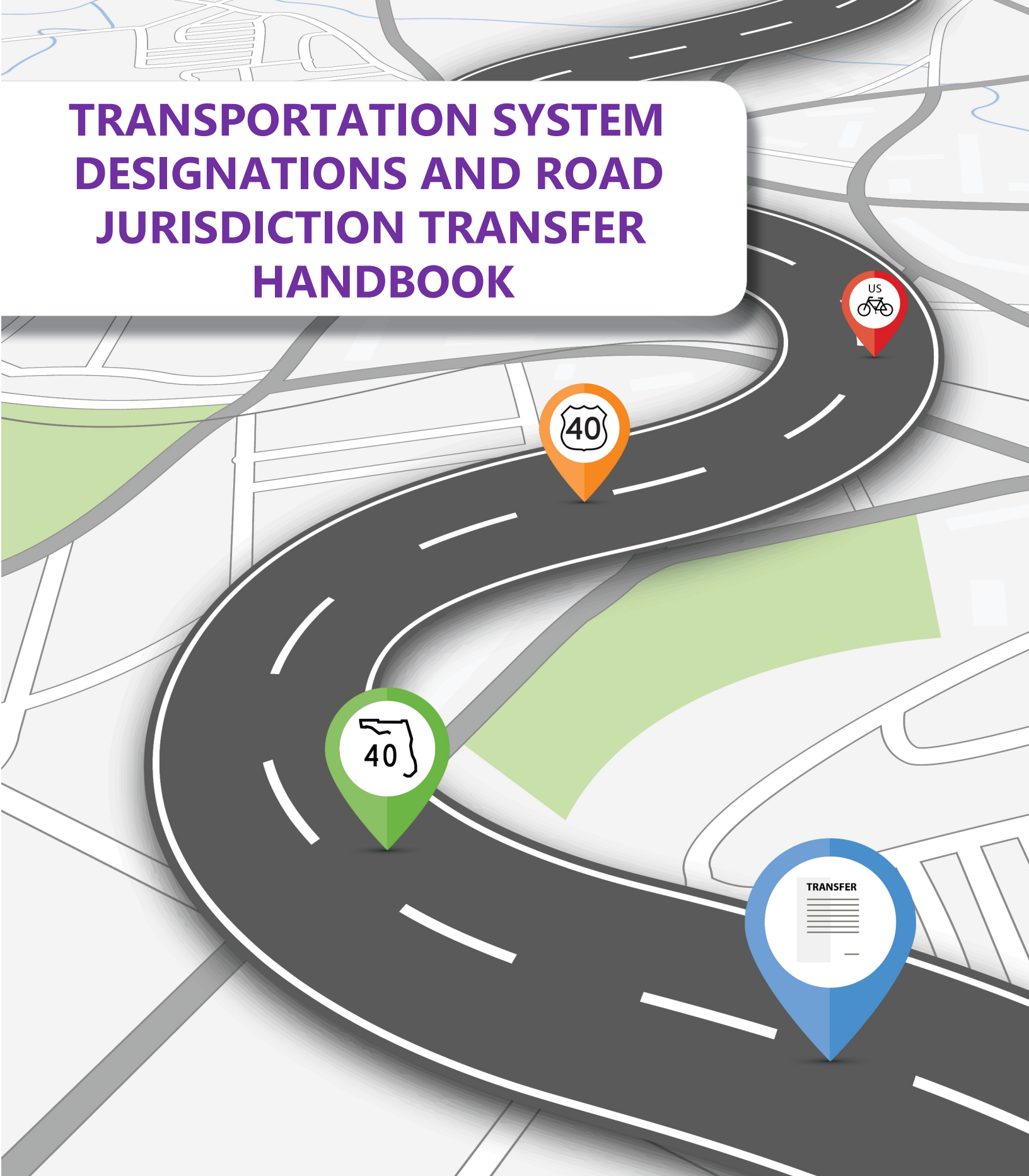


# TRANSPORTATION SYSTEM DESIGNATIONS AND ROAD JURISDICTION TRANSFER HANDBOOK



The **TRANSPORTATION SYSTEM DESIGNATIONS AND ROAD JURISDICTION TRANSFER HANDBOOK**  
is produced by:

Transportation Data and Analytics (TDA) Office  
Florida Department of Transportation  
**AUGUST 2025**

Copies are available in PDF format from the Transportation Data and Analytics (TDA) Office Website:  
<https://www.fdot.gov/statistics/tsopubs.shtm>

Please send requests or any general comments to:  
[CO-TDI@dot.state.fl.us](mailto:CO-TDI@dot.state.fl.us)

For additional Designation information, please visit the Transportation System Designations web page:  
<https://www.fdot.gov/statistics/designations>

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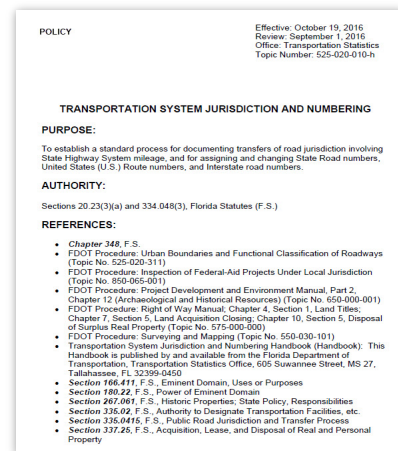
## INTRODUCTION

### 1.1 PURPOSE

The Florida Department of Transportation's (FDOT) Transportation Data and Analytics (TDA) Office has developed this handbook as a way for state and local transportation officials to understand how transportation system designations are determined, how state road numbering is performed, and how Road Jurisdiction Transfers are executed. The handbook is a supporting document to procedure:

[Transportation System Designations and Road Jurisdiction Transfers, Topic No. 525-020-010](#), and provides information on how to meet the procedural requirements. In this handbook, users will be able to obtain sample letters/forms, and background material to utilize when preparing **Road**

**Jurisdiction Transfer Agreements**, attempting to assign a number to a State Road, and more.



### 1.2 BACKGROUND

The FDOT is required to report State Highway System (SHS) mileage data to the State Legislature and Federal Government through the Federal Highway Administration (FHWA) Highway Performance Monitoring System (HPMS) submittal process. The Districts and the TDA Office share the responsibility of managing roadway data on roadway sections for accuracy. The District Work Program and Asset Management offices initialize changes which support the responsibility for maintaining roadway sections on the SHS. The Districts are responsible for coordinating with local partners and stakeholders to determine the jurisdiction of a transfer agreement. Districts are also responsible for ensuring certain transportation system designations are appropriately assigned in coordination and approval by the TDA Office.

TDA's involvement ensures the data is accurate for reporting and coordinated with the approving authorities in the FHWA or AASHTO. TDA's responsibility over the data stored in the system is important for historical archival purposes and data requests made of the office. TDA staff performs data analysis and quality assurance of transportation system designations to ensure they are accurately joined with the RCI database road sections. Staff coordinate designation approvals with other agencies or federal partners if necessary and notifies third-party map providers of official designation changes where needed. TDA staff also provides guidance for District counterparts to perform the appropriate processes and develop designation review applications. The processes, requirements, and activities in the handbook are a resource for the District and Local Agencies.

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

### 1.3 STATUTORY REFERENCES

FDOT's primary statutory responsibility is to coordinate the planning and development of a safe, viable, and balanced state transportation system serving all regions of the state and to assure the compatibility of all components, including multimodal facilities.

In recognition of that goal, the Florida Legislature mandated [Title XXVI, Public Transportation, Chapter 335, State Highway System](#) with the sections that follow:

- [335.02](#) – Authority to designate transportation facilities and rights-of-way and establish lanes; procedure for re-designation and relocation; application of local regulations.
- [335.02\(1\)](#) – The department shall have the authority to locate and designate certain transportation facilities as part of the State Highway System.
- [335.0415\(5\)](#) – Public road jurisdiction and transfer process. In order to take effect, all transfers of public roads to or from the State Highway System must be by mutual agreement of the affected governmental entities and approved by the Secretary of the Department of Transportation.
- [335.08](#) – Numbering Public Roads. 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.

### 1.4 APPLICABILITY

The handbook supports the core business documentation requirements of the TDA office in Central Office as required by Transportation Technology. The principal users of this Handbook in the District include: Design, Environmental, Maintenance, Operations, Planning, Rail, Right of Way, Safety, Surveying and Mapping, Title, and Utilities. In addition, the Cultural Resource Management Coordinator, General Counsel, and Work Program may be asked to assist an Office more directly impacted. At Central Office, the primary users are Transportation Data and Analytics, Outdoor Advertising, Surveying and Mapping, Systems Implementation Office, General Accounting, Chief Planner, and Policy Planning.

### 1.5 HANDBOOK ORGANIZATION

The handbook is organized to support how FDOT's critical processes to transportation system designations and Road Jurisdiction Transfers are handled within the TDA office and other partner offices in the Districts and Central Office. Reference links are provided throughout the handbook to connect the reader with other resources provided by FDOT or Federal partners.

## 1.6 FORMS AND TEMPLATES

Sample forms and letters are provided covering most of the situations described in this Handbook. They are template based, can be modified, and care should be taken to ensure that the information given on these forms is correct. Correct limit descriptions and mile points should be obtained from a recent FDOT roadway inventory, not a record maintained by another agency.

## 2. TRANSPORTATION SYSTEM DESIGNATIONS

### 2.1 OVERVIEW

The Transportation Data and Analytics Office is responsible for coordinating, reviewing, and approving transportation system designations. To follow is information regarding each of those designations.

### 2.2 STATE AND COUNTY ROAD NUMBERS/NAMES

Every State Road must have a State Road (SR) number. Any County Road (CR) may have a County Road number, but it 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.

