



Flowchart to Change Functional Classification

With an Example of a Submittal Package

Step 1. Local Jurisdiction submits the following to the Caltrans district coordinator:

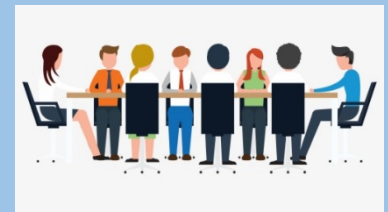
- A. Marked-up CRS map showing desired changes
- B. Functional Classification Change Request form (in Excel format)
- C. City/County resolution
 - If the request matches the General Plan Circulation Element, submit the resolution that approved the General Plan and attach the Circulation Element.
 - However, if the request does not match the General Plan, submit a new resolution (see example on page 4).
- D. MPO/RTPA concurrence letter



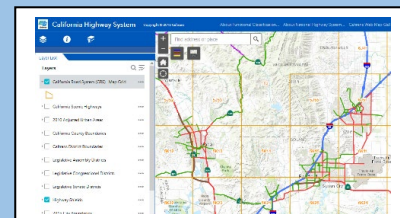
Step 2. The Caltrans district coordinator reviews and writes a district concurrence letter.



Step 3. Caltrans headquarters presents the proposed changes to FHWA for approval.



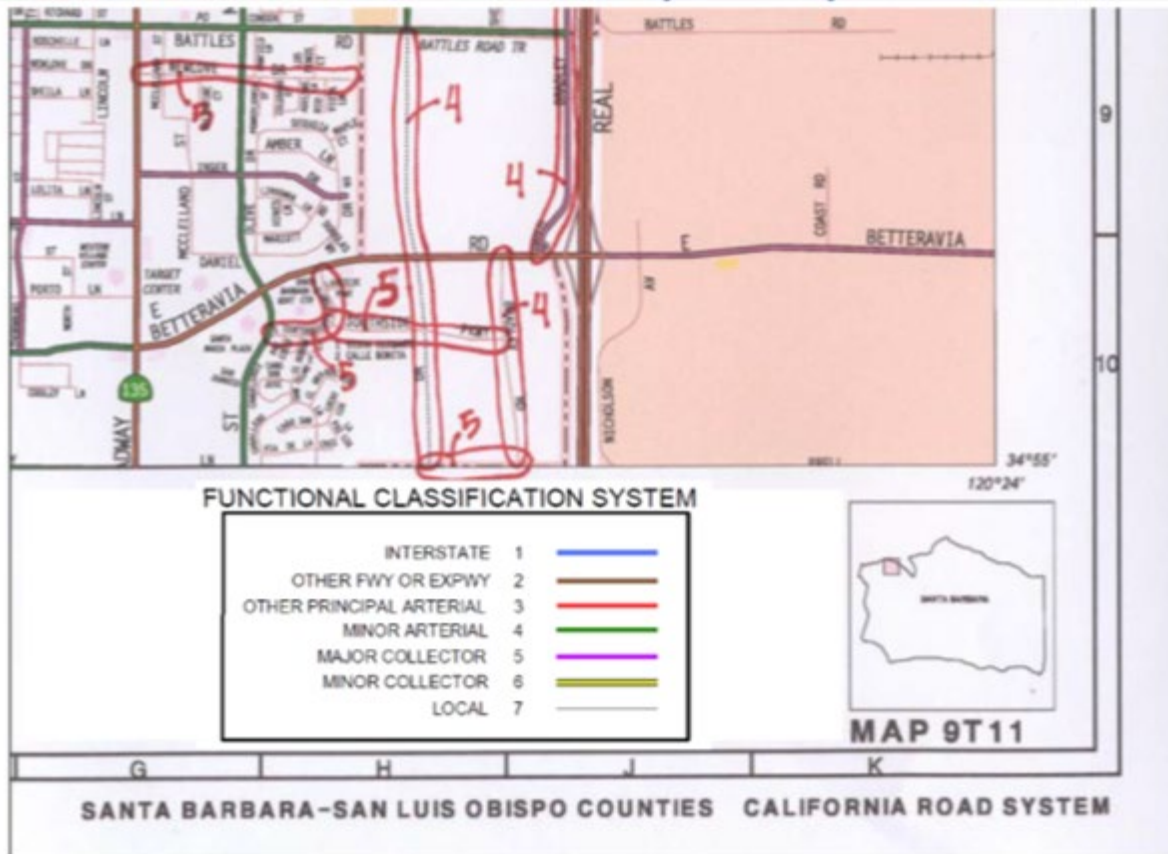
Step 4. The approved CRS maps are posted on the internet.



