

# TRANSPORTATION SYSTEM JURISDICTION AND NUMBERING HANDBOOK



Transportation Data and Analytics Office (TDA)  
Florida Department of Transportation  
Tallahassee, Florida

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**PRINTING:** Please conserve paper by viewing this document on-line, or printing it on both sides of the paper.

**QUESTIONS:** To ask questions or offer comments about this *Handbook* or the associated *Procedure*, please contact

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## INTRODUCTION

### Usage

This **Handbook** is a supplement to the procedure **Transportation System Jurisdiction and Numbering, Topic No. 525-020-010**, and provides information on *how* to meet the procedural requirements. It provides additional guidance, sample letters and forms, and background material, including several different scenarios to follow when preparing **Transfer Agreements** or jurisdiction adjustment actions and supporting documentation.

The principal users of this **Handbook** and the **Procedure** in the Districts include Planning, Design, Utilities, Maintenance, Rail, Safety, or other offices involved in road transfers. In addition, Legal, Work Program, and the Cultural Resource Management Coordinator may be asked to assist an Office more directly affected. In the Central Office, the primary user is the Transportation Data and Analytics Office (TDA). The Outdoor Advertising Office in the Office of Right of Way is also a user, and the General Accounting Office in the Office of the Comptroller uses this information for financial reporting purposes.

The District Office responsible for handling changes to State Highway System (SHS) mileage will be referred to in this **Handbook** simply as “the District.”

### Applicability

Not all changes to SHS mileage involve a transfer to or from another governmental entity. These non-transfer changes are discussed in **Chapter 1**. Transfers of road jurisdiction are covered in **Chapters 2, 3, and 4**.

A transfer of something that looks like a road, or used to look like a road, is not necessarily a road transfer. A transfer of right of way that formerly was used as a road, but which in the future will be used for a non-road purpose, is not a road jurisdiction transfer. Such a transfer should be handled in accordance with applicable legal requirements, such as those covered by the procedure **Right of Way Manual, Part 10.5.1, Disposal of Surplus Real Property, Topic No. 575-000-000**. It may also be useful to consult **Chapter 337, Florida Statutes, Contracting, Acquisition, Disposal, and Use of Property**. Any disposal of surplus property should include consideration of known historical or archaeological resources (see **Section 2.3.2**).

If either a road or non-road right of way is to be transferred to a private entity, additional requirements may apply including requirements for payment. Legal and Right of Way personnel should be consulted and the references in the preceding paragraph should be reviewed.

## Road Numbers

**Chapter 5 (State and County Road Numbers)** and **Chapter 6 (U.S. Routes)** are about road numbering issues that may occur with any of the processes in the other chapters.

## Samples

Sample forms and letters are provided that cover most of the situations described in this **Handbook**. It is generally not necessary to use a form or letter exactly as it is provided, but the specified content should be supplied, if it is appropriate.

Care should be taken to insure that the information given on these forms is correct. Correct limit descriptions and milepoints should be obtained from a recent FDOT roadway inventory, not a record maintained by another agency.

The information given on a **Transfer Form** must be consistent with the information in the request memo to TDA, and consistent with all other documents in the Transfer Agreement Package, including **Transfer Agreements**, **Resolutions**, and location maps.

## 1. JURISDICTION CHANGES INVOLVING ONLY FDOT

### 1.1 NEW CONSTRUCTION

This section covers the construction of a new road (not reconstruction of an existing road). When a new road is first added to FDOT's Work Program, the District shall contact TDA for assignment of a new Roadway ID and State Road number (see **Chapter 5**). The District may participate in the selection of these numbers. If the new road is a realignment, generally it will take the State Road number of the old alignment, but the Roadway ID should be new—usually a subsection off the old alignment's Roadway ID. The road shall then be entered into the Roadway Characteristics Inventory (RCI), along with any available data, with a status of *Pending*.

The functional classification of the new alignment should be reviewed, and approval of the new classification requested from FHWA, as soon as the function of the new road in the transportation network is clear—but no later than the completion of construction (see procedure **Urban Boundary and Functional Classification of Roadways, Topic No. 525-020-311**).

When construction of the new road is complete, the District shall complete its inventory and data entry in accordance with the procedure **General Interest Roadway Data, Topic No. 525-020-310**.

After the limits of the road are inventoried, the District will prepare documentation of the addition of mileage to the State Highway System. The documentation will include a letter signed by the District Manager describing the actions, a basemap package as described in procedure **General Interest Roadway Data, Topic No. 525-020-310**, an

**Addition to the State Highway System Form** signed and dated by the District Secretary or his or her designee, and a location map. FDOT Secretary approval is not required. Examples are given in the **Appendix**. The District Manager will submit this documentation to the Transportation Data and Analytics Office Manager. TDA will document the transaction in its files and notify the appropriate Central Office contacts. The District will change the status in Feature 140 of RCI to *Active-On*, with the date of District Secretary approval as the effective date. The District will notify the appropriate District contacts.

If the road is constructed for FDOT by another entity, including another public agency or a private entity, the provisions of this section apply. If the road is constructed by another entity for itself and then immediately transferred to FDOT, it is a jurisdiction transfer and should be handled accordingly (see **Chapter 3**).

## 1.2 DELETION OF MILEAGE

A State Road that is no longer being used as a road needs to be documented by the same process as described in **Section 1.1** above, except the form to be signed by the District Secretary or his/her designee will be the **Deletion of Mileage Only Form**. If the deletion is due to a realignment, the deletion can be handled on the same form as the addition of the new alignment.

Right of way that is no longer being used for a road (or never has been) may be surplus as governed by procedure **Right of Way Manual, Part 10.5.1, Disposal of Surplus Real Property, Topic No. 575-000-000**. As there is no actual road involved, there is no need for any road jurisdiction transfer process to be used. Any disposal of surplus property should include consideration of known historical or archaeological resources (see **Section 2.3.2**).

## 1.3 REALIGNMENTS

A realignment is a new segment of a roadway that is meant to carry all or most of the traffic on an existing segment with a safer, higher capacity, or otherwise better roadway. A minor realignment is close to or within the right of way for the original road, and results in the elimination of the original lanes. It may be considered an alteration to the original road that does not require paperwork documenting the changes.

A major realignment is a new alignment outside the existing right of way except where it connects to the original road. It is 0.1 miles in length or more, and there is room to continue to use the original lanes as a roadway, whether or not the lanes remain in place. The addition of the new alignment to the SHS shall be handled in accordance with **Section 1.1** above.

When a realignment occurs, even if the old portion of the road is deleted (physically removed), the new alignment must be assigned a new subsection number off the mainline Roadway ID. The old alignment will retain the original Roadway ID and must be given an appropriate status in RCI after the transfer is effective. See the procedure

**General Interest Roadway Data, Topic No. 525-020-310** for more on Roadway ID and status.

The old alignment may be transferred to another agency, physically removed, repurposed by the State, or retained as a State road (with a different State Road number).

Construction of a roundabout to replace an ordinary intersection may be considered as a realignment of portions of two or more roads. See the procedure **General Interest Roadway Data, Topic No. 525-020-310** for more about roundabouts and traffic circles.

### 1.3.1 Transfer of Old Alignment

The old alignment should be offered to the appropriate local government, which is usually the County or City, while the realignment is still in the planning stages. After the realignment is complete, it may be difficult to get agreement from the local government to accept the old alignment. See **Chapter 2** for the transfer process if a local government agrees to accept the old alignment. After such a transfer is complete, the status in Feature 140 will be changed from *Active-On* to *Active-Off*.

### 1.3.2 Physical Removal of Old Alignment

If the old road alignment is physically removed, the mileage is removed from the SHS in accordance with **Section 1.2**, and the status in Feature 140 of RCI will be changed from *Active-On* to *Deleted* when that process is complete.

### 1.3.3 Re-purposing the Old Alignment

If the old alignment is not removed, but is not used as a road (e.g. if it becomes a parking lot, a driveway, or part of the right of way for the new alignment) then the status in Feature 140 of RCI may be changed to *Inactive*. This will enable the data for this segment to be retained in RCI. The mileage is removed from RCI by the same process as in **Section 1.2**.

### 1.3.4 Retention of Old Alignment as a State Road

If the old alignment is retained by FDOT and continues to function as a road (e.g. provides access to residences or other property), it must be assigned a new State Road number (see **Chapter 5**). The functional classifications of both alignments should be reviewed (see procedure **Urban Boundary and Functional Classification of Roadways, Topic No. 525-020-311**).

The memorandums and forms used to request and authorize additions and deletions of SHS mileage may be those in **Sections 1.1** and **1.2**, as appropriate, or may be combinations of those as in the samples in the **Appendix**.

## 1.4 OTHER CHANGES TO SHS MILEAGE

Any change made to a roadway status in RCI which results in a change to SHS mileage must have the appropriate documentation to support the change.

If a road is constructed for FDOT or given to FDOT by a private entity, the road shall be handled in accordance with **Section 1.1**.

If a road is currently *Active Exclusive* in the RCI and it is determined that it functions as a mainline road (*Active-On*), or if it was given the incorrect designation when first entered into the RCI, then the road should be handled in accordance with **Section 1.1**.

If a road is currently *Active-On* in the RCI and it is determined that it functions as a ramp or frontage road (*Active Exclusive*) and not a mainline roadway, or if it was given the incorrect designation when first entered into the RCI, then the road should be handled in accordance with Section 1.2.