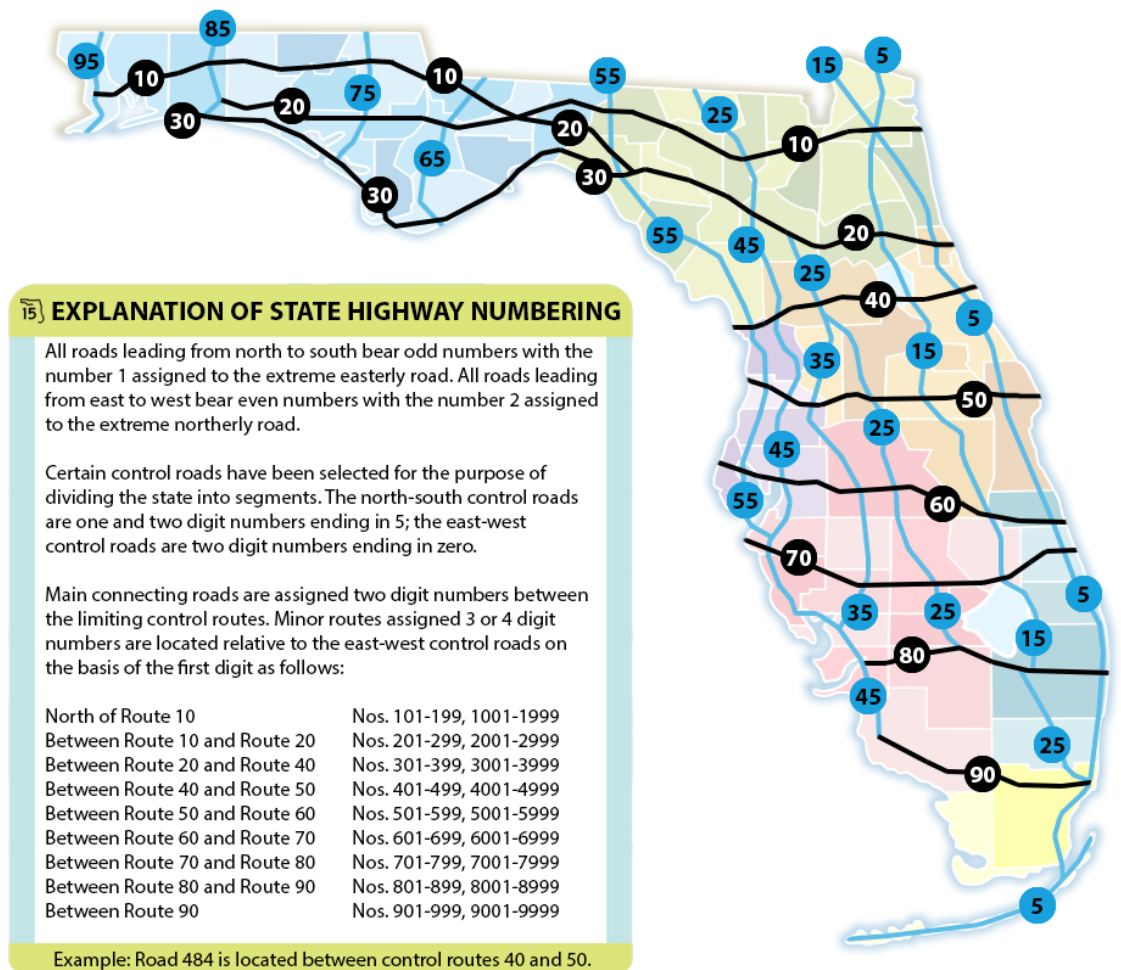
#### 2.2.1 Determination of Road Numbers

##### 2.2.1.1 State Road Numbers

State Road numbers should conform as much as possible to [Section 335.08 F.S.](#):

#### **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.



Link: [ROAD NAMING AND NUMBERING](#)

### 2.2.1.2 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 be 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.

### 2.2.1.3 Retaining the Road Number from 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, the District will locate a replacement number

and submit it to TDA in order to assign an appropriate vacant State Road Number.

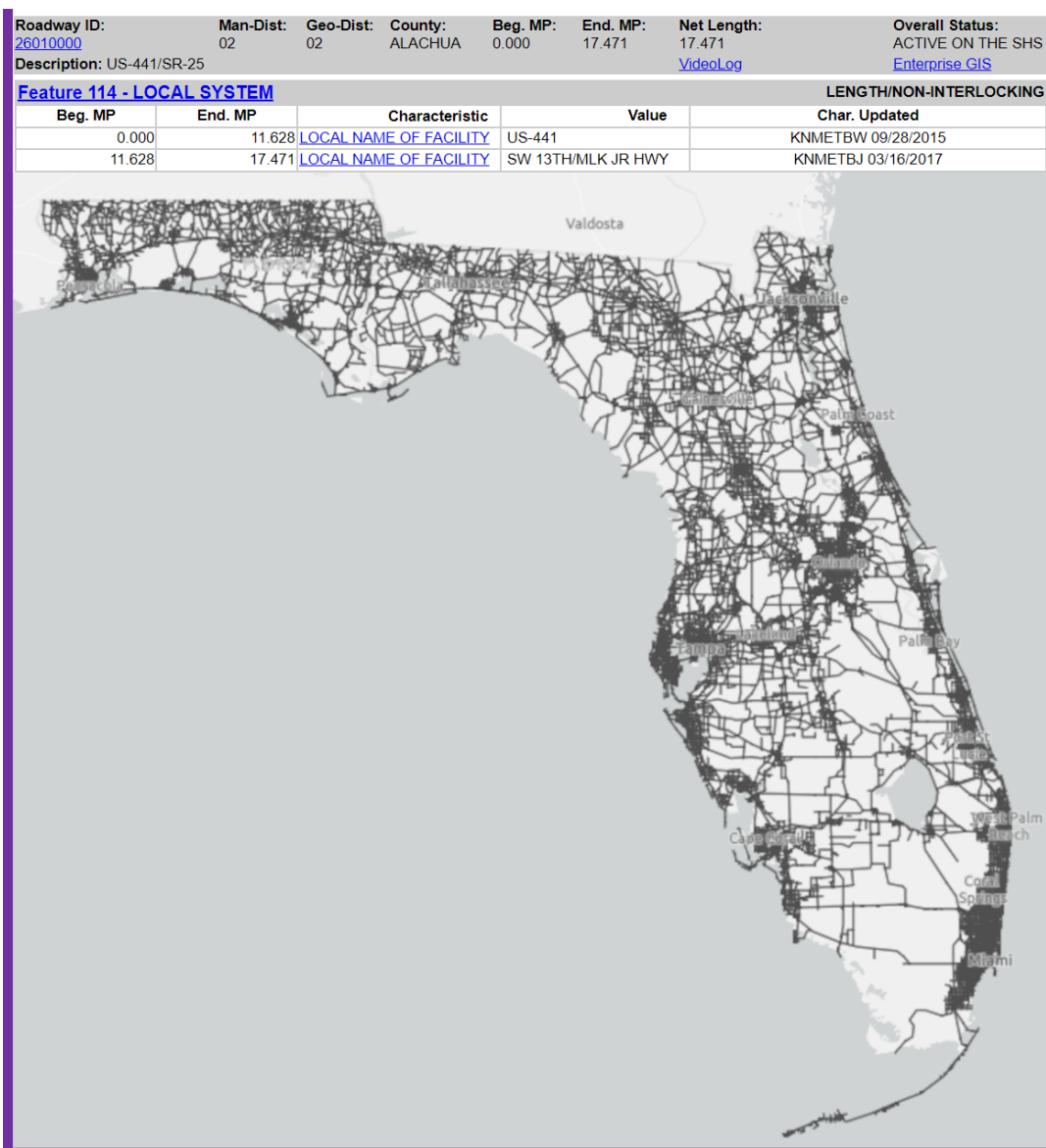
#### 2.2.1.4 Local Road Numbers

Local entities are not required to adhere to the State Road Numbering System and guidance for local road naming is provided in Florida Statutes for the situations to follow. The District should encourage and implement methods to coordinate with local entities through signed petitions, public meetings and updating all parties involved (law enforcement, 911 responders, utility providers, FDOT, residential and commercial property owners, etc.); should the road number change.

#### 2.2.1.5 Local Road Naming

Local road names are the jurisdiction of the local entity:

- a) **County:** [Florida Statute 336.05](#): "The commissioners are authorized to name and rename streets and roads, ***except State Roads designated by number by the department***, lying outside the boundaries of any incorporated municipality."
- b) **Municipality:** [Florida Statute 166.021](#): "Municipalities shall have the governmental, corporate, and proprietary powers to enable them to conduct municipal government, perform municipal functions, and render municipal services, and may exercise any power for municipal purposes, except when expressly prohibited by law."
- c) **Bridges:** For state owned bridges, the legislature has the authority to officially name a bridge. This requires a bill that would be signed by the Governor. This would apply to Interstates, U.S. Routes and State Routes. Bridges on County highways or local roads could be named by the respective owners.
- d) **Feature 114:** Local Road Names are coded in feature 114 within the Roadway Characteristics Inventory database.



