the same grade separation street but are close enough to the separation to allow interchange of traffic between two or more roadways.
- If the city or county limit line goes through a portion of an interchange, or along the mainline with the ramps ending at a different local agency, the mainline will need to be crosshatched within the interchange symbol (circle) to acknowledge that other agency ramps may be carrying traffic over to their jurisdiction. Use different cross-hatch symbol than the roads to be constructed, reconstructed or relocated symbol.
- If the interchange is a partial interchange, add note to indicate what ramps (on-ramp or off-ramp) and on what direction ramps are provided.
- Indicate separations with standard arrow. Do not add circles at separations.
ARTICLE 2  Template

This article is a template for the freeway agreement. When using the template, delete any italicized text within the body of the document. The italicized text provides instructions for template users and does not provide any value to the final document. The template includes the following sample formats:

- For “Original” freeway agreement for projects funded/sponsored by Caltrans
- For “Original” freeway agreement for projects funded or partially funded/sponsored by a local agency
- For “Superseding” freeway agreement for projects funded/sponsored by Caltrans or projects funded or partially funded/sponsored by a local agency
- For other clauses (not mandatory)

The template is available at: [http://www.dot.ca.gov/hq/oppd/pdpm/templates/apdx-cc-template.docx](http://www.dot.ca.gov/hq/oppd/pdpm/templates/apdx-cc-template.docx)