

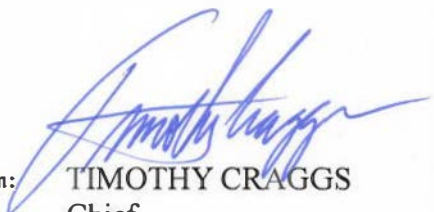
# Memorandum

*Serious drought.  
Help save water!*

To: DEPUTY DISTRICT DIRECTORS DESIGN  
DEPUTY DISTRICT DIRECTORS PROJECT MANAGEMENT

Date: February 2, 2015

File:

  
From: TIMOTHY CRAGGS  
Chief  
Division of Design

Subject: **CTC ACTION ON ROUTE ADOPTIONS AND NEW PUBLIC ROAD CONNECTIONS**

The Office of Project Support in the Division of Design processes and prepares final route matter book item reports for submittal to the Office of California Transportation Commission (CTC) Liaison recommending approvals of Route Adoptions and New Public Road Connections. Route adoption items also include Transfer of Highway Locations, Route Redesignations and Route Rescissions. The CTC's expectation is that the Department has completed all the necessary steps to allow the CTC to take action on these types of route matters. The Department must convey information on the project and on our recommendations in a clear and concise manner in these book item reports. In order to ensure adequate time for the preparation, reviews and approval signature of the final CTC book item reports, please provide required documents according to the deadlines described in Attachments 1 and 2. Submittals that meet these time lines will be processed for the targeted CTC meeting. Exceptions to these requirements must be approved by the Chief of the Office of Project Support and by the Chief of the Office of CTC Liaison.

Please continue to use the Project Development Procedures Manual for more detailed information on Route Adoptions and New Public Road Connections. Attachment 3, CTC 2015 Preparation Schedule, contains the Final Agenda Language and Final Book Item due dates for the remainder of this year. The Office of CTC Liaison in the Division of Transportation Programming develops the CTC preparation schedules. Please check this website, [www.dot.ca.gov/hq/transprog/ctcliaison.htm](http://www.dot.ca.gov/hq/transprog/ctcliaison.htm), for future material due dates. We hope this information will assist you in planning submittals and meet your project delivery deadlines.

If you have any questions, please call Linda Fong, Chief, Office of Project Support at (916) 653-8559.

## Attachments

- (1) Submittal Package for Route Adoptions
- (2) Submittal Package for New Public Road Connections
- (3) CTC 2015 Preparation Schedule

c: Design Management Board Associates

## **Attachment 1**

### **Submittal Package for Route Adoptions**

The following documents must be submitted to the Office of Project Support, Division of Design, in order for the Project Support Engineer to prepare the CTC final report which is submitted as the CTC book item. The Project Support Engineer will circulate the book item for reviews and approvals by the Chief, Office of Project Support; the Deputy Chief, Division of Design; the Chief, Division of Design; and the Deputy Director, Project Delivery. District staff must be available to supply additional information and clarify issues during the preparation of the CTC report. CTC 2015 Preparation Schedule with due date information can be found at the following location:

[http://www.dot.ca.gov/hq/transprog/ctcliaison/Schedules/2015%20Calendars/2015\\_INTERNET\\_Pre\\_p\\_updated\\_Nov1814.pdf](http://www.dot.ca.gov/hq/transprog/ctcliaison/Schedules/2015%20Calendars/2015_INTERNET_Pre_p_updated_Nov1814.pdf)

Submit the following documents four (4) weeks prior to the “Final Agenda Language” due date:

1. Draft Background section of the Route Adoption book item. No need to submit signature page or draft CTC Resolution.
2. Approved Project Report. If not available, submit Draft Project Report and the target date for approval of the Project Report.
3. Date that Caltrans approved the CEQA documents. Environmental documents must be submitted to Headquarters Division of Environmental Analysis.
4. If applicable, target date for FHWA approval of the environmental document.
5. Draft Freeway or Controlled Access Highway agreements (optional). Note: Agreements cannot be executed by the local agency until the CTC has approved the Route Adoption.
6. Final Route Adoption Map.
7. Vicinity or Location Map.

Submit the following documents by the “Final Agenda Language” due date:

1. An electronic copy of the signed Final Project Report:
2. Source of Funding. If applicable, identify programming by fiscal year.
3. Updated Cost Estimates.

Sample Route Adoption Book Items are available at:

<https://design.onramp.dot.ca.gov/route-matters-and-freeway-agreements>

Two samples are being provided to show that range of information provided in book items depend on complexity of projects.