Link: [RCI FEATURE 114 LOCAL SYSTEM](#)

#### 2.2.1.6 Local Road Name/Number Change Process

Before a local road name/number change can occur within RCI, the following must be accomplished:

- The local entity shall seek a written concurrence from the Postmaster of the Road name/number change.
- A street name is considered "permanent" in nature and is subject to public meetings for concurrence with local stakeholders (residents and businesses) when changed.
- Once an ordinance is passed with the new Official street name, the local entity shall need to notify:



- a) The District Traffic Engineering Office, in writing, with a copy of the Postmaster's written concurrence and a copy of the ordinance. This letter should state how the local entity will dispatch their responsibility to change, – at their own expenses, and in a timely manner – all references to the street name on all traffic control devices. The following list of traffic control signing is not all-inclusive:
  - i. Non-limited access, reference may be found on mainline and cross streets:
    - 1. Blade street name signs
    - 2. Internally illuminated street name signs
    - 3. Advanced street name guide signs and cross-street warning plaques
    - 4. Destination and destination-distance guide signs
  - ii. Limited Access, reference may be found on mainline and ramp signs:
    - 1. Advance exit sequence guide signs
    - 2. Post exit sequence guide signs
    - 3. Destination and destination-distance signs
- b) 911 Emergency Responders (Fire/Rescue) and transportation service providers (EMS: air and surface)
- c) Local Law Enforcement Agencies
- d) Local Utility providers (for their mailing and mapping purposes)
- e) Also recommended:
  - i. National media map-makers and wireless navigation providers: Bing, ESRI, Google, HERE, TomTom, and Trimble.
  - ii. UPS/FedEx and similar small package delivery services
  - iii. USGS: Geographic Names Information System (GNIS), the National Atlas of the United States of America:  
<http://viewer.nationalmap.gov/viewer/?bbox=-87.7757.24.8064,-79.9009.31.1532>

**Note:** All work within the Department Right of Way requires an FDOT permit. The sign system plan, sign inventory, and replacement sign designs are the responsibility of the local entity, and shall be submitted through the permit process to be reviewed and approved by the District Traffic Operations Engineer.

Upon receipt of the written notification, the District will forward a copy of this letter internally to the following FDOT Central Offices: Permitting office, TDA Office (changes to SLDs, RCI); and the Surveying and Mapping Office (as the official "keepers" of the Official Florida Transportation Map – and Right of Way maps by County).

### 2.2.2 Public Hearing

If a realignment or transfer involves redesignating an existing state road off of the State Highway System (SHS) to another road system and/or changing an existing State Road number:

*Such a transportation facility may not be redesignated or relocated until after a public hearing is conducted by the department in each county affected. Reasonable notice of the hearing shall be published in a newspaper of general circulation in such county 14 days prior to the hearing in addition to any other notice required by law. Any interested party shall have the opportunity to be heard either in person or by counsel and to introduce testimony in such person's behalf at the hearing.*

**Source:** [Florida Statute 335.02](#).

The District must advertise a public hearing on the Department's Public Meeting Notices website and in the Florida Administrative Register (per F.S. 120.525), and in a newspaper of general circulation (per F.S. 335.02). The District Public Information Officer will assist in publishing the notice on the FDOT website. A hearing must be conducted in each county affected per Florida Statute. For Road Jurisdiction Transfers, the public hearing requirement is for State-to-Local only. For Local-to-State, it is encouraged that the local entity hold a public hearing, but it is not required. With appropriate coordination, a public hearing required for State-to-Local Road Jurisdiction Transfer may be held in conjunction with a public hearing held by the local entity, provided the District notices the hearing in accordance with F.S. 120.525 and F.S. 335.02.

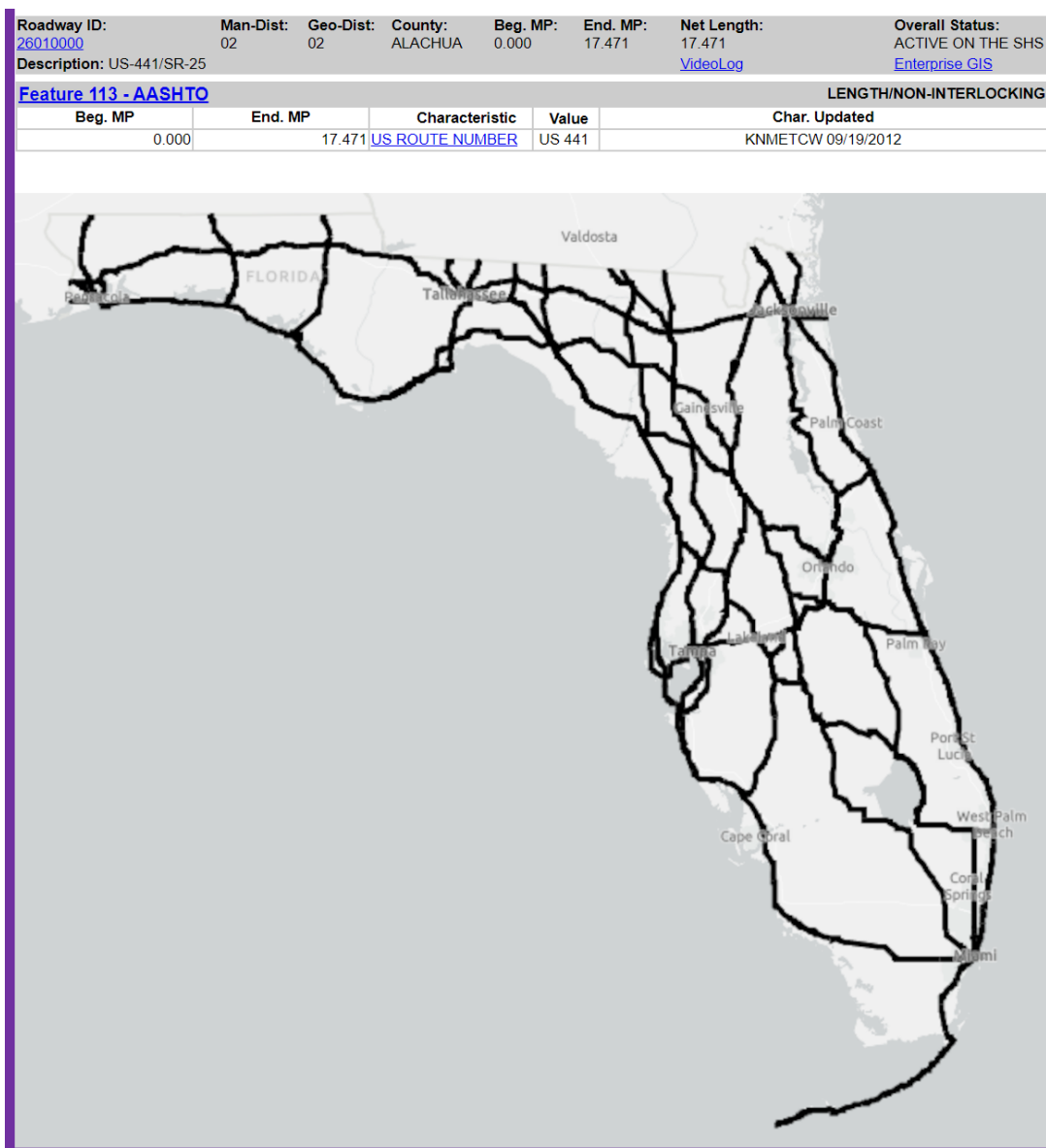
For additional information, see the [Public Involvement Handbook, Chapter 7, Public Hearings](#).

### 2.2.3 Stakeholder 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/meeting-places 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 Appendix C). If the City/County is transferring a road to the State, the District can suggest notifications be sent to emergency service providers, the Post Office, and other interested parties, but cities/counties are not required to follow FDOT's advice. The District should maintain all pertinent information about the road number change in its project files for historical reference.

## 2.3 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.



Link: [RCI FEATURE 113 AASHTO ROUTE SYSTEM](#)

### 2.3.1 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 mile point 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.

To follow 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.

### 2.3.2 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.

#### 2.3.2.1 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 a tenth of a mile (0.100), a note in the LRS/RCI package will be sufficient. No AASHTO approval is needed.

#### 2.3.2.2 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 entity 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 AASHTO application and transmit it to the [Multimodal Data System Coordinator](#) in the TDA Office. The application is susceptible to changes so we won't reference its requirements, but it typically includes information such as cities served, intersecting roads, and turn-by-turn mileage that will impact the cumulative mileage in Florida. The application can be found on [AASHTO's Official Website](#).

TDA will review the request and, following concurrence, will route the application to AASHTO's Standing Committee on Highways. This Committee meets in the Spring (usually May) and the Fall (usually October) each year, and the District should send any requests to the [Multimodal Data System Coordinator](#) in the TDA Office 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 given to the District by TDA once received.

After AASHTO notifies TDA of an approved change, TDA will notify the District 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.

### 2.3.3 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 the [Multimodal Data System Coordinator](#) in the TDA Office of any significant changes that could occur to a U.S. Route due to a proposed transfer, or of any realignment that impacts 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 2.3.2. After the change is approved, the road jurisdiction transfer process may proceed. The removal/addition of a U.S. Route number in RCI's Feature 113 and on road signs may not be made until AASHTO approves of the number change and the road jurisdiction transfer are effective.

### 2.3.4 U.S. Bicycle Routes (USBRS)

The U.S. Bicycle Route System (USBRS) is a developing national network of bicycle routes, connecting urban, suburban, and rural areas using roads, trails, and other facilities appropriate for bicycle travel. AASHTO's Special Committee on U.S. Route Numbering reviews U.S. Bicycle Route applications from state departments of transportation and assigns a numbered designation, similar to the U.S. Highway System.

Designation signifies that a route is officially recognized and approved with a route number by AASHTO. AASHTO's Special Committee on U.S. Route Numbering does not approve the suitability of the route for bicycle travel; rather, the committee reviews the numbered designation to ensure a standardized network.

For a route to receive official designation as a U.S. Bicycle Route, it must connect at each end to another state, international border, or existing U.S. Bicycle Route. State or international neighbors must provide a letter of acknowledgement for the route's cross-over point. Designating a USBR creates interstate connections and possibilities for cross-country bicycle travel, bringing out-of-state tourism spending and generating interest in a region.