## 2. JURISDICTION TRANSFERS BETWEEN FDOT AND A LOCAL GOVERNMENT

### 2.1 OVERVIEW

Road jurisdictional transfers are governed by **Section 335.0415, F.S.**

Any non-Interstate road or segment of a road, including bridges and toll facilities, may be transferred onto or off the SHS subject to considerations mutually agreed upon by the affected parties. Whether a road should be under State jurisdiction should take into consideration the criteria listed in **Section 335.0415, F.S.**

For purposes of this **Handbook** and the associated **Procedure**, any ramp, frontage road, or other traveled way carrying traffic is considered to be a road and subject to the same requirements as other roads. If a road with full access control is transferred, all associated ramps, frontage roads, and other *Active Exclusive* components are assumed to be transferred with it, unless explicitly not included. In any case, any and all roadways to be included in a **Transfer Agreement** should be explicitly described and identified by name and Roadway ID (if available).

FDOT should plan for possible transfer needs well in advance of the actual transfer. It is recommended that a plan be developed using maps to display future corridors. For example, a realignment or new alignment may be planned and the old alignment will no longer function as a State Road. In such a case, agreement for the local government to take the old alignment should be reached **as soon as possible**, preferably early in the planning process and prior to right of way acquisition, if applicable, and before construction begins. FDOT should re-evaluate the feasibility of not building the new roadway if it is determined that FDOT must retain jurisdiction of the old roadway. A spreadsheet for tracking projects throughout their planning stages may help avoid overlooking transfer needs, such as conducting the Cultural Resource Management Coordinator survey, inventorying the road, and finding right of way maps.

The actual transfer of the old road that has been realigned can take place at a mutually agreed date *after* the **Transfer Agreement** is approved by the FDOT Secretary, such as the date the new alignment is open to traffic. If no local government wishes to assume jurisdiction of the old alignment, and the old alignment is not needed for

property access, FDOT may elect to have the District Right of Way Office dispose of the road. Any disposal of surplus property must include consideration of known historical or archaeological resources. This mileage must be deleted from the reported SHS miles.

If FDOT agrees to build or improve a bridge or road before a local government takes it over, the **Transfer Agreement** must be approved by the FDOT Secretary (to take effect upon completion of the improvements) before work on the improvements begins.

A road that is designated as a U.S. Route must have approval by the American Association of State Highway and Transportation Officials (AASHTO) to remove that designation before it can be transferred off of the SHS. See **Chapter 6** for more on U.S. Route changes. Any projected change in a State Road number should be done in accordance with **Chapter 5** of the **Procedure** and this **Handbook**.

A road jurisdiction transfer between FDOT and a local government must be mutually agreed upon in writing and binding on all parties by a mutually negotiated **Transfer Agreement** and supporting **Resolution** (or other legal authorization by the local government). The **Transfer Agreement** is executed when signed by all parties, including the FDOT Secretary.

After signing the **Transfer Agreement**, the FDOT Secretary must sign a **Transfer Form** to put the road transfer into effect. He or she may sign the **Transfer Form** at the same time as the **Transfer Agreement**, if there are no conditions on the timing of the transfer. However, if the transfer is contingent on funding, or other considerations, the FDOT Secretary will sign the **Transfer Form**, and put the transfer into effect, only after all such contingencies have been resolved.

#### ROAD JURISDICTION TRANSFER PROCESS OUTLINE

##### Preliminary Negotiations

1. District or local government proposes the transfer of a particular roadway, specifying limits and purpose
2. District and local government provide each other with a list of items to be considered in the negotiations

##### Reviews by Involved Entities

1. District and local government review proposals and terms for consideration, and discuss their validity
2. Mutual decision is made whether to pursue the transfer

##### FDOT Internal Activities (after decision is made to proceed)

1. District assembles information on existing agreements or obligations from local government and from other FDOT offices.
2. District determines if any telemetered traffic monitoring sites exist on the roadway (if so, District and TDA determine if polling will continue).
3. If road is to be transferred off the SHS, District requests that the Cultural Resource Management Coordinator (CRMC) research the historical, architectural, and archaeological significance of the road and provide a report to District.
4. District and TDA assign or revise the Roadway ID in RCI, as appropriate.
5. District and TDA choose new SR and/or CR number(s), as appropriate, and request change to U.S. Route numbering if required (see **Chapter 6**).

6. District inventories the road.

#### **Draft Transfer Agreement**

After all agreements and obligations are reviewed and accepted by the local government and the District, work on the draft **Transfer Agreement** begins.

1. District and local government complete negotiations and prepare a draft **Transfer Agreement**.
2. The District Secretary sends the draft **Transfer Agreement** to TDA, which coordinates review with the FDOT Legal Office and Administration.
3. TDA will advise the District of any concerns raised by the Central Office Review.

#### **Preparation of Final Transfer Agreement**

After any Central Office concerns are resolved, the final **Transfer Agreement** can be processed.

1. The District confirms that, if applicable, AASHTO responded positively to any requests for U.S. Route number changes.
2. If applicable, the District confirms that the CRMC survey requirements are satisfied.
3. The District and local government make any necessary changes to the draft **Transfer Agreement**.
4. The District and local government approve the final **Transfer Agreement**.
5. The local government prepares and signs the **Resolution** that authorizes execution of the **Transfer Agreement** and attaches the **Resolution** to the final **Transfer Agreement**.
6. The final **Transfer Agreement** is signed by the District Secretary and FDOT Legal Counsel, and the appropriate local government officials.

#### **Approval of Final Transfer Agreement**

1. The District Secretary (or designee) sends a transmittal memo requesting and justifying the transfer, with the final Transfer Agreement Package, to the TDA Manager for processing.
2. TDA reviews the final Transfer Agreement Package to ensure that the documentation is correct, complete, and consistent.
3. TDA prepares the memo transmitting the package to the FDOT Secretary, through the appropriate chain of command (including legal review). If he or she concurs, the FDOT Secretary signs the **Transfer Agreement**.
4. If there are no requirements in the agreement for events to transpire before the transfer goes into effect (such as a funds transfer or completion of a construction project), the FDOT Secretary also signs the **Transfer Form**, and the transfer is effective on that date.
5. If the transfer is contingent upon a later event, the FDOT Secretary will not sign the **Transfer Form** until the contingency is resolved, and the transfer will not take effect until the FDOT Secretary signs that form.
6. TDA notifies the District of the FDOT Secretary's approval of the **Transfer Agreement**, and returns the original package to the District.

#### **Follow-up (after the FDOT Secretary signs the Transfer Form)**

1. TDA notifies the District, returns the original **Transfer Form** to the District, and provides copies of the approved **Transfer Form** to Central Office Personnel (see **Section 2.5**).
2. The District notifies the local government of the approval (in writing), and after the **Transfer Form** is signed, the local government erects or removes their signs, as appropriate.
3. The District notifies all relevant offices in the District as well as the U.S. Postal Service and local emergency service providers (see **Sample 5.2-2**).
4. The District and TDA update RCI and Straight-line Diagrams as prescribed by the procedure **General Interest Roadway Data, Topic No. 525-020-310**
5. The District Maintenance Office erects or removes State Road signs, as appropriate.
6. Deeds are recorded or right-of-way maps are filed as required by the **Transfer Agreement**.

## 2.2 COORDINATION AND DISCUSSION

FDOT or a local government, which is usually the County or City, may initiate the jurisdictional transfer of a road. An initial contact by FDOT can be by any means deemed appropriate by the District and acceptable to the local government. A sample letter is shown in **Sample 2.1-1**.

### 2.2.1 District Internal Coordination and Preparation

**2.2.1.1 Consensus:** If the District believes the transfer is worth pursuing, the District representative will begin internal coordination to determine if the proposed transfer is agreeable to other offices in the Central and District offices. Refer to **Sample 2.2-1** for a list of the offices most likely to be affected. The District should wait for internal consensus before committing too much time and resources to such things as the cultural resource review, historical, architectural, and archaeological survey, pursuing AASHTO approval of a U.S. Route numbering change, or requesting in-house agreement reviews. It is recommended that the FDOT Legal Office be included during all stages of the proposed jurisdiction transfer.

**2.2.1.2 Data Inventory:** The District shall conduct a complete RCI inventory of their roadway features for the road segment being transferred. Prior to making the request for transfer to the District Secretary, any problems uncovered by the inventory, or elsewhere during the process, must be resolved—including results of the historical survey, discrepancies with existing RCI data, questionable roadway ownership, or other situations. The status of the road in RCI will remain the same until the FDOT Secretary approves both the **Transfer Agreement** and the **Transfer Form**.

**2.2.1.3 Road Number, Roadway ID, and Status:** Any projected change in a State Road number should be done in accordance with **Chapter 5**. Before any U.S. Route is transferred, approval must first be obtained from the American Association of State Transportation Officials (AASHTO) as described in **Chapter 6**.

The Roadway IDs for roads being transferred will generally remain the same unless the road being transferred has a countywide number. When a road with a countywide Roadway ID (such as 95000000) is transferred onto the SHS, a unique Roadway ID must be assigned (such as 95044000). See the procedure **General Interest Roadway Data (525-020-310)**.

If a road jurisdiction transfer results in a road being added to RCI, it must be given a new Roadway ID in accordance with procedure **General Interest Roadway Data, Topic No. 525-020-310**.

**2.2.1.4 Proceeding with the Transfer:** If the consensus within the District is that the proposed transfer seems acceptable, the District can prepare a draft **Transfer Agreement** and begin negotiations with the local government. If such consensus is not reached, the process will end unless the District Secretary makes the decision to proceed.

