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Department of Transportation

TRANSPORTATION SYSTEM DESIGNATIONS AND ROAD JURISDICTION TRANSFERS

AUTHORITY:

Sections 20.23(3)(a) and 334.048(3), Florida Statutes (F.S.)

REFERENCES:

- **Chapter 348, F.S., Expressway and Bridge Authorities**
- Section 120.525, F.S. Meetings, Hearings, and Workshops
- **Section 166.411**, F.S., Eminent Domain, Uses or Purposes
- **Section 180.22**, F.S., Power of Eminent Domain
- **Section 267.061**, F.S., Historic Properties; State Policy, Responsibilities
- **Section 335.02**, F.S., Authority to Designate Transportation Facilities
- **Section 335.0415**, F.S., Public Road Jurisdiction and Transfer Process
- **Section 337.25**, F.S., Acquisition, Lease, and Disposal of Real and Personal Property)
- **Section 337.29,** F.S., Vesting of Title to Roads; Liability for Torts
- **Section 103, 116, 134, and 470 of Title 23 United States Code (U.S.C.)**

For additional related procedures, see the Forms Management website at https://pdl.fdot.gov/ to find the authoritative procedures listed below:

- General Interest Roadway Data (525-020-310)
- Urban Boundaries and Functional Classification of Roadways (Topic No. 525-020-311)
- Performance Management Policy (000-525-052)
- Project Development and Environment Manual (Topic No. 650-000-001)
- Right of Way Manual (Topic No. 575-000-000)
- Surveying & Mapping (Topic No. 550-030-101)

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Handbooks & Manuals

- Transportation System Designations and Road Jurisdiction Transfer Handbook **(*Handbook*)**
- Urban Boundary and Functional Classification Handbook
- Roadway Characteristics Inventory Handbook
- Florida Department of Transportation Design Manual (FDM) (Topic No. 625-000-002)

PURPOSE

This procedure relates authoritative statutes, references, and handbooks for FDOT staff to perform the business requirements to locate, determine, and assign the following state and federal transportation system designations (Designations) on the State Highway System (SHS) transportation facilities and other roadways of interest to the Florida Department of Transportation.

- Functional Classification
- Interstate Road Numbers
- National Highway System (NHS)
- National Highway Freight Network (NHFN)
- National Multimodal Freight Network (NMFN)
- National Network
- Scenic Highway
- State Highway System (SHS)
- State Road Numbers and Road Naming
- Strategic Highway Network (Strahnet - Military Network)
- Surface Transportation Block Grant (STBG) program
- Toll Road Facilities
- United States (U.S.) Route Numbers (includes U.S. Bicycle Routes)
- Urban Area Boundaries

This procedure also identifies the business requirements for FDOT staff to develop mutual agreements with affected governmental entities for all Road Jurisdiction Transfers of public roadways which may be added or removed from the SHS.

SCOPE:

This procedure sets forth the responsibilities for all offices in the District, Turnpike Enterprise, and Central Office to perform the required transportation system designations and road transfer administration.

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DEFINITIONS:

AASHTO: American Association of State Highway and Transportation Officials (AASHTO). A nonprofit, nonpartisan association representing highway and transportation departments.

ALIGNMENT: The original construction configuration of a roadway.

CULTURAL RESOURCE MANAGEMENT COORDINATOR (CRMC): The District contact for requesting cultural resource assessments. The CRMC may be in the District Environmental Management Office or another office, depending on the District.

DISTRICT: The appropriate office in one of the Managing Districts of the Florida Department of Transportation (FDOT). When used as a noun, District means the District office responsible for collecting and storing roadway data in coordination with the TDA Office. This is usually the District Planning Office, but may be the Office of Maintenance or another office.

FDOT: The Florida Department of Transportation.

HANDBOOK: FDOT's *Transportation System Designations and* ***Road Jurisdiction Transfers Handbook****.*

HIGHWAY PERFORMANCE MONITORING SYSTEM (HPMS): A data collection system report to the FHWA using general interest roadway data to describe the extent, conditions, performance, use, and operating characteristics of the nation's roadways.

JURISDICTION: Authority and control over the operation of a road. Jurisdiction is generally the same as ownership.

LINEAR REFERENCING SYSTEM (**LRS**): A Geographic Information System (GIS) data management system that allows for location and measurement of physical features along a linear element such as a road or multimodal travelway.