The District, with the help of the [Statewide Bicycle/Pedestrian Coordinator](#), will coordinate the designation process which includes selecting and documenting a route

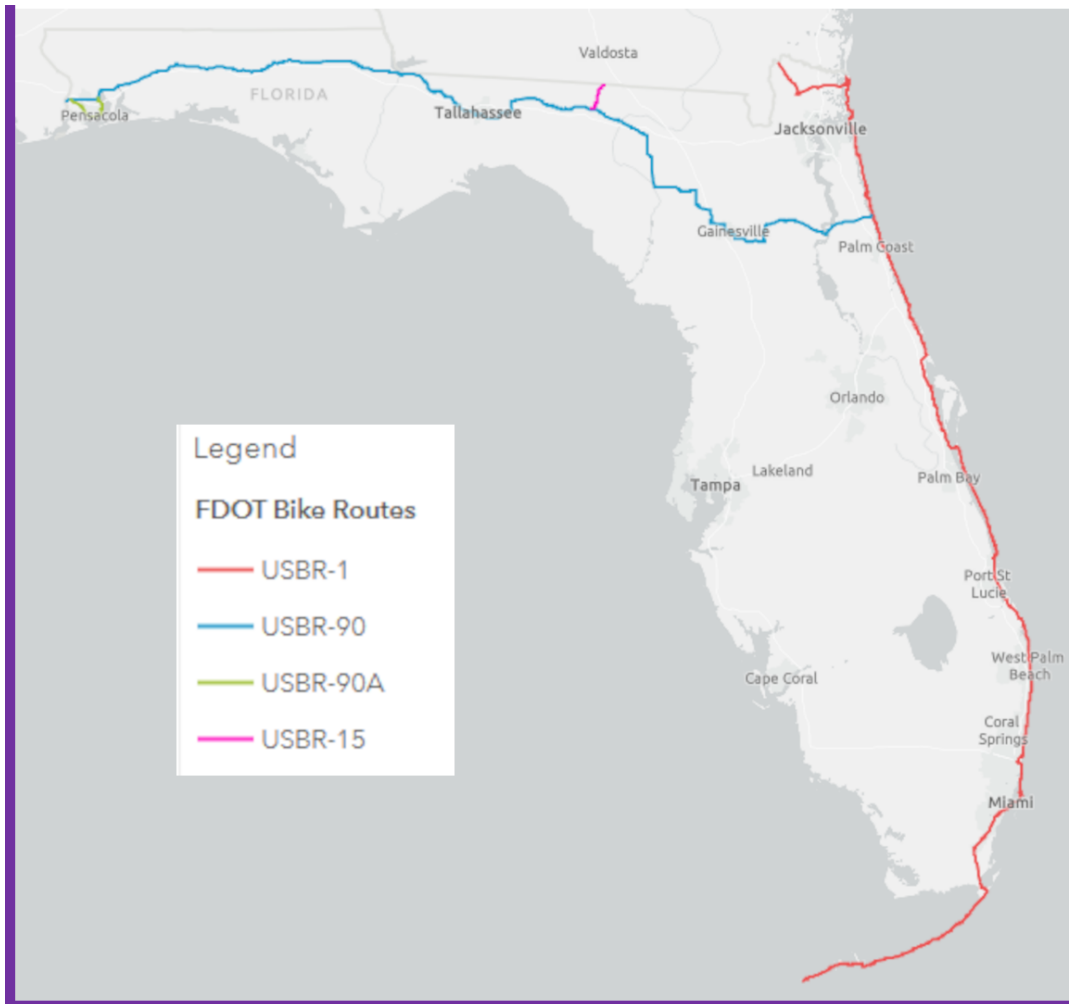
and gaining support from road owners along the route. East-West USBR corridors are even numbered, and the route numbers generally increase progressively from North to South. North-South USBR corridors are odd numbered, and the route numbers generally increase progressively from East to West. Exceptions have been made for historically significant corridors such as USBR 66 ([Route 66](#)).

USBR alternate or spur routes are numbered with three-digit numbers, the first number being an odd or even number, and the last two numbers being the two-digit number of the main route. Three-digit numbers starting with an even number are for alternate routes that diverge and then rejoin the main route. These can be parallel routes or beltway loops. Three-digit numbers starting with an odd number are for alternate routes that don't return to the main route or connect two different USBRs. Only alternate routes of a length greater than or equal to 50 miles will be displayed on the National Corridor Plan.

Like the standard U.S. Route applications, AASHTO's Special Committee on U.S. Route Numbering reviews USBRS applications twice per year at their meetings in the Spring (usually May) and the Fall (usually October).

### **Resources**

- U.S. Numbered Bicycle Routes policy [000-525-060-a](#).
- For additional U.S. Bicycle Route information, check out AASHTO's Official website: <http://route.transportation.org/>.
- FDOT's U.S. Numbered Bicycle Routes Website: <http://www.fdot.gov/planning/policy/usbr/>.
- FDOT's U.S. Numbered Bicycle Route Criteria, FDOT Design Manual: <https://fdotwww.blob.core.windows.net/sitefinity/docs/default-source/roadway/fdm/2023/2023fdm223bikes.pdf>
- U.S. Bike Route information is the Adventure Cycling Association: <https://www.adventurecycling.org/routes-and-maps/us-bicycle-route-system/>

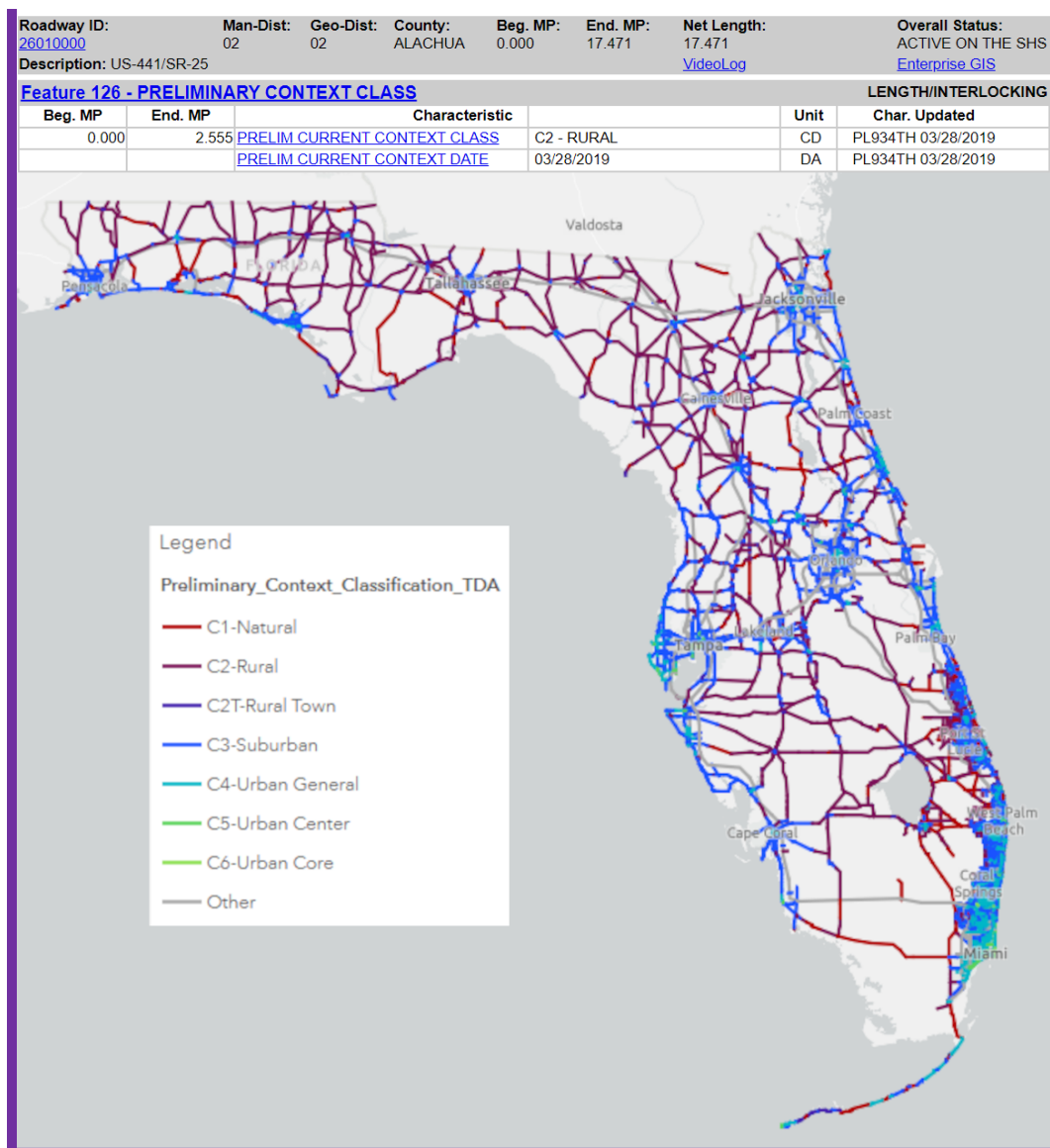


Link: [FDOT U.S. BICYCLE ROUTES](#)

## 2.4 CONTEXT CLASSIFICATION

It is the policy of the Florida Department of Transportation (FDOT) to routinely plan, design, construct, reconstruct, and operate a context-sensitive system of streets in support of safety and mobility. To this end, FDOT uses a context-based approach to planning, designing, and operating the state transportation network. FDOT has adopted a roadway classification system comprised of eight context classifications for all non-limited-access state roadways. The context classification of a roadway must be considered, along with its transportation characteristics and the built form to understand who the users are, what the regional and local travel demand of the roadway is, and the challenges and opportunities of each roadway user. To learn more about Context Classification, please see the [Roadway Design Office's guide](#). To understand how project defined Context Classifications are added to RCI, please see the [RCI Handbook](#).