Example of Submittal Package:

Marked-up Map (option 1)

On the marked-up map, circle the segments of road to modify and write in the new code for the requested Functional Classification. For example, 4 is a Minor Arterial and 5 is a Major Collector.

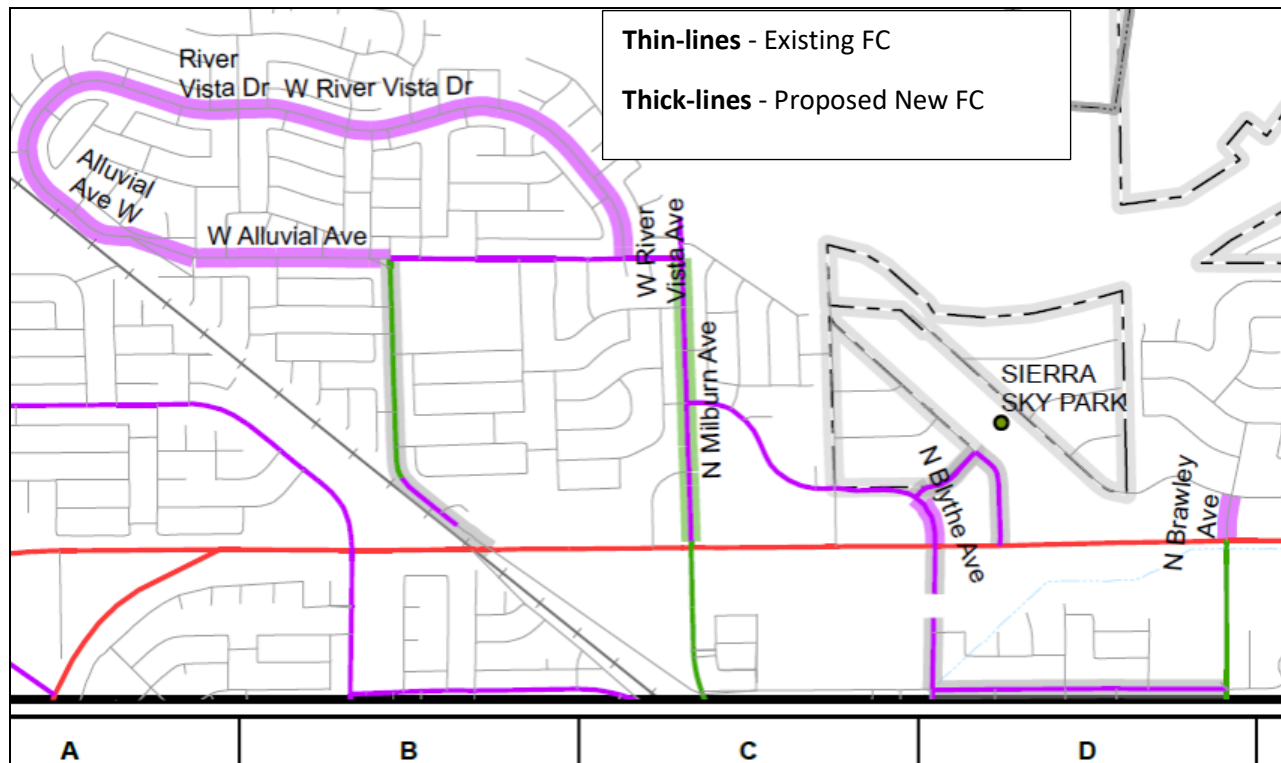


Marked-up Map (option 2)

As another option, the Marked-up Map may be submitted as GIS shapefiles or in a geodatabase. Requested changes should be indicated in the Attribute Table and the symbology. Caltrans current shapefile is available on our website.