LOCAL GOVERNMENT: A City, County, or other non-State entity empowered by Florida Statutes (such as a Community Development District) to own and operate public roads.

MAINLINE: Through lanes and other lanes that carry traffic. It can be on or off the SHS and is included in the Department's standard mileage reports. They also include paired one-way roads and roads previously called legs.

NHS INTERMODAL CONNECTOR: These highways provide access between major intermodal facilities and the other four subsystems making up the National Highway System.

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REALIGNMENT: A roadway constructed on a new alignment different than the original (old) alignment.

RESOLUTION: A document signed by a political body, such as a County Commission, that authorizes execution of a ***Transfer Agreement***.

ROAD: Public way open to vehicular traffic, including ramps, frontage roads, and related bridges and toll facilities, when applicable.

ROADWAY CHARACTERISTICS INVENTORY (RCI): FDOT's central database that includes an inventory of many types of roadway data.

ROAD JURISDICTION TRANSFER: A legally binding document that transfers a road, or portion of a road, signed by the FDOT Secretary, an FDOT District Secretary, and a local government official.

SECRETARY: The Secretary of the Florida Department of Transportation.

TRANSFER AGREEMENT: A legally binding document to transfer a road, or portion of a road, along with improvements within the designated right-of-way, signed by a District Secretary and a local government official, and approved by the FDOT Secretary.

TRANSFER AGREEMENT PACKAGE: The entire Road Jurisdiction Transfer documentation: Transfer Agreement, Location Map, Transfer Form and Exhibits (ROW Map, Cultural Resource Assessment, Local Resolution, Rail/Maintenance Agreement if applicable).

TRANSPORTATION PERFORMANCE MANAGEMENT (FDOT): Responsible for the Maintenance Management System (MMS); providing technical support for the Maintenance Rating Program (MRP), Maintenance features in the Roadway Characteristics Inventory (RCI),TRNSPORT, PONTIS, VIRTIS, and ASABE.

TRANSPORTATION PERFORMANCE MANAGEMENT (FHWA): A strategic approach that uses system information to make investment and policy decisions to achieve national performance goals.

TRANSPORTATION SYSTEM DESIGNATION: Various highway system designations developed in a cooperative process with local officials and FDOT, according to Federal Highway Administration (FHWA) and American Association of State Highway Transportation Official (AASHTO) requirements.

1. REQUIREMENTS

FDOT staff ensure Transportation System Designations and Road Jurisdiction Transfers, outlined here, properly account for transportation planning, programming, asset management, traffic operations, mileage reporting and statistical analysis. FDOT

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staff will follow the requirements and instructions outlined in this procedure and in accordance with the ***Handbook***. Location data and information regarding Transportation System Designations and Road Jurisdiction Transfers will be stored in the following FDOT enterprise systems for planning, programming, data governance and accountability purposes:

- Roadway Characteristics Inventory (RCI) database
- RCI Linear Referencing System (LRS)
- Highway Performance Monitoring System (HPMS)
- Electronic Document Management System (EDMS)

1.1 TRANSPORTATION SYSTEM DESIGNATIONS

1.1.1 Any roads owned and maintained by the State that are determined to be mainline roadways and open to the public require a state road number to be assigned and reviewed by the Transportation Data and Analytics (TDA) office in accordance with the requirements outlined in the ***Handbook.***

1.1.2 Any additions or modifications of a roadway's functional classification require review by the TDA office and approval from the FHWA Division office.

1.1.3 Any additions or modifications to roads owned and maintained by FDOT that are on the National Highway System and its subsystem of roadways (Intermodal Connectors, STRAHNET, National Highway Freight Network) must be coordinated and reviewed by the TDA office and approved by FHWA prior to updating any data or information provided by the Department.

1.1.4 U.S. Routes and Interstates can only be assigned to a State Road which is owned by the FDOT. Any additions or modifications to any U.S. Route must be coordinated and reviewed by the TDA office and approved by AASHTO. Interstate additions or modifications must be coordinated and reviewed by the TDA office and approved by AASHTO and FHWA.

1.1.5 Any additions or modifications to the National Highway System (NHS) or any components of the Interstate System are to be coordinated and reviewed with the Central Office Chief Planner for planning, programming, and state or federal performance measure target analyses.

1.1.6 Any road that is designated as a Scenic Highway must be inventoried into RCI with a Roadway ID for planning and programming purposes. Any additions or modifications will require coordination with the Scenic Highway program coordinators, District staff, and TDA staff.

