

# **APPENDIX CC – Preparation Guidelines for Freeway Agreement**

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# APPENDIX CC – Preparation Guidelines for Freeway Agreement

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## ARTICLE 1 Guidelines

### Applicability

This appendix presents a description of the information that should be contained in freeway agreement exhibit maps and the format for the freeway agreement text. Refer to [Chapter 24](#) – Freeway Agreements for a full discussion of freeway agreements.

The new freeway agreement may supersede more than one existing freeway agreement. It is recommended to evaluate the need 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 freeway-to-freeway 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.

### 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**

### Policies

The limits of a freeway agreement must comply with the requirements in [Chapter 24](#). Refer to requirements for supersession of existing freeway agreements in [Chapter 24](#), Article 5, Procedures and Sequence of Events for Executing a Freeway Agreement.

### Determining the Limits of Agreement

1. Obtain and review copies of any existing freeway agreements and route adoption maps for the area.
2. For an original freeway agreement, verify that the environmental document of the project covers the entire limits.
3. Verify where the local agency boundary lines are in relation to the project area and in relation to the existing freeway agreements.
4. While it is preferable to have one freeway agreement per local agency, boundary limit line to boundary limit line, this may not be recommended if:
  - the project covers only a portion of a long section of State highway through a large city or county,
  - the existing freeway agreement is less than 10 years old, or
  - the project is at a specific location such as the modification of one interchange.
5. 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 traffic circulation, then make the limits of the freeway agreement same as local agency boundaries.
6. 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 7 through 12.

7. 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.
8. If the project is at a specific location such as an interchange modification within the limits of a relatively long existing freeway agreement where the boundaries of the city or county are far apart, the limits of the freeway agreement may need to supersede only a segment at the end of the existing freeway agreement.
9. 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.
10. 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.
11. 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.
12. 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 exhibit maps. Sample exhibit maps are located in the Plans Preparation Manual.

### 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,” etcetera 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](#) Figures 3-2.4B through 3-2.4E:
  - 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](#) Figure 3-2.4A:
  - 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.
- To avoid confusion, only show symbols that are actually being used. Inclusion of other standard symbols tends to create some doubt as to whether or not a feature may have been omitted.

#### 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.
- Agreement exhibit maps should be drawn with post miles increasing left to right.
- 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), project number, 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 map.
- 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 1:5,000 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 map. Show at least one main street along both sides of freeway.
- Geometrics of all freeway-to-freeway interchange connectors, freeway-to-expressway interchange connectors, and expressway-to-expressway 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, freeway-to-expressway interchanges, or expressway-to-expressway interchanges, the entire interchange should be shown on each route’s freeway agreement exhibit map. 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 separation structures, including pedestrian overcrossings and railroad separations.
- Show bridge railings using thick lines at interchanges and separations:
  - If structure is an overcrossing, place bridge railings along the local street and stop the freeway darkening right before the railings.
  - If structure is an undercrossing, place the bridge railings along the freeway and continue the freeway symbol through the separation.
- 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, etcetera) 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 isolated ramps closed due to final project design. Closure symbols are indicated at all points where existing city streets and county roads (and State highways) will be terminated. Cul-de-sacs are usually provided at these locations and should be shown on the exhibit map. The closure symbol gives authority to construct a cul-de-sac or perform such work as is necessary to properly terminate the street or alley, and is so noted on the exhibit map legend.
- If a ramp is moved (closed and relocated) within an interchange, there is no need to show the closure symbol at the interchange symbol unless access on that direction is no longer provided.
- Construction on the frontage roads and other local roads are distinguished from the freeway proper. 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 map shows the project's preferred alternative described in the project report.
- Show direct access ramps using an interchange symbol.
- Point and add a note indicating the name of the streets at direct access ramps, such as: "East Palomar Street Direct Access Ramp."
- Distinctly mark and show nonmotorized facilities, such as bike trails.
- 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.
- old exhibit map into 8 ½ x 11-inch size, with title block showing in front.
- On freeway agreements where the local agency will pay for some of the construction or some of the right-of-way for mainline and/or interchange connection(s), if requested by the local agency, a note may be placed on the map to indicate the portion to be paid for by the local agency.

#### 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. See [Highway Design Manual \(HDM\)](#) Figure 502.2, interchange types L-3, L-4, L-5 or L-6.
- Always show isolated hook ramps in geometric form.
- 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 a different cross-hatch symbol than the roads to be constructed, reconstructed or relocated symbol.
- Partial interchanges that provide at least one ramp on each direction should be shown as a standard full interchange. If project proposes to add a ramp to these partial interchanges, a new public road connection approval from CTC is not required.
- Partial interchanges which do not provide one ramp on each direction, it could be a single ramp or an on-ramp and an off-ramp in the same direction, should indicate with a note what ramps are provided, on-ramp or off-ramp and direction. If project proposes to add a ramp to these partial interchanges, a new public road connection approval from CTC will most likely be required. See [Chapter 27](#) – Access Control Modification.
- 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:

[Appendix CC Template](#)