Link: [RCI FEATURE 126 PRELIMINARY CONTEXT CLASSIFICATION](#)

## 2.5 FUNCTIONAL CLASSIFICATION AND URBAN CLASSIFICATION

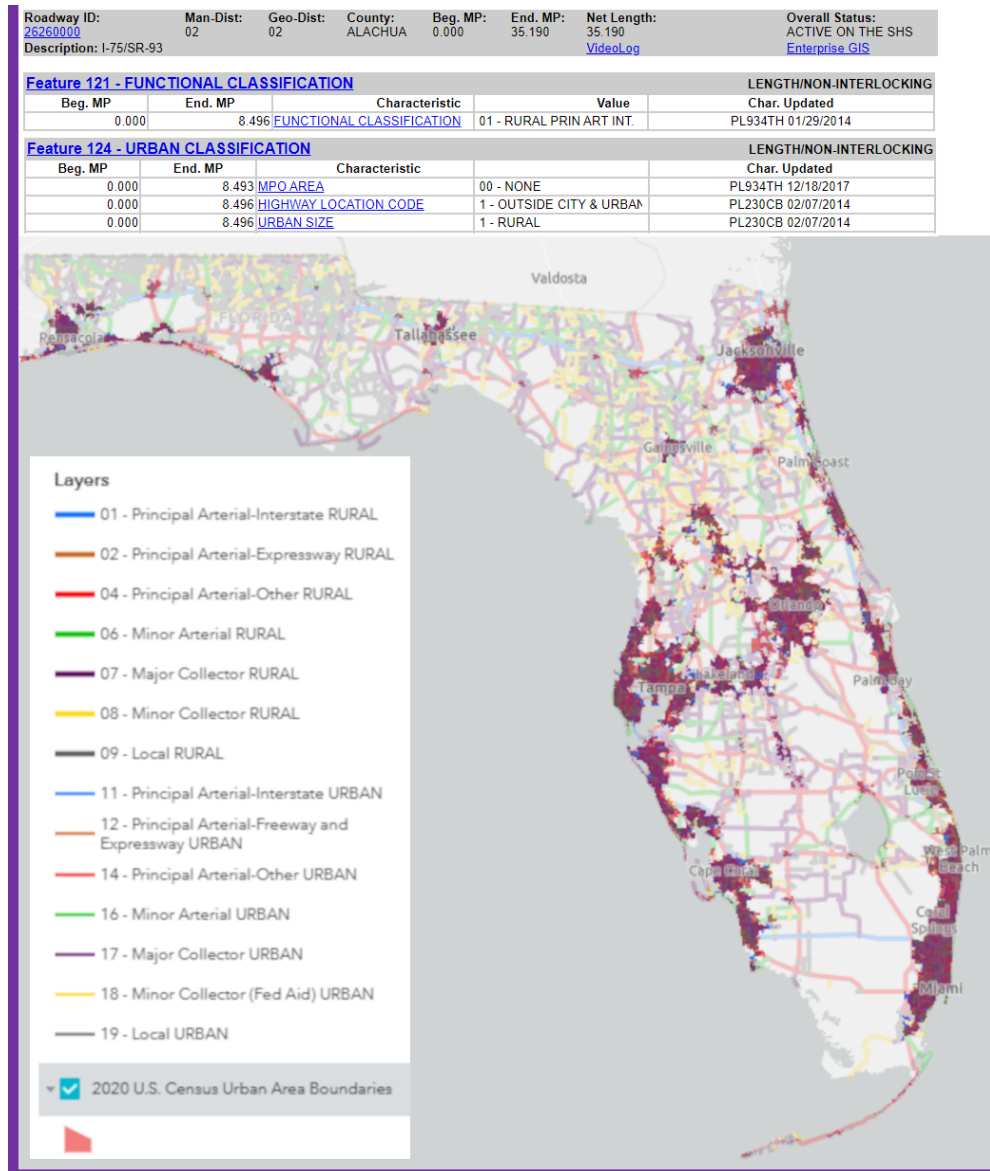
Functional classification is the process by which streets and highways are grouped into classes, or systems, according to the character of service they are intended to provide. Basic to this process is the recognition that individual roads and streets do not serve travel independently in any major way. Rather, most travel involves movement through a network of roads. It becomes necessary then to determine how this travel can be channelized within the network in a logical and efficient manner. Functional classification defines the nature of this channelization process by defining the part that any particular road or street should play in serving the flow of trips through a highway network. Functional classification is the assignment of roadways into systems according to the character of service they provide in relation to the total roadway network. Functional classification of roadways defines the role each element of the roadway

network plays in serving the following travel needs: connection to places and people within and across national borders, serving long-distance passenger and freight needs to serving neighborhood travel from residential developments to nearby shopping centers.

There are three main functional classes as defined by the United States Federal Highway Administration: arterial, collector, and local. FHWA approval of FDOT and local partnership consensus is necessary for all functional classification designations and change requests. Functional classification is independent of ownership since what matters is the role the facility plays to other facilities and connectivity. The District needs to coordinate with the MPO if it is in an MPO area. Daily, weekly and monthly functional classification edits are derived from field re-inventory, re-alignments and new construction; they are different from the decennial functional classification process. For more on the decennial functional classification process, see the [Urban Boundary and Functional Classification handbook](#).

Edits to functional classification require an application to FHWA Sample 2.5-4. The FHWA provided application includes specific information about the request: Current/Proposed function, Local agreement by signature, Map inset and Annual Average Daily Traffic counts for the segment, et.al. Functional classification edits in RCI cannot take place until FHWA approves the request. Minimal shifts (less than a tenth of a mile .100) in mileage due to re-inventory do not require FHWA approval. If it's captured in the [signed functional classification maps](#) derived from the decennial process mentioned above, it does not require additional approval.

Urban area classifications and definitions are determined by the U.S. Census. The criteria to define an Urban area is also determined by the U.S. Census through notices from the Federal Register. The Urban area classification and the functional classification of Florida's roadways is critical information and establishes which roadways are eligible for Federal-aid program funds. Per FHWA, there are differences in the way FHWA and the U.S. Census Bureau define and describe Urban and Rural areas. The Census Bureau defines Urban areas solely for the purpose of tabulating and presenting Census Bureau statistical data. A number of Federal agency programs use the census definitions as the starting point (if not the basis) for implementing and determining eligibility for a variety of their funding programs.

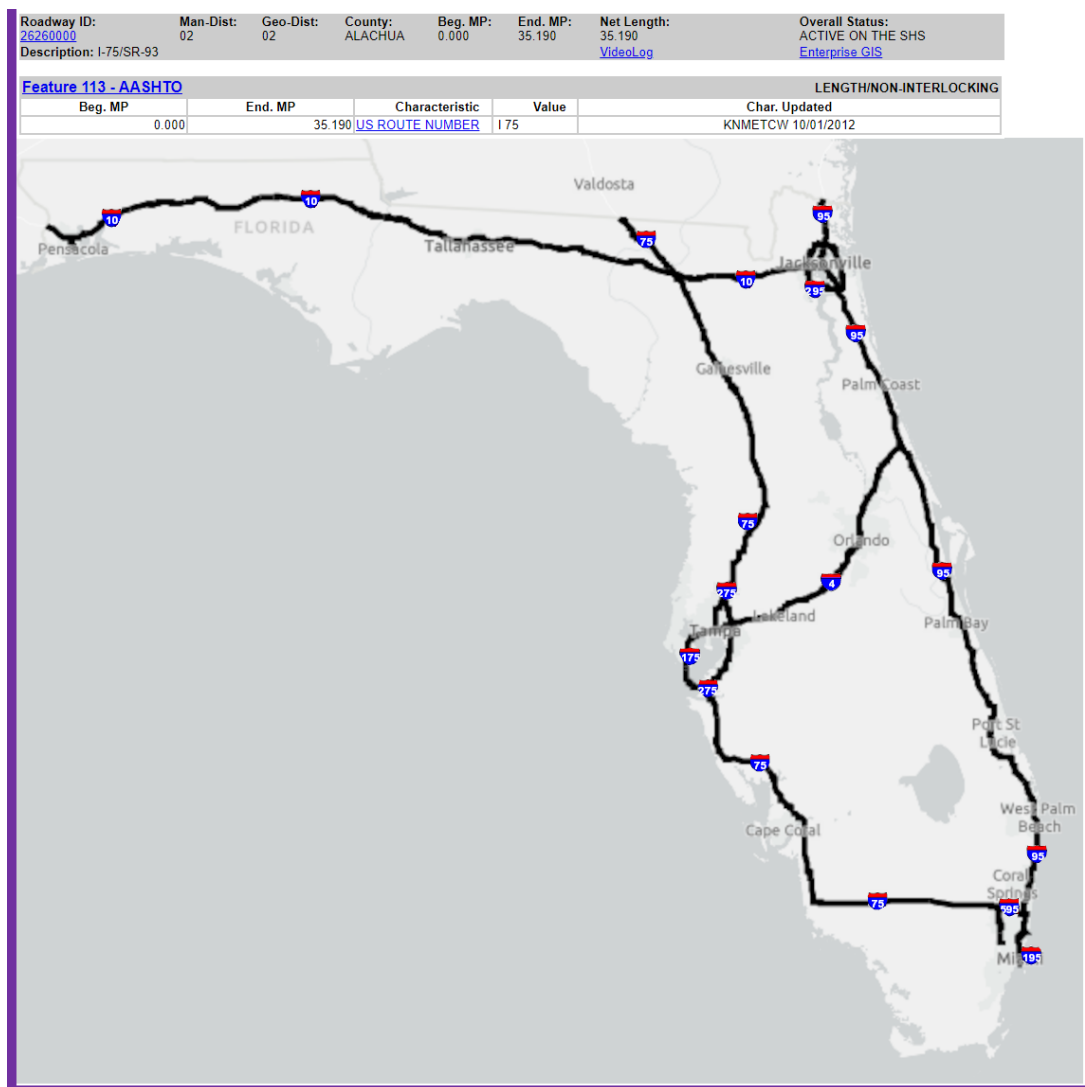


Link: [RCI FEATURE 121 FUNCTIONAL CLASSIFICATION AND F124 URBAN CLASSIFICATION](#)

## 2.6 INTERSTATE DESIGNATION

Interstate establishment requires Federal Highway Administration (FHWA) and the American Association of Safety and Highway Transportation Officials (AASHTO) approval. Corridors must be built to interstate standards. The process for designation follows:

- 1) Letter to FHWA informing them of completion of interstate segment. Provide a location map of segment. Once concurrence is received from FHWA's Florida Division, proceed to step 2.
- 2) Submit a letter to AASHTO for the establishment of an interstate.
- 3) AASHTO will request review/approval from FHWA.
- 4) If approved by FHWA, AASHTO subcommittee will meet to provide final approval.