## 2.2.2 Preliminary Negotiations

If a local government is willing and the District believes the proposal may have merit, the District should notify the local government of the process to be followed. A sample letter is provided in **Sample 2.1-2**. If there is a State road in the County or City that does not actually function as a part of the SHS, it could be included in the negotiations and removed from the SHS as part of the overall transfer process. A variety of issues should be considered during these negotiations. The District and local government must review and mutually agree upon all issues raised by either party. When both parties agree that the transfer is possible, they will have reached a joint decision to proceed with negotiations. At no point prior to obtaining all required signatures on the final *Transfer Agreement* and *Resolution* are the parties bound to the transfer.

The following issues should always be considered for all road transfers, where appropriate and applicable:

**2.2.2.1 Prior Obligations:** Any written agreements between FDOT and the local government that affect the road in question should be reviewed. The effects of these agreements, if any, should be taken into account when reaching an agreement with the local government to transfer the road. Such written agreements may involve maintenance, utilities, right of way, rail crossings, or other matters. The District shall also ask the local government to provide copies of any agreements of which the District should be aware. This coordination is necessary to determine what needs to be negotiated in the ***Transfer Agreement*** and which entity will assume new obligations. These obligations shall be transferred at the same time and in the same manner as jurisdictional responsibility. These obligations may have been negotiated in previous agreements.

**2.2.2.2 Responsibilities:** The parties agree that the entity receiving the road will assume all responsibility for the road and right of way (including all bridges, curbs, culverts, and drainage structures within the right of way at the time of transfer). The responsibility for maintenance of public sidewalks, bike paths, and other "ways" in the right of way will be the responsibility of the receiving entity unless the District and the local government negotiate otherwise. For County Road "ways" that extend into a municipality, the City will assume responsibility, unless the County and the City negotiate otherwise.

**2.2.2.3 Toll Facilities:** FDOT and the local government will determine who will be responsible for the administration of any toll facility.

**2.2.2.4 Right of Way:** Title to all right of way will be conveyed by sufficient instrument according to the provisions found in the ***Right of Way Procedures Manual*** and **Section 337.29, F.S.** Deeds or existing right-of-way maps will be recorded by the receiving agency in the public land records of the County in which the rights of way are located, or as otherwise specified in the ***Transfer Agreement***. The agency that currently has jurisdiction over the road shall supply all right-of-way documentation

needed; including right-of-way maps if available, and should produce right-of-way maps for possible future reference if they do not currently exist. It is recommended that such maps be produced before the transfer and that FDOT and the local government mutually agree on the accuracy and completeness of these maps before signing the ***Transfer Agreement***.

**2.2.2.5 Indian Reservations:** If there is any involvement with roads within or traversing through Indian Reservations, a determination needs to be made whether the Tribal Council desires to be included in negotiations. This should be documented for future reference.

**2.2.2.6 Historical Resources:** If there is evidence of historical or archaeological resources that could be adversely impacted by actions of the local government following a completed transfer, then the local government must agree to maintain those resources in accordance with the mitigation plan. The local government must also agree not to adversely affect a resource found after the transfer, pursuant to ***Section 267.061, F.S.***

**2.2.2.7 Federal Funding:** When Federal-Aid funding has been used on a road to be transferred off the State Highway System, the District may want to review the procedure ***Inspection of Inspection of Federal-Aid Projects Under Local Jurisdiction, Topic Number 850-065-001*** to determine if it is appropriate to enter into a Project Maintenance Agreement with FDOT.

#### **2.2.2.8**

**Telemetered Traffic Monitoring Sites (TTMS):** Disposition of traffic monitoring sites with sensors embedded in the road will be determined on an individual basis. The District will consult with TranStat's Traffic Data Section in this determination. If there is a need, the TDA Traffic Data Section in cooperation with the District will determine if polling the site(s) is still desirable even if the traffic data are no longer needed for SHS reporting.

### **2.3 TRANSFER AGREEMENT PACKAGE**

All jurisdiction transfers must meet the minimum requirements of ***Section 2.3.1***, and the requirements in ***Section 2.3.2*** may also apply.

#### **2.3.1 Transfer Agreement Requirements for All Jurisdiction Transfers**

Each ***Transfer Agreement*** should include all applicable items in the ***Sample 2.3***. Each transfer should be treated individually, with FDOT and the local government, (and, if deemed applicable, Tribal Councils) negotiating the pertinent issues for consideration. All parties must mutually agree to the final terms.

The ***Transfer Agreement*** shall be prepared for signature by the District Secretary, FDOT Legal Counsel, the FDOT Secretary, and the person authorized by the local government. A local government official such as the County Clerk or City Clerk will attest the execution of the ***Transfer Agreement*** by the agency official authorized to do

so by agency **Resolution**. A notary seal is not required. The **Resolution** and the **Transfer Agreement** may be signed at the same time.

The number of original signed documents is optional depending on local government and District preference. A copy of the signed documents is sufficient for the TDA files.

### **2.3.2 Historic and Archaeological Resources**

**2.3.2.1 Request:** If a road is to be transferred off the SHS, the District must request that its Cultural Resource Management Coordinator (CRMC) survey the road to determine the potential presence of historical or archeological resources, using the Efficient Transportation Decision Making (ETDM) Environmental Screening Tool (EST) as well as a field review.

**2.3.2.2 Review and Survey by CRMC:** The CRMC will perform the requested reviews. The CRMC will use these reviews to determine if in the CRMC's opinion a Cultural Resource Assessment Survey (CRAS) should be completed. If an in-depth survey is indicated, it will be conducted within the exact project limits according to the process outlined in FDOT's **Project Development and Environment Manual, Part 2, Chapter 12, Archaeological and Historical Resources**.

**2.3.2.3 Review by Division of Historical Resources:** In accordance with **Section 267.061(2) (a), F.S.**, the CRMC shall afford the Division of Historical Resources of the Department of State a reasonable opportunity to provide written comments on the results of the cursory survey, as well as any in-depth survey. A reasonable opportunity is considered to be 30 calendar days for Division of Historical Resources review. This time may be exceeded if there are comments from the Division of Historical Resources. A lack of response from the Division of Historical Resources does not constitute a *de facto* approval. It means that further inquiry is necessary to determine if the State Historic Preservation Officer received the survey for review and if any problems have been identified.

**2.3.2.4 Findings:** If the survey and review find no evidence of historic or archaeological resources, the CRMC shall provide documentation (including the Division of Historical Resource's comments) to the District to this effect. If there is evidence of historical or archaeological resources that could be adversely affected by actions of a new owner after a transfer occurs, then the **Transfer Agreement** must be delayed until a mitigation plan is in effect. This mitigation plan should be developed by the CRMC, in consultation with the Division of Historical Resources, and include a commitment from the receiving entity to maintain the resources. The CRMC must forward the plan and supporting documentation to the District for inclusion in the **Transfer Agreement Package**. Whether or not there is any evidence of historic or archaeological resources, the new owner of the roadway must commit in the **Transfer Agreement** to not adversely affect any such resources that are discovered after the transfer is in effect.

### 2.3.3 Resolution or Other Authorization

A **Resolution** from the local government authorizing the execution of the **Transfer Agreement** and acceptance of its terms will be sent to the District for attachment to the final **Transfer Agreement**. The **Resolution** authorizes a person to sign the **Transfer Agreement** on behalf of the local agency. The **Transfer Agreement** will reference the **Resolution** that supports it.

#### CHECKLIST OF ITEMS TO BE INCLUDED IN THE RESOLUTION

1. **Resolution** number
2. Name of involved local government
3. Description and limits of transfer
4. Who requested the transfer
5. Purpose of the transfer
6. Authorization of a person to sign the **Transfer Agreement**
7. Statement saying that the **Resolution** authorizes the execution of the **Transfer Agreement** and the local government recognizes and accepts the terms and conditions found therein
8. Date passed and adopted
9. Signatures

## 2.4 DRAFT TRANSFER AGREEMENT PACKAGE

The District shall provide a **Draft Transfer Agreement Package** for review of all proposed SHSmileage changes involving road transfers between FDOT and a local government. The **Draft Transfer Agreement Package** should include a cover letter explaining why the transfer is beneficial to the public, such as by making it more practical for a local government to make repairs, provide on-street parking, beautify the downtown area, or restrict traffic. The State may consider it beneficial to take jurisdiction of a road if it can be used to replace a part of the SHS that is dysfunctional due to inadequate width, on-street parking, access problems, or other conditions. It may also include a reference to the criteria considered in the determination that the road should be transferred.

The **Draft Transfer Agreement Package** should also include a complete description of the road to be transferred (including Roadway ID, milepoints, limit description, road number, and local name), a location map, a draft **Transfer Agreement**, a draft **Transfer Form** (samples are shown in the **Appendix**), the Cultural Resource Management Coordinator's letter (if the road is to be transferred off the SHS) or a copy of the request for this letter, the historical/archaeological survey result (if complete) and mitigation plan (if necessary), and any other documentation the District may believe to be pertinent.

The District Secretary (or designee) shall send the **Draft Transfer Agreement Package** to the Manager of TDA shall review the package for accuracy and consistency, and provide it to the Office of the General Counsel and the FDOT Administration for additional review. If questions or concerns arise, TDA will request clarification and, possibly, changes from the District.

When the ***Draft Transfer Agreement Package*** is complete and accurate, the TDA Manager (or designee) shall notify the District that the ***Transfer Agreement*** is ready to be signed by the District Secretary and the Local Government.

## 2.5 FINAL TRANSFER AGREEMENT PACKAGE

When the ***Final Transfer Agreement*** has the necessary District and local government signatures, the District Secretary or designee should transmit the ***Transfer Agreement Package*** (original documents) to the TDA Manager. The package should include all of the information previously provided with the ***Draft Transfer Agreement Package***, as well as the signed ***Transfer Agreement*** with attached ***Resolution***, and the final ***Transfer Form***.