FULLNAME	From_Class	New_Class
W 9th St	4	7
Bluff Pl	3	7
W 9th St	4	7
W 13th St	4	7
	4	7
W 13th St	4	7
Amirante Dr	4	7
S Goodhope Ave	3	7
W 9th St	4	7
Stephen M White Dr	4	7
Bluff Pl	3	7

The fields in the GIS Attribute Table specify requested changes to individual route segments.



Functional Classification Change Form

The Annual Average Daily Traffic (AADT) is required, however, a traffic count is not necessary. Please input the latest figure available or an engineer's estimate based on local knowledge. Please send the form in Excel format, so that we can copy and paste into the master Log.

Functional Classification Change Form

CRS Map Number	Coordinate	District	County	Jurisdiction	Change/Add/ New/ Delete	Road	From	To	(From) Class	(To) New Class	Length	Number of Through Lanes	AADT
09T11	J6	5	SB	Santa Maria	Change	Bradley Rd	E. Betteravia Rd	W. Main St	5	4	2.083	2	11,822
09T11	H10	5	SB	Santa Maria	Change	Bradley Rd	Crossroads	Betteravia Rd	7	4	0.473	2	18,268
09T11	H10	5	SB	Santa Maria	Change	Centerpointe Parkway	Betteravia Rd	Miller St	7	5	0.284	2	4,000
09T11	G9	5	SB	Santa Maria	Change	Newlove Dr	HWY 135	Rio Vista Ln	7	5	0.436	2	1,000
09T11	H9	5	SB	Santa Maria	Change	Newlove Dr	Rio Vista Ln	Battles Road	7	5	0.189	2	1,000
09T11	H10	5	SB	Santa Maria	Change	Southside Pkwy	Centerpointe Pkwy	Bradley Rd	7	5	0.398	2	2,500
09T11	H9	5	SB	Santa Maria	Change	College Dr	Sunnise Dr	Battles Rd	7	4	1.515	2	15,000



FUNCTIONAL CLASSIFICATION SYSTEM

INTERSTATE	1
OTHER FWY OR EXPWY	2
OTHER PRINCIPAL ARTERIAL	3
MINOR ARTERIAL	4
MAJOR COLLECTOR	5
MINOR COLLECTOR	6
LOCAL	7

City/County Resolution:

Many local jurisdictions borrow the wording of this example resolution.

**A RESOLUTION OF THE CITY COUNCIL OF THE
CITY OF LOS BANOS APPROVING THE
SUBMITTAL OF A FUNCTIONAL CLASSIFICATION
CHANGE FOR LOCAL STREETS AND ROADS TO
STATE OF CALIFORNIA, DEPARTMENT OF
TRANSPORTATION**

WHEREAS, incorporated cities are responsible for initiating requests for changes to the functional classification of streets and roads under their jurisdiction; and

WHEREAS, the City of Los Banos receives State and Federal road improvement and maintenance funding based on street and road designation; and

WHEREAS, said Functional Classification Change, as presented in Exhibit A, has been reviewed and examined by the City Council of the City of Los Banos.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Los Banos that it does hereby approve the submittal of a Functional Classification Change for local streets and roads to the State of California, Department of Transportation.

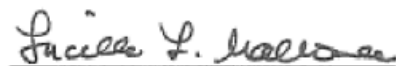
The foregoing Resolution was introduced at a regular meeting of the City Council of the City of Los Banos, held on the 15th day of March 2006, by Council Member McAdam, who moved its adoption, which motion was duly seconded by Council Member Jones, and the Resolution adopted by the following vote:

AYES: Council Member Balatti, Jones, McAdam, Pruitt, Mayor Amabile

NOES: None

ABSENT: None

ATTEST:


Lucille L. Mallonee, City Clerk

APPROVED:

Michael S. Amabile, Mayor

MPO Concurrence Letter



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www.fresnocog.org

September 16, 2020

To Whom It May Concern:

In regard to the Functional Classification changes requested by the City of Fresno, the Fresno Council of Governments, acting as the MPO/RTPA, has reviewed the Functional Classification changes as proposed and concurs with the requested changes.

Sincerely,

A handwritten signature in blue ink that reads "Kai Han".

Kai Han
Senior Regional Planner
Fresno Council of Governments

City of Clovis
City of Coalinga
City of Firebaugh