Link: [RCI FEATURE 113 AASHTO ROUTE SYSTEM](#)

## 2.7 MEMORIAL ROADWAYS (LEGISLATIVE)

Consists of designating a transportation facility, contained in an act of the Legislature, for honorary or memorial purposes or to distinguish it as a particular facility. The Florida Legislature designates memorial roadways based on recommendations from a city or county commission, individual state agency, or civic groups. Memorial Roadway Designations are not maintained by the TDA Office. Additional information can be found on the Systems Implementation Office's [Memorial Roadway Designations web page](#).

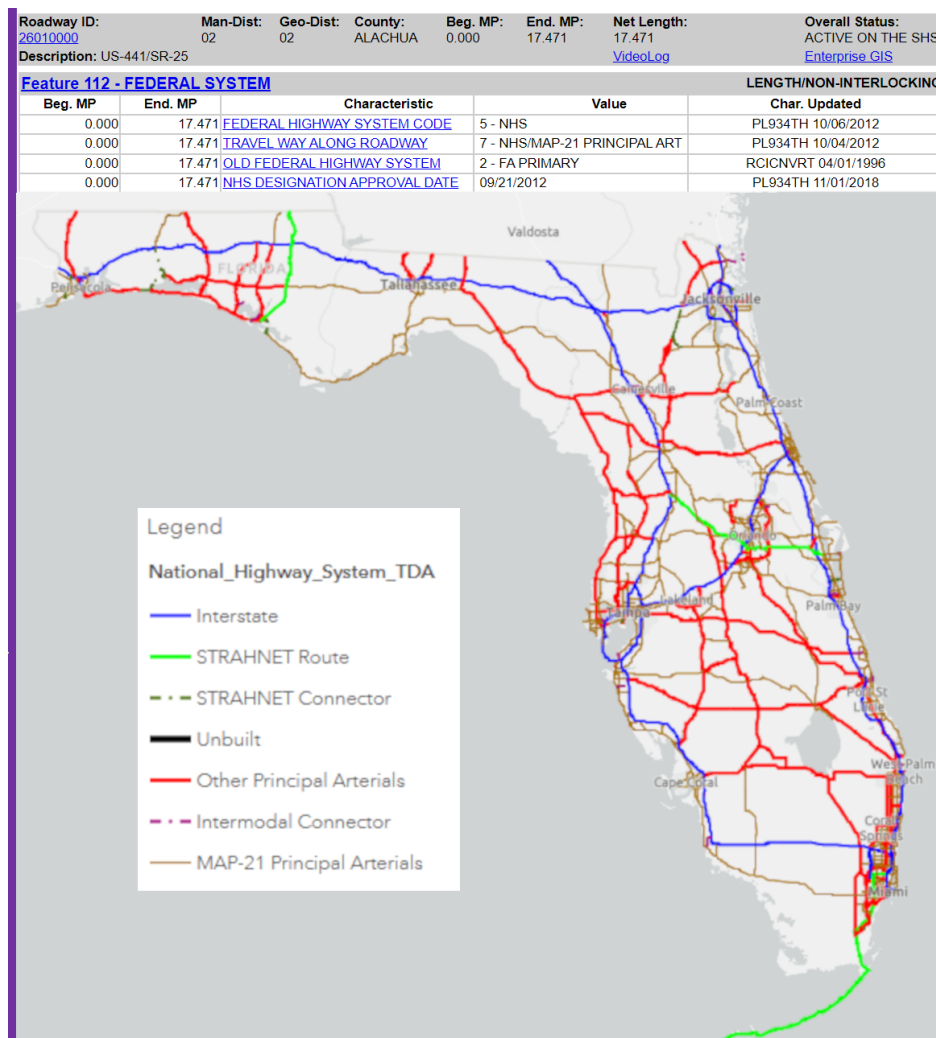
## 2.8 NATIONAL HIGHWAY SYSTEM (NHS)

A network of strategic highways within the United States, including the Interstate Highway System and other roads serving major airports, ports, rail or truck terminals, railway stations, pipeline terminals and other strategic transport facilities.

## 2.8.1 Adding/Removing

Major revisions to the network require the following documentation to be submitted to FHWA for approval: NHS application (signed by local MPO chair), map, shapefiles, spreadsheet and justification report (summary). The requirement for the consultation with local and regional officials is specified in [23 C.F.R. 470](#). Minor revisions stemming from re-inventory or technical corrections can be completed through the LRS/RCI Package Reconciliation process.

Determination of Major or Minor corrections is done on a case-by-case basis by the TDA Office. Any routes upgraded to principal arterials must have an FHWA submittal package to bring them onto the NHS, and any routes downgraded below principal arterial must be removed from the NHS (unless specifically approved as a connector). Automatic (one-time) additions of principal arterials were made in 2013 as per MAP-21 for the enhanced NHS.



Link: [RCI FEATURE 112 FEDERAL SYSTEM](#)

### 2.8.2 NHS Intermodal Connectors

NHS Intermodal Connectors are defined as highways that provide access between major intermodal facilities, interstates, other principal arterials, STRAHNET network, and major strategic highway network connectors. NHS Intermodal Connectors are exempt from having to be categorized as Principal Arterials to be on the NHS. They should always connect to an NHS route allowing access in both directions. Designations fall under the same criteria as 6.1.4.1 above. FHWA maintains a list here:

[https://www.fhwa.dot.gov/planning/national\\_highway\\_system/intermodal\\_connectors/florida.cfm](https://www.fhwa.dot.gov/planning/national_highway_system/intermodal_connectors/florida.cfm)

### 2.8.3 Unbuilt NHS

Prior to construction of a roadway, the District assigns a Roadway ID to the prospective section for Work Program funding purposes. This should be completed while determining whether NHS inclusion of the new roadway is possible. The unbuilt status is used while NHS justification documentation is compiled for FHWA approval. Once approved and construction has been completed, the NHS unbuilt status in RCI will be updated to Active on the NHS.

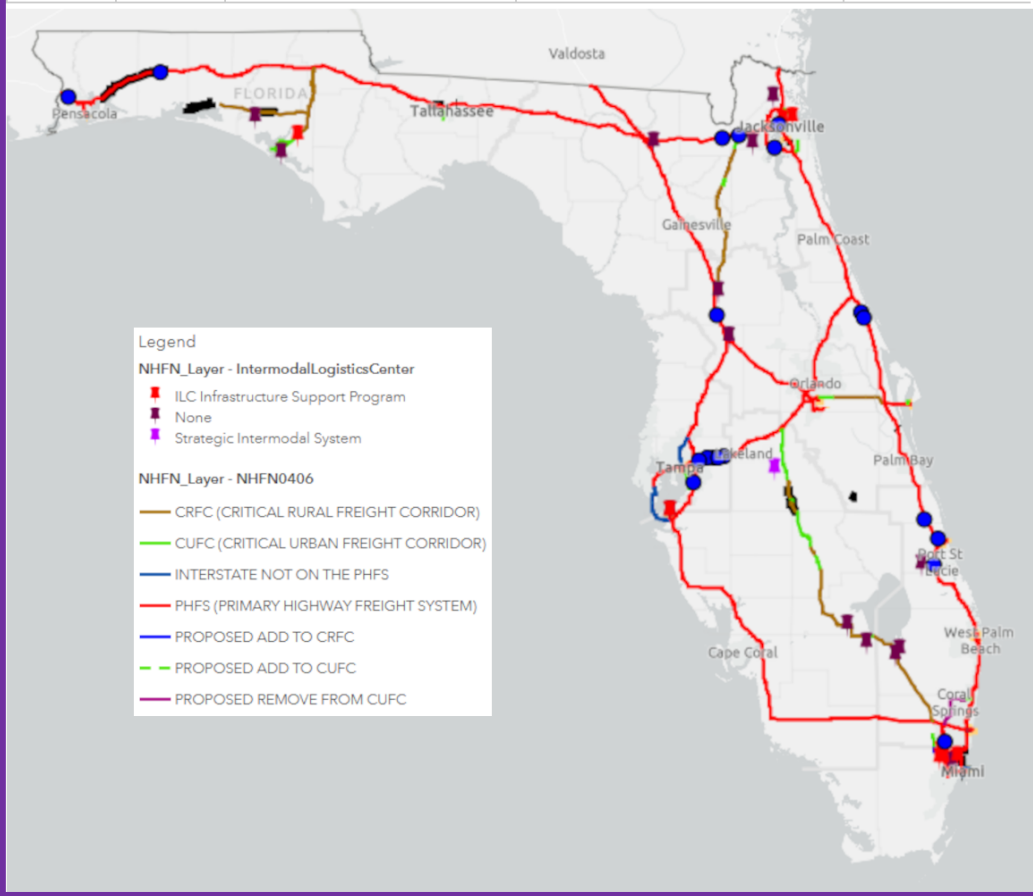
### 2.8.4 National Highway Freight Network (NHFN)

The National Highway Freight Network (NHFN), established by the Federal Highway Administration (FHWA), designates portions of the National Highway System (NHS) and State Highway System (SHS) in Florida eligible for federal funding under the National Highway Freight Program (NHFP) in accordance to [49 U.S.C. 70203](#). The [Freight and Multimodal Operations \(FMO\) Office](#) designate these roads on an annual basis to FHWA, MPOs assist the FMO Office.