The District Secretary or designee sends the request to the Manager of TDA shall review the ***Final Transfer Agreement Package*** for accuracy and consistency. If questions arise, TDA will request clarification from the District prior to submittal to the Secretary for approval.

When the ***Final Transfer Agreement Package*** is complete and accurate, TDA shall transmit it to the FDOT Secretary, routed through Legal (the Office of the General Counsel), the State Transportation Development Administrator, and the Assistant Secretary for Intermodal Systems Development. If the transfer is to be effective as of the date of the FDOT Secretary's signature, he or she will sign both the ***Transfer Agreement*** and the ***Transfer Form***, and put the date of signing on both. If the transfer is to be effective at a later time, the FDOT Secretary will sign and date only the ***Transfer Agreement***.

If the ***Transfer Agreement*** calls for the transfer to be effective at a later time, at that time the District Secretary or designee shall provide the appropriate ***Transfer Form*** to the TDA Manager for transmittal to the FDOT Secretary for signature.

## 2.6 TRANSFER FORM

The ***Transfer Form*** will identify the road segment(s) to be transferred, and indicate that the transfer is effective as of the date it is signed by the FDOT Secretary. If the ***Transfer Agreement*** does not specify otherwise, the FDOT Secretary will sign the ***Transfer Form*** at the same time as the ***Transfer Agreement***. If the ***Transfer Agreement*** makes the transfer contingent upon another action, the FDOT Secretary will sign the ***Transfer Form*** after that action has been satisfactorily completed, and the jurisdiction change will be effective at that time.

## 2.7 NOTIFICATIONS AND UPDATES

### 2.7.1 TDA Actions

TDA shall notify the District of the FDOT Secretary's approval of a ***Transfer Agreement*** and return the original ***Transfer Agreement Package*** to the District.

When the FDOT Secretary signs the **Transfer Form** making the transfer effective, TDA shall notify the District of this action and make the appropriate change to the status of the road in the RCI database, TDA shall send the original signed **Transfer Form** to the District Secretary or designee, and send a copy of the signed form and a location map to the Central Safety Office, the Central Outdoor Advertising Administrator, the Central Office Permits Manager, the Central Surveying and Mapping Office, the Deputy Comptroller in the Office of Comptroller's General Accounting Office, the Strategic Intermodal System (SIS) Administrator in the Systems Planning Office. The RCI Coordinator, Traffic Data Section Manager, and Quality Assurance coordinator in the TDA Office are also provided copies of the signed form and a location map.

## 2.7.2 District Actions

**2.7.2.1** After **Transfer Agreement** is signed: The District shall notify the local government in writing of the signing of the **Transfer Agreement** by the FDOT Secretary and, if requested, will provide an original signed copy of the **Transfer Agreement** to the local government. This notification includes a summary of any prior agreements related to the road (such as those relating to maintenance, utilities, right of way, rail crossings, telemetered traffic monitoring site maintenance, or other matters), and a location map.

**2.7.2.2** After **Transfer Form** is signed: After the **Transfer Form** (making the transfer take effect) is signed by the FDOT Secretary, the District will notify the local government of this, update the features and characteristics pertinent to the transfer in the RCI database and produce Straight-line Diagrams (SLDs) and key sheets as required by the procedure **General Interest Roadway Data, Topic No. 525-020-310**. The local government will erect or remove its signs, as appropriate.

The District also shall notify all relevant offices in the District (see **Sample 2.2-1**) since their responsibilities start from the effective date. The District shall also notify the Post Office and emergency service providers (see **Sample 5.4.1**), and provide copies of the approved **Transfer Form** and any other relevant materials and maps deemed appropriate. The District Maintenance Office will erect or remove State road signs, as appropriate.

The District Right of Way Office will file the deeds or right-of-way maps or provide them to the governmental entity receiving the road for filing in the public land records of the county or counties in which the rights of way are located, as required by the **Transfer Agreement**. If right-of-way maps do not exist, it is recommended that maps be prepared for possible future reference. If any documentation or right-of-way maps are needed, they should be prepared by the entity transferring the road, unless otherwise determined by mutual agreement. The statutory requirement for right-of-way maps was eliminated with the 1995 repeal of **Section 335.04, F. S.** All FDOT right of way responsibilities require adherence to procedure **Right of Way Mapping, Topic No. 550-030-015**.

**REMINDER:** Regardless of when a *Transfer Agreement* is signed by the FDOT Secretary, it does not take effect until the date of the Secretary's signature on the *Transfer Form*. NO RCI database changes and NO road sign changes shall be made until the date the transfer becomes effective.

### 3. JURISDICTION TRANSFERS INVOLVING ANOTHER STATE AGENCY

#### 3.1 BACKGROUND

State agencies other than FDOT that have jurisdiction over public roads include the Board of Governors (for the State University System) and Expressway or Bridge Authorities authorized by **Chapters 343, 348, and 349, F. S.** Such authorities include the South Florida Regional Transportation Authority, Central Florida Regional Transportation Authority, Tampa Bay Commuter Transit Authority, Northwest Florida Transportation Corridor Authority, Brevard County Expressway Authority, Broward County Expressway Authority, Tampa-Hillsborough County Expressway Authority, Orlando-Orange County Expressway Authority, Osceola County Expressway Authority, Pasco County Expressway Authority, St. Lucie County Expressway and Bridge Authority, Seminole County Expressway Authority, Santa Rosa Bay Bridge Authority, Southwest Florida Expressway Authority, South Florida Regional Transportation Authority, and Jacksonville Transportation Authority. The Miami-Dade Expressway Authority is also an agency of the State.

All roads on the SHS have an On-System status in the Roadway Characteristics Inventory (RCI). Any changes to the jurisdiction of such roads, whether by construction, deletion, or transfer to or from another agency, must be properly reflected in RCI in accordance with procedure **General Interest Roadway Data, Topic No. 525-020-310**.

<b>Agencies of the Executive Branch Defined in Chapter 20, F.S.</b>	
20.10 Department of State.	20.255 Department of Environmental Protection.
20.11 Department of Legal Affairs.	20.28 State Board of Administration.
20.121 Department of Financial Services.	20.29 Department of Citrus.
20.14 Department of Agriculture & Consumer Services.	20.315 Department of Corrections.
20.15 Department of Education.	20.316 Department of Juvenile Justice.
20.155 Board of Governors of the State University Sys	20.317 Department of the Lottery.
20.165 Department of Business & Professional Regulatio	20.32 Parole Commission.
20.19 Department of Children and Family Services.	20.331 Fish and Wildlife Conservation Commission
20.201 Department of Law Enforcement.	20.37 Department of Veterans' Affairs.
20.21 Department of Revenue.	20.41 Department of Elderly Affairs.
20.22 Department of Management Services.	20.42 Agency for Health Care Administration.
20.23 Department of Transportation.	20.43 Department of Health.
20.24 Department of Highway Safety & Motor Vehicles.	20.60 Department of Economic Opportunity.

NOTE: The Board of Trustees of the Internal Improvement Trust Fund's staff duties and functions related to state lands are performed by the Department of Environmental Protection, the Water Management Districts, or the Department of Agriculture and Consumer Services under certain circumstances, in accordance with **253.002, F.S.**

### 3.2 TRANSFERS BETWEEN FDOT AND ANOTHER STATE AGENCY

Since road transfers between FDOT and other State agencies do not result in changes to SHS mileage, such transfers are not covered by **Section 334.015, F.S.** They also do not have any requirement for consideration of historical and archeological review, although if the District is aware of any archeological or other historical resources associated with the road being transferred, they should advise the other agency before the transfer is approved. It also is desirable for FDOT to conduct a historical and archeological review before accepting a road from another agency.

To ensure good record-keeping, such transfers should include a Transfer Form signed by the District Secretary (as in **Chapter 1**) See the Appendix for sample forms. To help avoid misunderstandings about responsibilities after a transfer, the issues considered in **Chapter 2** should be discussed and a written agreement reached regarding them.

### 3.3 TRANSFERS BETWEEN STATE AGENCIES NOT INVOLVING FDOT

Any transfer of a road on the SHS not under FDOT jurisdiction must be done in accordance with **Section 335.0415, F.S.** Therefore, these inter-agency transfers must be by mutual agreement in consideration of the criteria in **Section 335.0415(4), F.S.** Approval by the Secretary of FDOT is not required as long as the transferred roadway remains part of the SHS. FDOT Districts must maintain communication with relevant state agencies in their area and be aware of impending transfers, and assist the agencies with preparing the **Transfer Agreement** and recording the transfer with a form such as in the appendix.

FDOT Districts should ask other agencies of the State to inform them of impending transfers, and assist the agencies with accurately documenting such transfers. The Districts should also offer to assist in the consideration and resolution of responsibility issues such as those in **Chapter 2**.

FDOT Districts should also ask to be informed of any new construction or assumption of State roads from private entities, and any removal of State roads, such as by realignments. Such changes should be documented as in **Chapter 1**.

### 3.4 TRANSFERS BETWEEN ANOTHER STATE AGENCY AND A NON-STATE AGENCY

A road transferred between a non-FDOT State agency and a non-State agency must be consistent with the requirements in **Section 334.015, F.S.**, for SHS transfers. Although it is not the responsibility for FDOT to enforce these requirements, the District should advise the non-State agency of the need for the transfer to be approved by the FDOT Secretary, and facilitate obtaining that approval.

FDOT Districts should provide the same assistance as in **Section 3.3**, and also should advise the involved agencies of the need to comply with **Section 267.061(2)(a), F.S.**, regarding historic and archeological impacts (See **Section 2.3.2**) if the road is to be transferred off the SHS.