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1.1.7 Any roadways that have tolled roads or bridges in the state must be inventoried into the RCI system.

1.1.8 Any toll roads in the State must be coordinated with FHWA to receive a Toll Road number for submission to HPMS.

1.1.9 Expressway and bridge authority information either state owned or locally managed must be accurate in FDOT enterprise systems.

1.1.10 Any transportation system designations that are utilized for FDOT performance reports or FHWA Transportation Performance Management goals must be added to the RCI database and the LRS for consistent data management, processing, and statewide reporting.

1.2 Road Jurisdiction Transfers

1.2.1 All Road Jurisdiction Transfers (RJT) that involve transferring road ownership and maintenance either:

1. from FDOT to a local agency or other state agency; or
2. to FDOT from a local agency or state agency,

will require an advance notification to the FDOT Secretary from the District Secretary detailing the reasoning justifying the request.

1.2.2 All Road Jurisdiction Transfers will require an inventory of assets and a documented evaluation of the roadway before adding or removing roadways from the SHS.

1.2.3 All agreements or documents of a Road Jurisdiction Transfer must be reviewed by affected FDOT offices and the Office of General Counsel.

1.2.4 All final transfer agreements and related documentation are to be stored in EDMS.

2. TRANSPORTATION DATA AND ANALYTICS OFFICE RESPONSIBILITIES

Transportation Data and Analytics (TDA), in Central Office, is responsible for developing and maintaining the procedures, methods, systems, documentation, handbooks, and standards necessary to ensure FDOT is accountable and performing functions and operations for designation establishment and Road Jurisdiction Transfers by managing the related data and information.

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2.1 The TDA office, in consensus with the District, will ensure the processes and systems are consistent, efficient, and effective.

2.2 TDA is responsible for the coordination and review of activities, as well as the acquisition of official signatures from the FDOT Secretary.

2.3 TDA is responsible for reviewing/submitting District applications for new Transportation System Designations and modifications to Federal partners.

2.4 TDA will coordinate with FHWA to acquire Toll Road IDs to be assigned in the RCI database and LRS for HPMS reporting purposes.

2.5 TDA shall be responsible for facilitating and coordinating reports of data and information on designations and Road Jurisdiction Transfers on roadway sections which are stored in the RCI database and LRS.

2.6 TDA will provide notification of any necessary designation changes including U.S. Routes, State Road numbers, and Interstate numbers to mapping providers (Bing, ESRI, Garmin, Google, HERE, TomTom, and Trimble, etc.).

2.7 TDA will be responsible for ensuring the quality of data and information is maintained as roadway sections and urban boundary limits change to develop accurate transportation statistics and mileage.

3. DISTRICT OFFICE RESPONSIBILITIES

3.1 The District is responsible for performing the coordination activities within the District and with local agencies for new Transportation System Designations and Road Jurisdiction Transfers and modifications.

3.2 The District is responsible for holding public hearings when transportation facilities owned by the State involve a Realignment or Road Jurisdiction Transfer that redesignates an existing State Road off of the State Highway System (SHS) to another road system and/or changes an existing State road number, per 335.02(1) and 335.0415(5) F.S.

3.3 Districts will be responsible for submitting Transportation System Designations and Road Jurisdiction Transfers, which are to be reviewed by the Central Office.

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3.4 Districts will be responsible for developing and entering accurate and validated Transportation System Designations and Road Jurisdiction Transfer data and information into FDOT enterprise systems.

3.5 The Districts will perform activities and methods documented in the Transportation System Designation and Road Jurisdiction Handbook and support the review and maintenance of the handbook by identifying innovations, efficiencies, or best practices.

3.6 Districts will work with Central Office to develop guidance and standards in consensus to ensure data and information related to Transportation System Designations and Road Jurisdiction Transfers is governed appropriately.

7. TRAINING

FDOT staff must be trained on the Transportation System Designation and Road Jurisdiction Transfer activities which include understanding the appropriate knowledge, requirements, coordination actions, resources, processes, data collection techniques, and data entry procedures. Training resources on these activities will be maintained by the TDA Office and documented in the Handbook in coordination with Districts. District Offices will support the requirements by communicating best practices, identify efficiencies, providing support to the Handbook and other supporting documentation, and identify responsible staff to perform the District responsibilities.

8. FORMS

The Transfer Agreement and other documents mentioned in this procedure must be drafted to mirror the examples provided in the Handbook.