Roadway ID: <a href="#">26010000</a>	Man-Dist: 02	Geo-Dist: 02	County: ALACHUA	Beg. MP: 0.000	End. MP: 17.471	Net Length: 17.471	Overall Status: ACTIVE ON THE SHS
Description: US-441/SR-25				<a href="#">VideoLog</a>		<a href="#">Enterprise GIS</a>	

#### Feature 116 - FREIGHT NETWORKS

Beg. MP	End. MP	Characteristic	Value	LENGTH/NON-INTERLOC	Char. Updated
0.000	35.190	<a href="#">NATIONAL HIGHWAY FREIGHT NETWK</a>	01 - PRIMARY HIGHWAY FREIGHT SYSTEM		PL934TH 02/23/2021



Link: [RCI FEATURE 116 FREIGHT NETWORKS](#)

### 2.8.5 National Multimodal Freight Network (NMFN)

The National Multimodal Freight Network (NMFN), established by the Federal Highway Administration (FHWA), the Secretary of Transportation for Policy shall establish a National Multimodal Freight Network:

- to assist States in strategically directing resources toward improved system performance for the efficient movement of freight on the Network;
- to inform freight transportation planning;
- to assist in the prioritization of Federal investment; and
- to assess and support Federal investments to achieve the national multimodal freight policy goals described in [section 70101\(b\)](#) of this title and the national highway freight program goals described in [section 167 of title 23](#).



### 2.8.6 Primary Highway Freight System (PHFS)

This is a network of highways identified as the most critical highway portions of the U.S. freight transportation system determined by measurable and objective national data. The [Freight and Multimodal Operations \(FMO\) Office](#) designates these roads on an annual basis to FHWA. MPOs assist the FMO Office.

#### 2.8.6.1 Critical Rural Freight Corridor (CRFC)

These are public roads in a non-urbanized area which provide access and connection to the PHFS and the interstate with other important ports, public transportation facilities, or other intermodal freight facilities. The [Freight and Multimodal Operations \(FMO\) Office](#) designates these roads on an annual basis to FHWA. MPOs assist the FMO Office.

#### 2.8.6.2 Critical Urban Freight Corridor (CUFC)

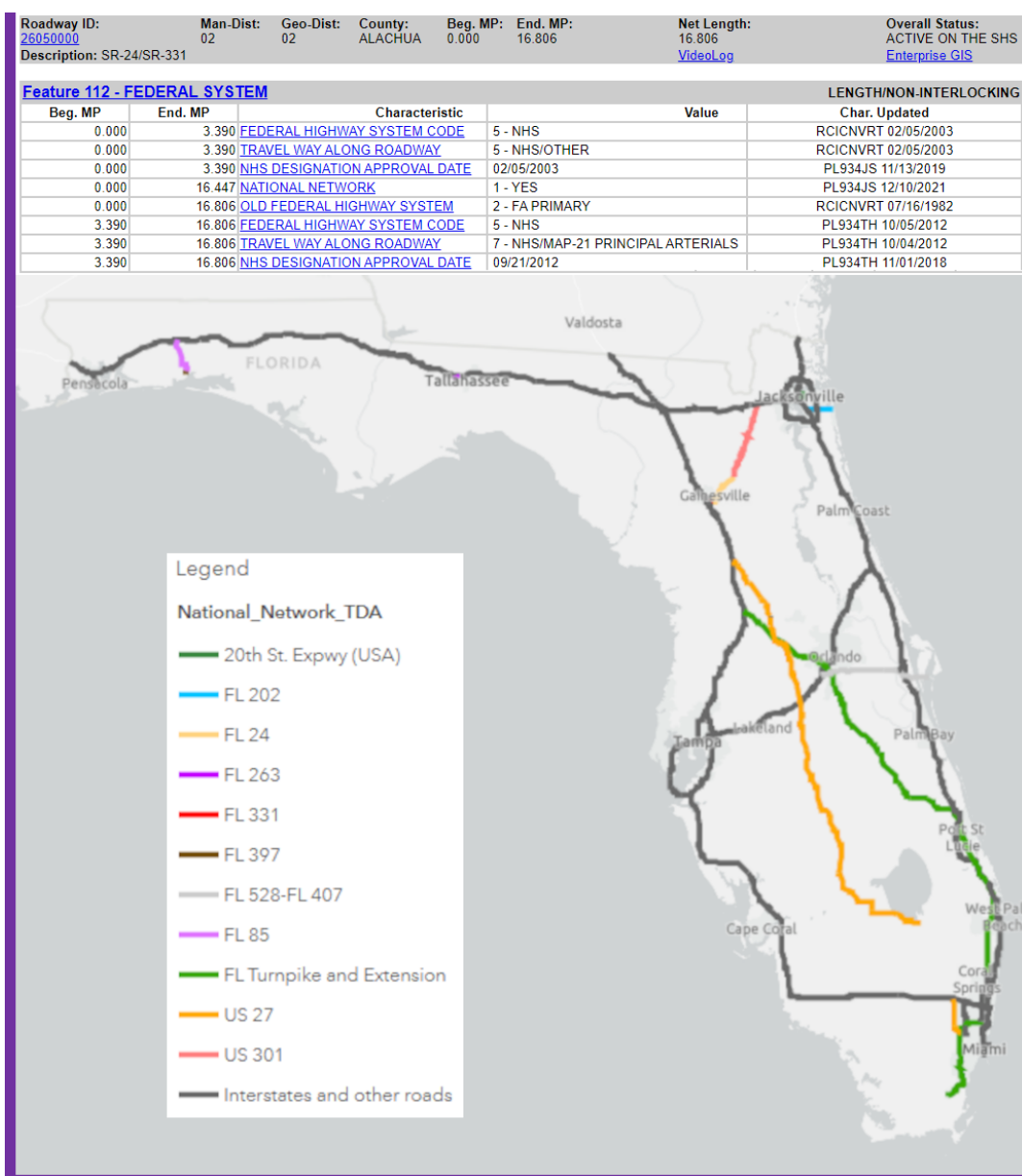
These are public roads in urbanized areas which provide access and connection to the PHFS and the interstate with other important ports, public transportation facilities, or other intermodal transportation facilities. The [Freight and Multimodal Operations \(FMO\) Office](#) designates these roads on an annual basis to FHWA. MPOs assist the FMO Office.

### 2.8.7 National Network (Trucks, Tractors, and Trailers)

A National Network of highways available to vehicles, authorized by provisions of the [Surface Transportation Assistance Act \(STAA\)](#) of 1982 as amended, and to prescribe national policies that govern truck and bus size and weight. It's an individual network of highways from each State on which vehicles authorized by the provisions of the STAA are allowed to operate. The network in each State includes the Interstate System, exclusive of those portions excepted under [§658.11\(f\)](#) or deleted under [§658.11\(d\)](#), and those portions detailed in Appendix A of the [National Register \(23 CFR 658\)](#).

To ensure that the National Network remains substantially intact, FHWA retains the authority to rule upon all requested additions to and deletions from the National Network as well as requests for the imposition of certain restrictions. FHWA approval or disapproval will constitute the final decision of the U.S. Department of Transportation. These modifications are handled on a case-by-case basis and should be submitted to the TDA [Multimodal Data System Coordinator](#) for consideration. A summary page and map should be provided detailing the modification.





Link: [RCI FEATURE 112 FEDERAL SYSTEM](#)

### 2.8.8 Strategic Highway Network (STRAHNET - Military Network)

The **STR**ategic **H**ighway **NET**work (STRAHNET) is an approximately 64,200 mile system of public roads that is essential to support emergency mobilization and peacetime movement of military vehicles, equipment, and personnel, as well as fuel, ammunition, repair parts, food, and other commodities to support U.S. military operations. The STRAHNET was originally established in 1956 and has been regularly updated as needed on a continuous basis. It includes the entire 48,800-mile Interstate Highway System and an additional 13,600 miles of non-interstate primary state highway routes. STRAHNET also contains about 1,800 miles of connector routes that link the interstate and non-