## 4. CHANGES TO ROAD JURISDICTION NOT INVOLVING THE SHS

### 4.1 BACKGROUND

A road transfer, construction project, or other land use change that does not involve FDOT is not directly covered by an FDOT Procedure such as ***Transportation System Jurisdiction and Numbering, Topic No. 525-020-010***. FDOT is responsible for reporting all public road mileage, and so must be aware of and incorporate the results of such transfers. The District is responsible for inventorying all public roads that are functionally classified as Collector and above, and TDA is responsible for including all public road mileage in its reports to the Federal Highway Administration (FHWA) and others. TDA is also required to report the centerline mileage in each City and County individually. Some changes also may affect County Road numbers (see **Section 5.1.2**).

Non-mainline roads, such as ramps, frontage roads, and certain paved travelways that are open to public vehicular traffic, are not included in SHS mileage reports, even though they are under the jurisdiction of the State. Transfers of such roads between the State and a city or county must be made with the same ***Transfer Agreement*** as for mainline roads, and signed by the District Secretary, but do not require the FDOT Secretary's signature.

### 4.2 NOTIFICATIONS

The District should strive to be aware of construction, reconstruction, or transfer efforts by non-State agencies. The District should also ask each such agency to notify the District when a change to such a road is being planned, and when the construction or reconstruction is complete or a transfer has become effective.

### 4.3 FOLLOW UP

When a mileage or jurisdiction change has become effective, the District should do any required inventory, make the appropriate additions or changes to RCI, and notify TDA of these actions and of any mileage changes.

TDA will ensure that all such changes are included (as appropriate) in its reporting of the mileage and usage of the SHS and other public roads.

## 5. STATE AND COUNTY ROAD NUMBERS

Every State Road must have a State Road (SR) number. Any County Road may have a County Road (CR) number, but is not required to do so. Every SR and CR number that is in use must apply to only one road. This road may be discontinuous, but two separate segments with the same SR or CR number must have a logical and sequential connection between them. A road must never split into two different roads with the same SR or CR number, unless it is to allow for a one-way pair to connect to a two-way road.

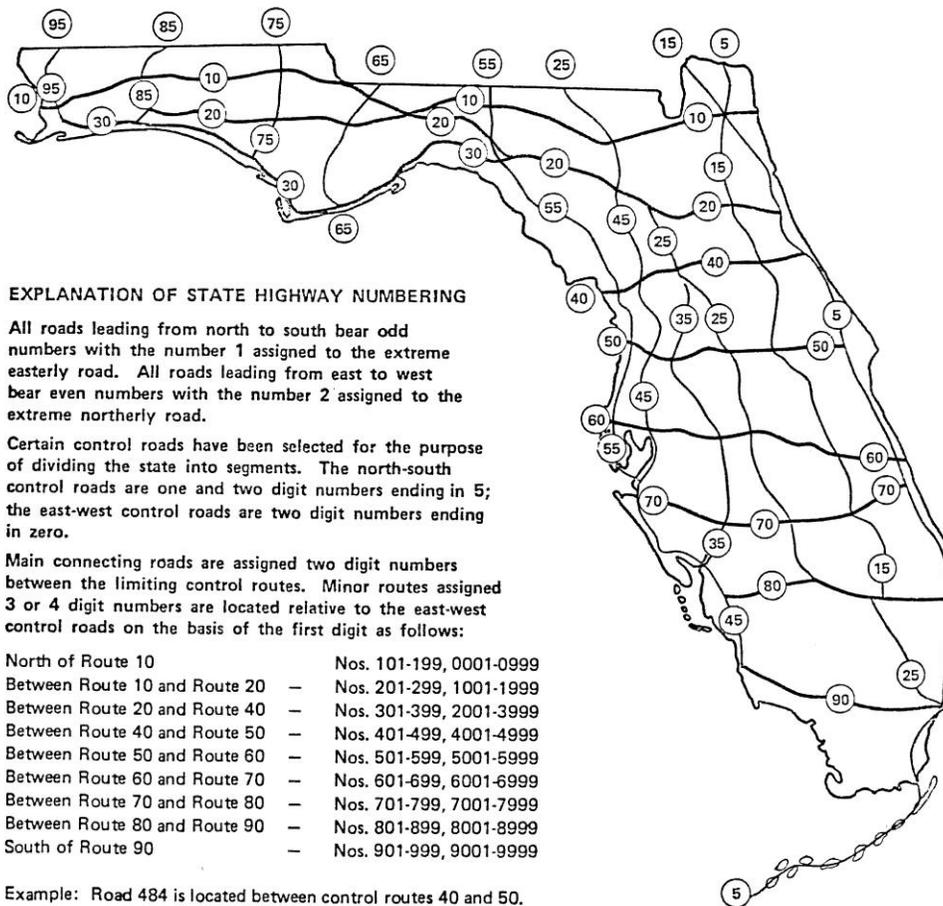
## 5.1 DETERMINATION OF ROAD NUMBER

### 5.1.1 State Road Numbers

State Road numbers should conform as much as possible to **Section 335.08 of the Florida Road Numbering Plan, Chapter 335, Florida Administrative Code.**

#### 335.08 Numbering Public Roads.

- (1) The department is authorized to number and renumber the roads of the State Highway System and to advise the counties and municipalities on the numbering of the roads in their respective road systems.
- (2) The department may establish a systematic numbering plan, giving even numbers to roads extending in the general direction of east and west, and odd numbers to roads extending in the general direction of north and south.



### 5.1.2 County Road Numbers

If a County Road number needs to be assigned or changed, the District (in consultation with TDA) should recommend a number consistent with the **Florida Road Numbering System** above. It should be either different from other County Road numbers or a continuation of an existing County Road number. The **Florida Road Numbering System** is only *advisory* for the County Road System, and counties are not required to follow FDOT's advice. However, the District should encourage counties to use the System to make it easier for the travelling public to find their way around the State.

### 5.1.3 Retaining the Road Number from the Previous System

Following a transfer, a road may retain the same road number but with a different prefix (e.g. change from CR 99 to SR 99), unless this results in duplicate numbers for different roads. In such cases, TDA and the District shall locate and assign an appropriate vacant State Road Number.

## 5.2 PUBLIC HEARING OPPORTUNITY

If a realignment involves changing an existing State Road number to a different State Road number, the District **must** advertise an opportunity for a Road Numbering Change Public Hearing in the **Florida Administrative Weekly**, and a newspaper of general circulation (see **Sample 5.3-1**). The District also must notify (in writing) the District Public Information Director responsible for maintaining public involvement web pages on FDOT's Internet web site to have the notice added to the **Public Involvement Opportunities** web page.

If no request for a public hearing is received within 14 calendar days of the date of the notices, the road number change may proceed.

## 5.3 NOTIFICATIONS

After it has been determined that a road number will change, the District should send notices to emergency service providers, the Post Office, and other interested parties. The number of notices advertised is at the discretion of the District and may depend on general acceptance of the project by the local citizens, the number of people affected, and their familiarity with the change (see **Sample 5.4-1**).

The District should maintain all pertinent information about the road number change in its project files for historical reference.

## 6. UNITED STATES (U.S.) HIGHWAY NUMBERS

### 6.1 PURPOSE OF U.S. ROUTE NUMBERING

U.S. Numbered Highways (U.S. Routes) provide an easy way for drivers to make regional or interstate trips simply by following road number signs. They are assigned by the American Association of State Highway and Transportation Officials (AASHTO), which records them in their publication, **U.S. Numbered Highways**. In AASHTO's

words, “**The purpose of the U.S. Road numbering and marking system is to facilitate travel on the main interstate lines, over the shortest routes and the best roads.**”

There is no relationship between U.S. Route designations and federal ownership of the designated road. In fact, the U.S. Routes are all on the State Highway System. They have State Road numbers as well as U.S. Route numbers, but typically are known by their U.S. number; the State Road number usually is not shown on such roads.

Interstate Highways are also numbered in accordance with AASHTO policies, but approval by the Federal Highway Administration (FHWA) is also required. Since Interstate designations very rarely change, they are not further discussed in this *Handbook*. Any potential changes in Interstate numbers should be discussed with TDA.

## 6.2 AASHTO’S ROLE AND POLICIES

AASHTO’s Standing Committee on Highways has exclusive authority to make additions, changes, extensions, revisions or reductions to the numbering or marking of U.S. Highways. Any change to the number or location of a route must first be approved by AASHTO, unless the change would not alter the milepoint or location of the route or its major intersections in its listing in *U.S. Numbered Highways*.

Any relocation or realignment of a U.S. Highway must be made to a superior routing. It should be advantageous to the traveling public, use a better facility, or it should be shorter—unless there is a beneficial trade-off.

U.S. Highway location and U.S. Highway numbering can be changed **ONLY** within AASHTO’s published policies. There are exceptions (for example, there are some U.S. Routes that are located within a single state—such as U.S. 92 in Florida) but exceptions must be thoroughly justified and approved by AASHTO first.

Following is a list of AASHTO policies pertinent for U.S. Route numbering.

### **AASHTO Road Numbering Policies**

1. No U.S. Highway signs may be erected, changed, or removed by FDOT without prior consent of AASHTO.
2. No additional roads may be added to the U.S. numbered road system, and no existing U.S. route may be extended without the consent of the Association.
3. No new U.S. routes may be located entirely within one state.
4. No route may be considered for inclusion in the U.S. numbered system unless it meets current Association design standards.
5. A toll facility may be included in the U.S. numbered system if the toll road meets all the Association criteria and is requested by the official authority having jurisdiction over the toll facility and submitted through FDOT.
6. Association approval is required for U.S. routes that are realigned using any part of an existing road that is not part of the U.S. numbered system. Approval is also required for U.S. routes rerouted over roads that are part of the U.S. numbered system; this rerouting can only be for short distances, and the routes must diverge and go in separate directions.

