



REQUEST FOR A CHANGE OF FUNCTIONAL CLASSIFICATION
WHICH ADDS ROADS TO THE STATE HIGHWAY SYSTEM

1. A County Board, City Council or Village/Board may request the Department of Roads to reclassify any segment of highway, road or street for which they are responsible. Information concerning traffic patterns and volumes and a Resolution of Request are required. The request must be submitted by the County or Municipality and not by an individual, Reference 39-2112 Neb. Rev. Stat.
2. Format of Traffic patterns and volumes data.
 - A. With its formal request to the department, the county or municipality will provide historical and current traffic counts in the format recommended by the Federal Highway Administration (Annual Average Daily Traffic) which the department is obligated to follow for the state's traffic counting program.
 - B. If the county or municipality does not have the equipment to do such counting, the department will provide, when available, the necessary equipment at no charge. The state will either help and/or provide the necessary expertise to the county or municipality for collecting, analyzing, and adjusting the raw traffic data in order to present it in the proper format.
 - C. If the county or municipality chooses to not conduct a current traffic count, they may ask the Department of Roads to provide the latest traffic count information to them.
 - D. The county or municipality will provide the appropriate data supporting any traffic pattern change.
3. The traffic data together with the formal county board or municipal council resolution will be forwarded to the department for consideration. Request are submitted to:

Mr. Monty Fredrickson, Director State Engineer
Nebraska Department of Roads
P.O. Box 94759
Lincoln, NE 68509-4759
4. Telephone information:

Dave Brokaw, Materials and Tests Manager
(402) 479-4896
5. The Department of Roads will review the request and either grant or deny the request in whole or in part.
6. Any county or municipality dissatisfied with the action taken by the Department of Roads may appeal the department's decision to the Board of Public Roads Classifications and Standards in accordance with Nebraska Revised Statute 39-2111 and the Boards Rules and Regulations.

Mr. Dan Nichols P.E.
Roadway Asset Management Engineer
Materials and Research Division
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