Process to Add/Remove a Road from the National Highway System

**STEP 1:** Local agency submits the following to Caltrans HQ contact person in the DRISI - Highway System Engineering Branch (HSEB):
- Route Description,
- Statement of Justification (purpose for adding/removing from NHS),
- Letter of Concurrence from RTPA/MPO/Neighboring State, and
- Map showing requested changes.

**STEP 2:** Caltrans HSEB contact person reviews the information, and if all the required documentation is included, forwards the request to the FHWA.

**STEP 3:** FHWA reviews and provides written notification to Caltrans regarding the approval or rejection of the request.

**STEP 4:** Caltrans notifies requesting agency of FHWA’s approval or rejection of request.