7. The Standing Committee on Highways of the Association will consult with FDOT first when they propose any changes to the U.S. Highway system in Florida.

### 6.3 ROUTE CHANGE WITHOUT JURISDICTION CHANGE

A realignment or new construction may allow a new path for a U.S. Route that is better than the old one in terms of length, congestion, interference from off-road activities, or other factors. It may also be desirable to provide an Alternate or Business Route that begins and ends at a U.S. Route but provides an alternative path through a nearby area. In either case, FDOT must request a U.S. Route number change. FDOT is the only entity that may present requests for changes to AASHTO, and FDOT requests go through TDA. Individuals or groups wishing to make requests for changes should contact TDA.

#### 6.3.1 Minor Changes – No AASHTO Approval Needed

For minor changes, such as U.S. routes realigned on new construction within the same corridor, and a mileage change of less than 0.1 miles, a note to the TDA Highway Data Analysis and Reporting Section Manager (and filed with other U.S. Route information) will be sufficient.

#### 6.3.2 Requesting AASHTO Approval

If the characteristics of a current U.S. Route, or potential route, change in such a way that a change to U.S. Route numbering is desirable, or if a change is requested by a local government or others, the FDOT District should review the existing and proposed routes (in terms of length and design of route, crash data, annual average daily traffic, rail crossings, and other pertinent data), taking AASHTO's policies into consideration.

If a change appears favorable, the District should document and justify the change on the official six-page AASHTO form (available from TDA and from AASHTO's web page) and transmit it to TDA. A revised log of the **U.S. Numbered Highways** book showing the changes as they would appear if the request were approved should be sent along with the request application. Any changes should be shown in red on a copy of the pertinent page from the listing. Changes include information such as cities served, intersecting roads, and point to point mileage that will affect the cumulative mileage in Florida.

TDA will review the request and, following concurrence, will prepare a transmittal letter. This letter will be signed by the FDOT Secretary and will convey the application to AASHTO's General Office, requesting approval of the change by AASHTO's Standing Committee on Highways. This Committee usually meets in the Spring and Fall each year, and the District should send any requests to TDA at least two months in advance to allow time for processing and distribution of the request to the AASHTO Committee members. The dates of the meetings are provided by AASHTO prior to each meeting and will be furnished to the District by TDA as soon as possible.

After AASHTO notifies TDA of an approved change, TDA will notify the District (in writing) and the District will update RCI's Feature 113, which shows U.S. Route

numbers. The District will then notify the District Office responsible for updating the road number signs on the road.

#### **6.4 ROUTE CHANGE WITH JURISDICTION CHANGE**

Since U.S. Routes are numbered to serve the needs of long-distance drivers, it is appropriate for these routes to be on the State Highway System. If a proposed road jurisdiction transfer would result in a U.S. Route being located on a non-State road, the U.S. Route must be moved **BEFORE** the jurisdiction transfer takes place. Documentation should be included in the ***Transfer Agreement Package***.

It is imperative that the AASHTO approval request be initiated early in the transfer process to facilitate obtaining approval so the transfer can proceed without unnecessary delay. The District must notify TDA of any significant changes that could occur to a U.S. Route due to a proposed transfer, or of any realignment that affects the point to point mileage and remarks found in the ***U.S. Numbered Highways*** listing.

**Any request for a U.S. Route number change will be processed as in Section 6.3.2. After the change is approved, the road jurisdiction transfer process may proceed. The *removal* of a U.S. Route number in RCI's Feature 113 and on road signs may NOT be made until AASHTO approves it. The *addition* of a U.S. Route number in RCI's Feature 113 and on road signs for a road being *added* to the State Highway System may NOT be made until both AASHTO approval of the number change and the road jurisdiction transfer are effective.**

## APPENDICES

### APPENDIX A - SAMPLE FORMS AND LETTERS

To use these forms,

1. Copy the form and paste into a new document.
2. Change or remove the wording as appropriate, including references to...
  - District
  - Office
  - City, County, or other entity involved

These are generally underlined or otherwise highlighted on the document.

3. Note that items in italics are notes to the District user, and are not intended to be included in the actual document.

**Sample 1.1-1 Request: Add Mileage with New Construction****MEMORANDUM****DATE:****TO:** James W. Poe, Manager, Transportation Data and Analytics Office**FROM:** John H. Doe, Manager, Appropriate Office in District 10**SUBJECT:** Addition of Mileage in Adams County

SR 1 in Adams County was extended from Point A to Point B. This is Roadway ID [12345678] from milepoint 10.000 to 16.789. This action does not involve any other governmental entity.

Enclosed are a location map and a completed Addition to the State Highway System Form signed by the District Secretary. An RCI/GIS Basemap Package will be submitted separately in order to fulfill the requirements of the procedure **General Interest Roadway Data, Topic No. 525-020-310**.

Please contact Mary Smith in this office at (000) 123-4567 if you have any questions or need additional information.

JHD:msa

Enclosures (2)



**Sample 1.2-1 Request: Delete Mileage** (Old road being physically removed)

**MEMORANDUM**

**DATE:**

**TO:** James W. Poe, Manager, Transportation Data and Analytics Office

**FROM:** John H. Doe, Manager, Appropriate Office in District 10

**SUBJECT:** Deletion of Mileage in Adams County Due to Roadway Realignment

SR 1 in Adams County was realigned from Point A to Point B. This is Roadway ID [12345678] from milepoint 0.000 to 6.789. The new alignment (Roadway ID 12345687) was added to the State Highway System in a previous action (approved on *July 1, 2005*). The old alignment was physically removed and the right of way was retained. This action does not involve any other governmental entity.

Enclosed are a location map and a completed Deletion from the State Highway System Form signed by the District Secretary. An RCI/GIS Basemap Package will be submitted separately in order to fulfill the requirements of the procedure ***General Interest Roadway Data, Topic No. 525-020-310***.

Please contact Mary Smith in this office at (000) 123-4567 if you have any questions or need additional information.

JHD:msa

Enclosures (2)



**Sample 1.3-1 Request: Add Mileage and Delete Old Alignment****MEMORANDUM****DATE:****TO:** James W. Poe, Manager, Transportation Data and Analytics Office**FROM:** John H. Doe, Manager, Appropriate Office in District 10**SUBJECT:** Addition and Deletion of Mileage in Adams County Due to Roadway Realignment

SR 1 in Adams County was realigned from Point A to Point B. This is Roadway ID [12345678] from milepoint 0.000 to 6.789. The old alignment was physically removed with right of way retained. The new alignment was assigned Roadway ID 12345687. This action does not involve any other governmental entity.

Enclosed are a location map and a completed *Addition of Realignment to the State Highway System with Deletion of Old Alignment* form signed by the District Secretary. An RCI/GIS Basemap Package will be submitted separately in order to fulfill the requirements of the procedure **General Interest Roadway Data, Topic No. 525-020-310**.

Please contact Mary Smith in this office at (000) 123-4567 if you have any questions or need additional information.

JHD:msa

Enclosures (2)



**Sample 1.3-3 Request: Add Mileage and Retain Old Alignment****MEMORANDUM****DATE:****TO:** James W. Poe, Manager, Transportation Data and Analytics Office**FROM:** John H. Doe, Manager, Appropriate Office in District 10**SUBJECT:** Addition of Mileage in Adams County Due to Roadway Realignment

SR 1 in Adams County was realigned from Point A to Point B. This is Roadway ID [12345678] from milepoint 0.000 to 6.789. The old alignment, Roadway ID 12345687, is still in use and will be renumbered as SR 3. This action does not involve any other governmental entity.

Enclosed are a location map and a completed *Addition of Realignment to the State Highway System with Retention of Old Alignment* form signed by the District Secretary. An RCI/GIS Basemap Package will be submitted separately in order to fulfill the requirements of the procedure **General Interest Roadway Data, Topic No. 525-020-310**.

Please contact Mary Smith in this office at (000) 123-4567 if you have any questions or need additional information.

JHD:msa

Enclosures (2)



**Sample 2.1-1 Letter: Coordination—Transfer Requested by FDOT**

Date

Mr. James Jones  
 Chairman, Adams County Commission  
 123 Olde Road  
 Adams City, Florida 31234

Dear Mr. Jones:

Subject: Transfer of CR 99 (Olde Road) from 1st Street to 9th Street to the State Highway System

The Florida Department of Transportation (FDOT) wishes to provide continuity through Adams County on SR 99 by including the portion of CR 99 (Olde Road) within Adams City on the SHS. A map depicting the alignment of proposed SR 99 is attached. This transfer must be mutually agreed upon between FDOT and the County in accordance with Section 335.0415, Florida Statutes.

**OPTIONAL LANGUAGE**

FDOT will work with your representative in the preparation of a Transfer Agreement. FDOT will work with your representative regarding the conditions of the Transfer. The Transfer Agreement will be drafted by FDOT and submitted to the County for execution (or vice versa)

**[The following statement is required, either as written or a paraphrase of it]**

Once the Transfer Agreement is completed, FDOT will require a Resolution from the County authorizing the execution of the Transfer Agreement, including a statement that the local government agrees with the terms and conditions contained in the Transfer Agreement. The Resolution will be attached to the final Transfer Agreement.

**OPTIONAL LANGUAGE**

Once executed, all originals should be returned to FDOT, including the Resolution (or a certified copy of meeting minutes) authorizing the Chairman of the Board of County Commissioners to enter into and execute the Transfer Agreement. Once executed by FDOT, an original will be returned to the County for its records.