## **Attachment 2**

### **Submittal Package for New Public Road Connections**

The following documents must be submitted to the Office of Project Support, Division of Design, in order for the Project Support Engineer to prepare the CTC final report which is submitted as the CTC book item. The Project Support Engineer will circulate the book item for reviews and approvals by the Chief, Office of Project Support; the Deputy Chief, Division of Design; the Chief, Division of Design; and the Deputy Director, Project Delivery. District staff must be available to supply additional information and clarify issues during the preparation of the CTC report. CTC 2015 Preparation Schedule with due dates information can be found at the following location:

[http://www.dot.ca.gov/hq/transprog/ctcliaison/Schedules/2015%20Calendars/2015\\_INTERNET\\_Pre\\_p\\_updated\\_Nov1814.pdf](http://www.dot.ca.gov/hq/transprog/ctcliaison/Schedules/2015%20Calendars/2015_INTERNET_Pre_p_updated_Nov1814.pdf)

Submit the following documents four (4) weeks prior to the “Final Agenda Language” due date:

1. Draft Background section of the New Public Road Connection book item. No need to submit draft signature page or draft CTC Resolution.
2. Approved Project Report. If not available, submit Draft Project Report and the target date for approval of the Project Report. The Project Report must address the following issues.
  - a) FHWA approval of the connection to Interstate facilities, if applicable.
  - b) FHWA approval of the disposal of access rights if Federal funds were used to purchase right of way.
  - c) Address Value Enhancement issues.
3. Date that Caltrans approved the CEQA documents. Environmental Documents must be submitted to Headquarters Division of Environmental Analysis.
4. Resolution from local agency requesting the new public road connection.
5. Vicinity Exhibit.

Submit the following documents by the “Final Agenda Language” due date:

1. An electronic copy of the signed Final Project Report:
2. Source of Funding. If applicable, identify programming by fiscal year.
3. Updated Cost Estimates.
4. Two signed copies of the Freeway or Controlled Access Highway agreements executed by the local agency (See Project Development Procedures Manual Chapter 24 for approval procedures) and an extra exhibit map.
5. Either a certified copy of the resolution or minutes from the local agency authorizing execution of the freeway or controlled access highway agreement.
6. Documentation of funding commitment by local agency or third party.

Sample New Public Road Connection Book items are available at:

<https://design.onramp.dot.ca.gov/route-matters-and-freeway-agreements>

Two samples are being provided to show that range of information provided in book items depend on complexity of projects.

**2015 PREPARATION SCHEDULE  
CALIFORNIA TRANSPORTATION COMMISSION (CTC) MEETINGS  
AGENDA ITEM(S) DUE DATES**

Prepared by:  
OFFICE OF CTC LIAISON  
DIVISION OF TRANSPORTATION PROGRAMMING  
CALIFORNIA DEPARTMENT OF TRANSPORTATION  
<http://www.dot.ca.gov/hq/transprog/ctcliason.htm>

Updated:  
November 2014

2015 California Transportation Commission (CTC) Meeting Schedule	Local Agency Submits <b>Off System</b> Funds Requests, Program Amendments, and Time Extensions to Caltrans Districts (and CTC Staff for Prop 116 Rail)	District Submits <b>Off System</b> and <b>On System</b> Requests to HQ Divisions	HQ Divisions Submit Final <b>Off System</b> and <b>On System</b> Requests to Budgets	Final <b>Agenda Language</b> Due From HQ Divisions to Office of CTC Liaison	Final <b>Book Items</b> Due from HQ Divisions to Office of CTC Liaison
Date/Time:	10:00 AM District & CTC	10:00 AM HQ Divisions/ Funds Request email	5:00 PM Budgets	10:00 AM CTC Liaison	10:00 AM CTC Liaison
Jan 22 - Sacramento Area	Mon, Nov 24, 14	Mon, Dec 1, 14	Mon, Dec 8, '14	Wed, Dec 17, '14	Fri, Dec 19, '14
March 25 - 26 - Orange County	Mon, Jan 26, 15	Mon, Feb 2, 15	Mon, Feb 9, '15	Wed, Feb 18, '15	Thu, Feb 26, '15
May 27 - 28 - Fresno Area	Mon, Mar 30, 15	Mon, Apr 6, 15	Mon, Apr 13, '15	Wed, Apr 22, '15	Thu, Apr 30, '15
June 24 - 25 - Sacramento Area	Mon, Apr 27, 15	Mon, May 4, 15	Mon, May 11, '15	Wed, May 20, '15	Thu, May 28, '15
August 26 - 27 - San Diego Area	Mon, Jun 29, 15	Mon, Jul 6, 15	Mon, Jul 13, '15	Wed, Jul 22, '15	Thu, Jul 30, '15
October 21 - 22 - Bay Area	Mon, Aug 24, 15	Mon, Aug 31, 15	Fri, Sep 4, '15	Wed, Sep 16, '15	Thu, Sep 24, '15
December 9 - 10 - Inland Empire	Mon, Oct 12, 15	Mon, Oct 19, 15	Mon, Oct 26, '15	Wed, Nov 4, '15	Thu, Nov 12, '15

9/7 - Holiday; moved to Friday 9/4

\* No Scheduled Meeting for: February, April, July, September and November