Items to be considered as part of this proposed transfer are provided in the attached Issues for Consideration. Please contact our office if you have any questions.

Sincerely,

Mary Jane Smith  
 Manager, District 10

MJS: hs  
 Attachment  
 cc:

**Sample 2.1-2 Letter: Coordination—Transfer Requested by Local Government**

Date

Mr. James Jones  
 Chairman, Adams County Commission  
 123 Olde Road  
 Adams City, Florida 31234

Dear Mr. Jones:

Subject: Transfer of SR 99 (Olde Road) from First Street to Ninth Street to Adams County

The Florida Department of Transportation (FDOT) has reviewed and is pursuing your requested transfer as submitted. The terms of this transfer must be mutually agreed upon with FDOT in accordance with Section 335.0415, Florida Statutes.

**OPTIONAL LANGUAGE**

- FDOT will work with your representative in the preparation of a Transfer Agreement.
- FDOT will work with your representative regarding the conditions of the Transfer.
- The Transfer Agreement will be drafted by FDOT and submitted to the County for execution, or vice versa.

Once the Transfer Agreement is completed, FDOT will require a Resolution from the County authorizing the execution of the Transfer Agreement, including a statement that the County agrees with the terms and conditions contained in the Transfer Agreement. The Resolution will be attached to the final Transfer Agreement.

**OPTIONAL LANGUAGE**

Once executed, all originals should be returned to FDOT, including the Resolution (or a certified copy of meeting minutes) authorizing the Chairman of the Board of County Commissioners to enter into and execute the Transfer Agreement. Once executed by FDOT, an original will be returned to the County for its records.

The specific transfer requirements will include the considerations attached, as determined applicable by FDOT and your representative. Please contact our office if you have any questions or if we can be of any additional assistance regarding your request.

Sincerely,

Mary Jane Smith  
 District 10 Manager

MJS: hs  
 Attachment  
 cc:

**Sample 2.2-1 Notification: District Offices** (Requesting any concerns or existing agreements)

**MEMORANDUM**

**DATE:**

**TO:** Distribution

**FROM:** Manager, District 10

**SUBJECT:** Notification of a Proposed Roadway Jurisdictional Transfer, and Request for Agreements, Relevant Documents, and Comments or Concerns

Adams County recently requested that FDOT transfer SR 99 in Adams County from State to County jurisdiction. This is Roadway ID 12345678 from milepoint 0.000 to 6.789. It is known locally as Olde Road.

Pursuant to Section 335.0415, Florida Statutes, an agreement with Adams County will be negotiated. This agreement will document responsibility for various maintenance, utility, right of way, rail crossing, and other obligations and responsibilities. Please use the attached questionnaire to provide us with the needed information, and forward it to us, along with any associated documents, no later than (ten working days from date of this memo).

**Include the following for a State-to-Local Government transfer only:** FDOT is responsible for providing the County copies of any legal agreements or documents relevant specifically or generally to the roadway to be transferred. Please note on the questionnaire, and include with it, copies of all relevant agreements or other documents. Space has been provided on the questionnaire for listing any documents or agreements that cannot be produced by the date above. If this should be the case, please provide a target date along with the listing, indicating when you expect they may be available for forwarding to Adams County.

Your follow-up on this request is important to ensure that all the relevant responsibilities are addressed in the Transfer Agreement. Potential liabilities such as, toxic/contaminated soils, hazardous pavement conditions, etc., should be investigated before a transfer of a road onto or off the State Highway System is completed. It is recommended that a field review of the road be performed by Maintenance, Roadway Design, and the Cultural Resource Management Coordinator to identify any deficiencies, corrective actions and the responsible party. These findings should be included in the Transfer Agreement. The District should work closely with the Rail Administration Office to ensure that *Form 725-090-47, Railroad Transfer Agreement System*, is properly executed, when appropriate. If you have concerns (such as how a transfer may impact a future transportation corridor) or disagree with the proposed transfer, please provide your concerns on the attached questionnaire.

Contact Mary J. Smith in the District, (000) 123-4567 if you have any questions or need additional information on the proposed action.

JHD:msa

Attachments

***[Required distribution list]***

- District Planning Office
- District Public Transportation Office
- District Design Office
- District Utilities Office
- District Environmental Management Office
- District Cultural Resource Management Coordinator
- District Survey and Mapping Office
- District Traffic Operations Office
- District Bridge Inspection Office
- District Drainage Office
- District Construction Office
- District Maintenance Office
- District Rail Administration Office
- District Right of Way Office (Outdoor Advertising Office)
- OTHER District OFFICES, as appropriate
- OTHER Central OFFICES, as appropriate
- FDOT Legal Office

**Sample 2.2-2 Attachment: Questionnaire for District Offices (Attach to Sample 2.2-1)**

**LEGAL AGREEMENTS, DOCUMENTS, OR CONCERNS  
RELATED TO A POTENTIAL  
ROAD JURISDICTION TRANSFER**

From the SHS to the County/City System  
Name of county or city  
Roadway ID / Local Name / Termini / Milepoints

- We have concerns about the potential transfer of this road.
- We have no concerns about the potential transfer of this road.
- Relevant agreements and/or documents relating to this road exist and are listed and attached.
- Relevant agreements and/or documents do exist; however, we cannot provide them until \_\_\_\_\_.
- No active agreements and/or documents exist for this road.

List agreements, documents, comments and/or concerns below.

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\_\_\_\_\_  
Office Head Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Office

Please return by [date] to: Mary Smith Planning Office, MS \_\_\_\_

**Sample 2.3 Form: Transfer Agreement for Negotiation** (Use the name of the appropriate City, County, or other entity)

**FDOT/Involved Government Entity**  
**ROADWAY TRANSFER AGREEMENT**  
**Name and Limits of Roadway**

THIS AGREEMENT, made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, year, by and between the FLORIDA DEPARTMENT OF TRANSPORTATION, an agency of the State of Florida, hereinafter called "FDOT," and [ \_\_\_\_\_ *County/ the City of* ], hereinafter called "the [COUNTY/CITY]";

**WITNESSETH**

**WHEREAS**, [*FDOT / the COUNTY/ the CITY*], has requested the transfer of (subject road) (to/from) the (State Highway System/County Road System/City Street System), and this transfer is mutually agreed upon, between the [COUNTY/CITY] and FDOT,

**NOW, THEREFORE, THIS INDENTURE WITNESSETH:** in consideration of the mutual covenants and promises herein contained, and for other good and valuable consideration, the receipt and adequacy of which are hereby acknowledged, the [COUNTY/CITY] and FDOT agree as set forth below:

This Agreement sets forth the terms and conditions under which the [COUNTY/CITY] and FDOT will abide. The commencement of new jurisdictional and maintenance responsibilities is the date of the approval of the Roadway Transfer Form by the FDOT Secretary.

- (a) [*FDOT/the COUNTY/the CITY*] accepts all responsibility for the road right of way and for operation and maintenance of the roadway, including bridges. In addition to the roadbed, this agreement includes all curbs, culverts, and drainage structures within the right of way at the time of transfer. (FDOT / the COUNTY / the CITY) shall be responsible for maintenance of public sidewalks, bike paths, and other ways in the right of way.
- (b) [*FDOT/the COUNTY/the CITY*] gives up all rights to the road, including the right of way, except as may be specified in this agreement.
- (c) [*FDOT/the COUNTY/the CITY*] agrees to assume the administration of the toll facility. **[Not needed in most agreements]**
- (d) It is agreed that all obligations of [*FDOT/the COUNTY/the CITY*], under any maintenance, utility, or railroad crossing agreement or other such agreement, relating to any specific road to be transferred, shall be transferred at the same time and in the same manner as jurisdictional responsibility. If the agreements were made between the parties to this transfer, and the transferring party will no longer be involved after the transfer takes place, new agreements or amended agreements shall be made between the parties to this transfer. These agreements shall be negotiated and signed prior to FDOT Secretary approval of the final Transfer

Agreement. [FDOT/the COUNTY/the CITY] acknowledges that copies of any existing permits, agreements and easements have been turned over to the receiving entity for their records prior to the execution of this agreement.

- (e) Disposition of any telemetered traffic monitoring site will be determined on an individual basis. The Traffic Data Section of FDOT’s Transportation Data and Analytics Office in cooperation with the FDOT District Office will determine if polling the site is still desirable even if the traffic data are no longer needed for State Highway System reporting. **[Need for State-to-Local transfer only]**
- (f) If there is evidence of historical or archaeological resources that could be adversely impacted after a transfer, the [COUNTY/CITY] agrees to maintain the resources in accordance with the Cultural Resource Management Coordinator (CRMC) recommendations. If no evidence is found, the [COUNTY/CITY] agrees not to adversely affect any such resources if found after the transfer. **[Need for State-to-Local transfer only]**
- (g) When Federal-Aid funding has been used on a road to be transferred, the local government agrees to enter into a project agreement with FDOT in accordance with Topic Number 850-065-001, Inspection of Federal-Aid Projects under Local Jurisdiction (State Maintenance Office). **[Need for State-to-Local transfer only]**
- (h) Existing deeds or right-of-way maps will be recorded, by [FDOT/the COUNTY/the CITY], in the public land records of the (county or counties) in which the rights-of-way are located.
- (i) Obligation of any funds to be transferred to the [COUNTY/CITY] must be in accordance with Section 339.135(6)(a), Florida Statutes.

All words used herein in the singular form shall extend to and include the plural. All words used in the plural form shall extend to and include the singular. All words used in any gender shall extend to and include all genders.

This Agreement embodies the whole agreement of the parties. There are no promises, terms, conditions, or obligations other than those contained herein, and this Agreement shall supersede all previous communications, representations, or agreements, either verbal or written, between the parties hereto.

This Agreement shall be governed by and construed in accordance with the laws of the State of Florida.

The parties may be reached by means of the following contacts.

Local government Entity  
 Addressee  
 Office / Title  
 Address  
 City, State, Zip  
 Telephone: (    ) \_\_\_\_\_ - \_\_\_\_\_  
 Telephone: (    ) \_\_\_\_\_ - \_\_\_\_\_  
 Email \_\_\_\_\_

Florida Department of Transportation District  
 Addressee  
 District / Office (e.g. District 9 Planning Office)  
 Address  
 City, State, Zip  
 Email \_\_\_\_\_

**NOTE: The following three paragraphs are legally required and must not be omitted.**

Each party is an independent contractor and is not an agent of the other party. Nothing contained in this Agreement shall be construed to create any fiduciary relationship between the parties, during or after the performance of this Agreement. Neither party shall have the authority to bind the other party to any obligation whatsoever to any third party without the express specific written consent of the other.

No modification, amendment, or alteration in the terms or conditions contained herein shall be effective unless contained in a written document executed with the same formality and of equal dignity herewith.

If any part of this Agreement shall be determined to be invalid or unenforceable by a court of competent jurisdiction or by any other legally constituted body having the jurisdiction to make such determination, the remainder of this Agreement shall remain in full force and effect provided that the part of this Agreement thus invalidated or declared unenforceable is not material to the intended operation of this Agreement.

IN WITNESS WHEREOF, the parties hereto have caused these presents to be executed, the day and year first above written.

NAME OF GOVERNMENTAL ENTITY

STATE OF FLORIDA  
DEPARTMENT OF TRANSPORTATION

BY: \_\_\_\_\_  
Title of Authorized Signer

BY: \_\_\_\_\_  
District Secretary

ATTEST: *[usually the clerk]* \_\_\_\_\_

ATTEST: \_\_\_\_\_

LEGAL REVIEW:

LEGAL REVIEW:

\_\_\_\_\_  
Local Legal Counsel *(optional)*

\_\_\_\_\_  
FDOT Legal Counsel

FINAL APPROVAL

BY: \_\_\_\_\_  
FDOT Secretary

**NOTE: Even if a signer is fired, dies, or is replaced politically, the document is still binding because it was signed while the individual was authorized to represent the local entity.**

**Sample 2.4-1 Request: Transfer from the State Highway System****MEMORANDUM****DATE:****TO:** James W. Poe, Manager, Transportation Data and Analytics Office**FROM:** John H. Doe, District 10 Secretary**SUBJECT:** Proposed Transfer of SR 99 in Adams County

District 10 requests approval for the transfer of SR 99 in Adams County from State to County jurisdiction. This is Roadway ID [12345678] from milepoint 0.000 to 6.789. It is known locally as Olde Road.

Pursuant to Section 335.0415, Florida Statutes, we have reached agreement with Adams County regarding the proposed transfer, as described in a written Transfer Agreement between the Florida Department of Transportation (FDOT) and the County. This transfer will be beneficial to the citizens of Florida, as SR 99 no longer functions as a major inter-city route and the transfer will allow Adams County to add diagonal parking that would not be appropriate for a road on the State Highway System.

I am enclosing the following supporting documentation:

- Correspondence between the District Office and Adams County
- Resolution authorizing execution of this Transfer Agreement
- Transfer Agreement between FDOT and Adams County, for the Secretary's signature
- Transfer Form for Secretary's Signature
- Cultural Resource Assessment
- Location map(s)

Should you concur with the proposed action upon your review, please forward this request to the FDOT Secretary for review and approval.

Please contact Mary J. Smith in our District at (000) 123-4567 if you have any questions or need additional information on the proposed action.

JHD:msa

Enclosures (6)



**Sample 2.4-3 Request: Transfer to the State Highway System****MEMORANDUM****DATE:****TO:** James W. Poe, Manager, Transportation Data and Analytics Office**FROM:** John H. Doe, District 10 Secretary**SUBJECT:** Proposed Transfer of Olde Road in Adams County

District 10 requests approval for the transfer of Olde Road in Adams County from County to State jurisdiction. This is Roadway ID 12345678 from milepoint 0.000 to 6.789.

Pursuant to Section 335.0415, Florida Statutes, we have reached agreement with Adams County regarding the proposed transfer, as described in a written Transfer Agreement between the Department of Transportation (FDOT) and the County. This transfer will be beneficial to the citizens of Florida, as Olde Road functions as a major urban area connecting route and is an appropriate addition to the State Highway System.

I am enclosing the following supporting documentation:

- Correspondence between District Office and Adams County
- Transfer Form for Secretary's Signature
- Transfer Agreement between FDOT and Adams County, for the Secretary's signature
- Resolution authorizing execution of this Transfer Agreement
- Location map(s)

Should you concur with the proposed action upon your review, please forward this request to the FDOT Secretary for review and approval.

Please contact Mary J. Smith in our District at (000) 123-4567 if you have any questions or need additional information on the proposed action.

JHD:msa

Enclosures (5)







**Sample 5.3-1 Legal Notice: Administrative Weekly and Newspaper** *(The District will decide which notice to use, taking into account public interest and any controversy)*

LEGAL ADVERTISEMENT

Public Hearing

- - NOTICE- -

Notice is hereby given that the Florida Department of Transportation will hold a public hearing concerning proposed changes to (describe the type of road numbering change or action taking place) in the City/County of (name).

The hearing will be held in the (name location) on (give date and time). All persons wishing to be heard on this subject are hereby notified to appear at said hearing.

For more information, please contact:

(name

address

phone number)

**OR**

***(no controversy and public interest appears minimal)***

LEGAL ADVERTISEMENT

Opportunity for a Public Hearing

- - NOTICE- -

Notice is hereby given that the Florida Department of Transportation will offer an opportunity for a public hearing concerning proposed changes to (describe the type of road numbering change or action taking place) in the City/County of (name).

All persons wishing to be heard on this subject are hereby notified to respond in writing to the individual listed below by (give time frame...14 days?). If an interest in this hearing is expressed, the hearing will be held in the (name location) on (give date and time).

For more information, please contact:

(name

address

phone number)

***To Publish the Notice on FDOT's Web Site***

E-mail the District Public Information Office person responsible for maintaining public involvement web pages on FDOT's Internet web site to have the notice added to the Public Involvement Opportunities web page.

**Sample 5.4-1 Notification: Post Offices or Emergency Service Providers**

Date

Post Master  
Main Office Post Office  
123 Olde Road  
Adams City, Florida 31234

Dear Post Master:

Subject: Notification of the renumbering of SR 99 (Olde Road) from First Street to Ninth Street as SR 999, following construction of a new alignment of SR 99.

The subject road was formally renumbered as SR 999 on (date) when the new alignment of SR 99 was constructed. A public hearing was held on (date), and no substantive objections to the change were raised. The Department will erect signs showing that SR 99 is now on New Road, the new alignment, and that the old alignment is now SR 999. Maps are enclosed to assist you in locating these changes.

Please contact [NAME] in our office if you have any questions. Thank you.

Sincerely,

Mary Jane Smith, Manager  
District 10

MJS:jk

**APPENDIX B - SAMPLE CHECKLIST**

**Name of Road** \_\_\_\_\_  
**Roadway-id** \_\_\_\_\_  
**Transfer To** \_\_\_\_\_  
**Transfer From** \_\_\_\_\_

**TRANSFER CHECK LIST**

When a request is made to Transfer Roads On or Off the State Highway System  
 Put **(DATE DONE)** on appropriate line.

1. \_\_\_\_\_ Router sent to all DOT staff with 20 day time limit to review  
 \_\_\_\_\_ Received Cultural resource assessment  
 \_\_\_\_\_ Received copy of Permits
2. \_\_\_\_\_ Prepare Agreement
3. \_\_\_\_\_ Prepare Letter to City/County
4. \_\_\_\_\_ Prepare Location Map
5. \_\_\_\_\_ Legal Staff to Review Agreement BEFORE Sent
6. \_\_\_\_\_ Letter, Agreement and map Sent to City/County for Approval
7. \_\_\_\_\_ Received Agreement back from City/County
8. \_\_\_\_\_ Prepare Addition/Deletion to SHS Documents for Secretary Signature
9. \_\_\_\_\_ Send completed package to Legal Department for Signatures
10. \_\_\_\_\_ Send completed documents to District Secretary for Signature
11. \_\_\_\_\_ Send completed package with Legal/District Secretary signatures to TSO in Tallahassee.
12. \_\_\_\_\_ Distribute all Originals to Parties of Interest (when approved package is returned from Tallahassee/update rci/county section key sheet)  
**Originals Documents to:** Right of Way, Planning, City/County, with copy Maintenance.

**COMMENTS**

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## APPENDIX C – DEFINITIONS

**AASHTO:** American Association of State Highway Transportation Officials.

**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 any of a number of other offices, depending on the District.

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

**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.

**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.

**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**. A certified copy of Commission meeting minutes approving the **Transfer Agreement** is considered a **Resolution** in this context.

**SECRETARY:** The Secretary of the Florida Department of Transportation (FDOT).

**TRANSFER AGREEMENT:** A legally binding document to transfer a road, or portion of a road, signed by the FDOT Secretary, an FDOT District Secretary, and a local government official.

**TRANSFER FORM:** A legally binding document to identify the road segment(s) to be transferred, and indicate that the transfer is effective as of the date it is signed by the FDOT Secretary.

**TDA:** The Transportation Data and Analytics Office in the FDOT Central Office in Tallahassee.