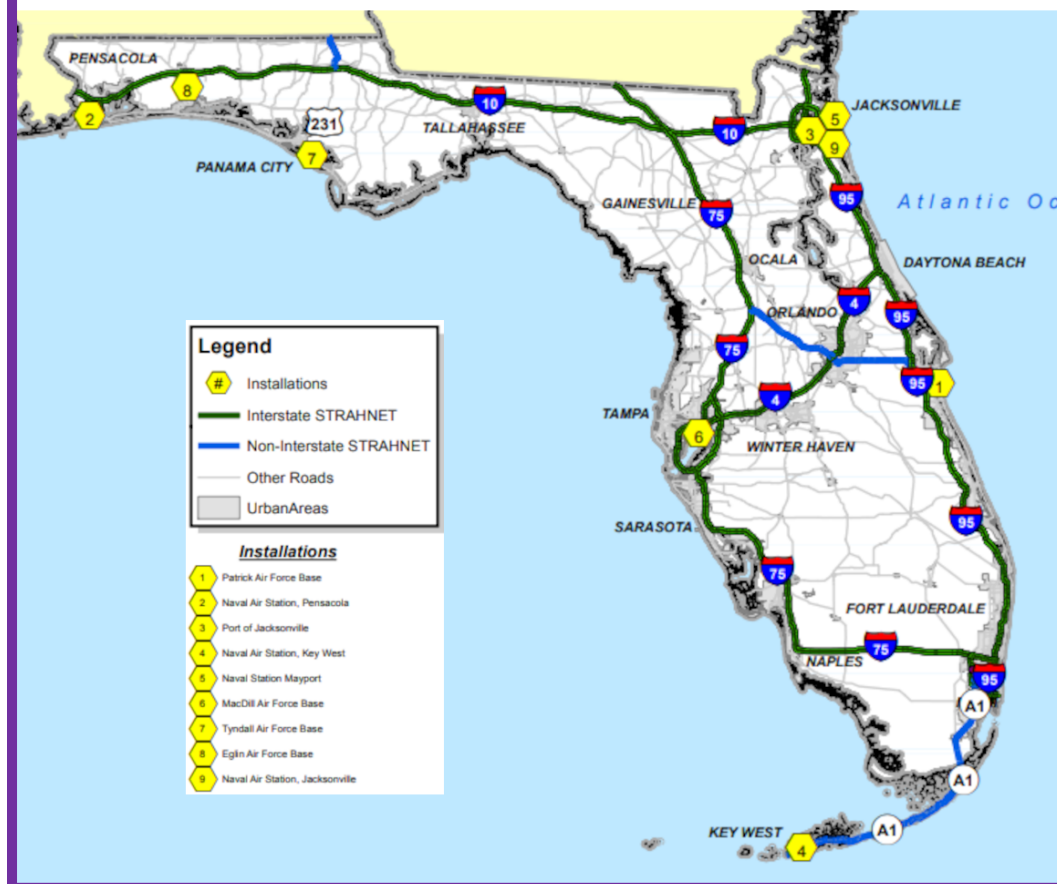
interstate system to important military installations, airports and seaports of embarkation.

The STRAHNET designation is given to roads that provide defense access, continuity, and emergency capabilities for movements of personnel and equipment in both peace and war. It is designated by the U.S. Department of Defense (DOD). STRAHNET requests need to be coordinated with the MPO and the FDOT District Planning Office. The District will work to develop the following documentation to be submitted to FHWA for approval: application, map, shapefiles, spreadsheet and justification report (summary). FHWA will approve/disapprove edits prior to working with the DOD to update their network. If approved by FHWA and the DOD, FHWA will issue an approval letter notifying FDOT of the STRAHNET modification.

Roadway ID: 26010000 Man-Dist: 02 Geo-Dist: 02 County: ALACHUA Beg. MP: 0.000 End. MP: 17.471 Net Length: 17.471 Overall Status: ACTIVE ON THE SHS  
Description: US-441/SR-25 VideoLog Enterprise GIS

#### Feature 112 - FEDERAL SYSTEM

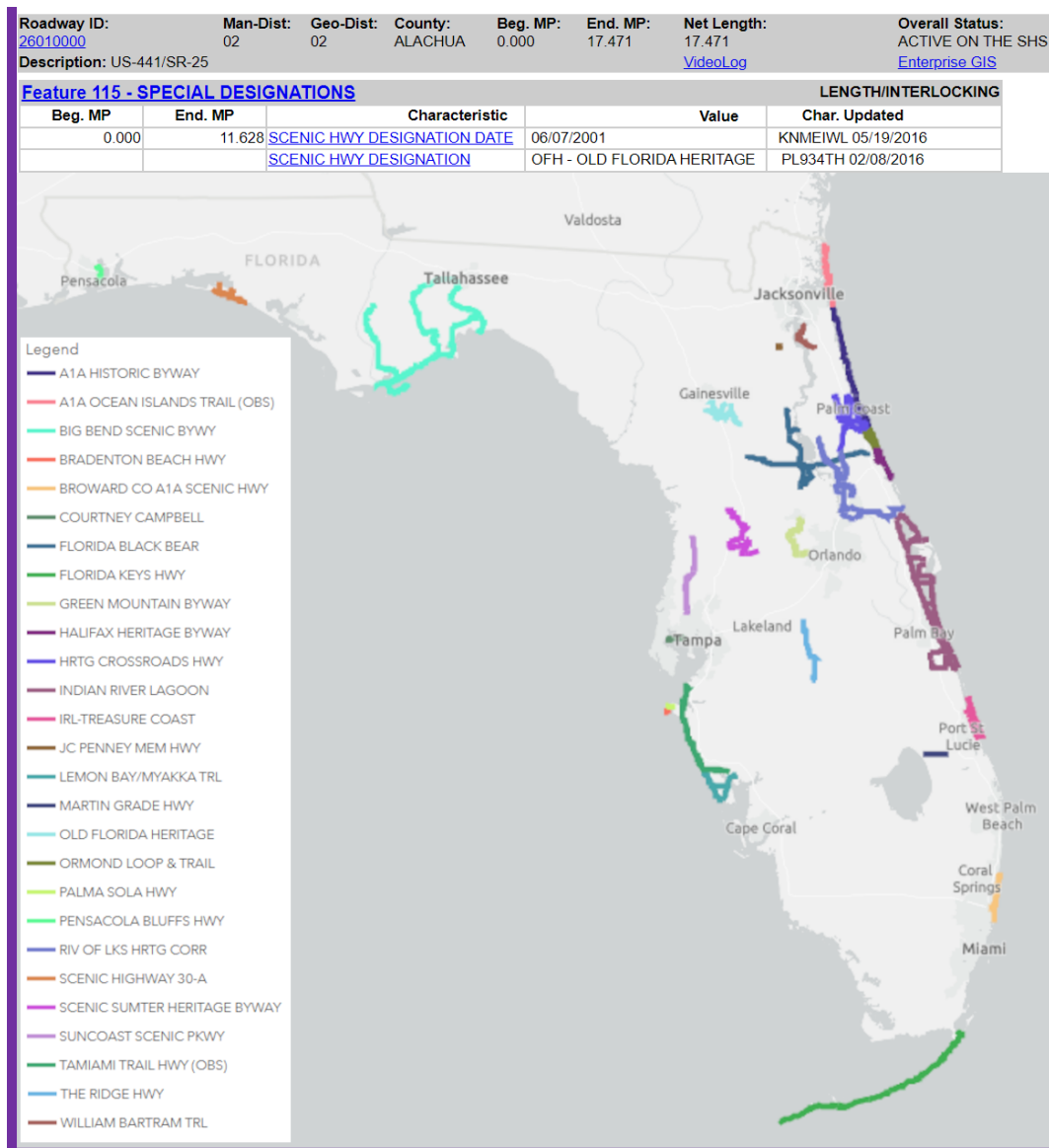
Beg. MP	End. MP	Characteristic	Value	LENGTH/NON-INTERLOCKING Char. Updated
0.000	17.471	<a href="#">FEDERAL HIGHWAY SYSTEM CODE</a>	5 - NHS	PL934TH 10/06/2012
0.000	17.471	<a href="#">TRAVEL WAY ALONG ROADWAY</a>	7 - NHS/MAP-21 PRINCIPAL ART	PL934TH 10/04/2012
0.000	17.471	<a href="#">OLD FEDERAL HIGHWAY SYSTEM</a>	2 - FA PRIMARY	RCICNVRT 04/01/1996
0.000	17.471	<a href="#">NHS DESIGNATION APPROVAL DATE</a>	09/21/2012	PL934TH 11/01/2018
0.000	17.471	<a href="#">STRATEGIC HIGHWAY NETWORK CODE</a>	1 - YES	PL934JS 12/10/2021



Link: [RCI FEATURE 112 FEDERAL SYSTEM](#)

## 2.9 SCENIC HIGHWAY

The designation of the Florida Scenic Highway Program was developed in 1996 in accordance with [Section 335.093, F.S.](#) The program promotes the preservation, maintenance, protection and enhancement of the cultural, historical, archeological, recreational, natural and intrinsic scenic resources of Florida highways. The program also provides travelers a unique historical view of Florida. Additions, deletions and revisions to the network are administered by the [Statewide Scenic Highway Coordinators](#). They work in tandem with [District RCI Coordinators](#) to update the routes in RCI via RCI/LRS package. Designation paperwork outlining the modification is needed to process such edits.



Link: [RCI FEATURE 115 SPECIAL DESIGNATION](#)

## 2.10 TOLL ROAD FACILITY DESIGNATIONS

Toll road facilities are special lanes where tolls are charged, such as high occupancy toll (HOT) lanes. This may or may not be an HOV facility and has special lanes identified where users would be subject to tolls. HOT lanes are HOV lanes where a fee is charged, sometimes based on occupancy of the vehicle or the type of vehicle, such as buses, vans, or passenger vehicles.

Expressway roadways are maintained by an owning authority, which is a toll expressway authority that was established according to [Chapter 348, F.S.](#) as part of the Florida Expressway Authority Act with the goal of the authority being to improve the movement of people and goods throughout the region that they manage. Expressway authorities were created to allow the financing of interstate expansion with toll proceeds. Authorities develop and implement construction and financing plans for state and city roadways, bridges, and interchanges in conjunction with the city government and the FDOT. Expressway authorities usually build toll facilities and become the owning authority that manages and operates the facility. Owning authorities own and operate their facilities.

Roadway ID:  
26010000

Man-Dist:  
02

Geo-Dist:  
02

County:  
ALACHUA

Beg. MP:  
0.000

End. MP:  
17.471

Net Length:  
17.471  
[View Log](#)

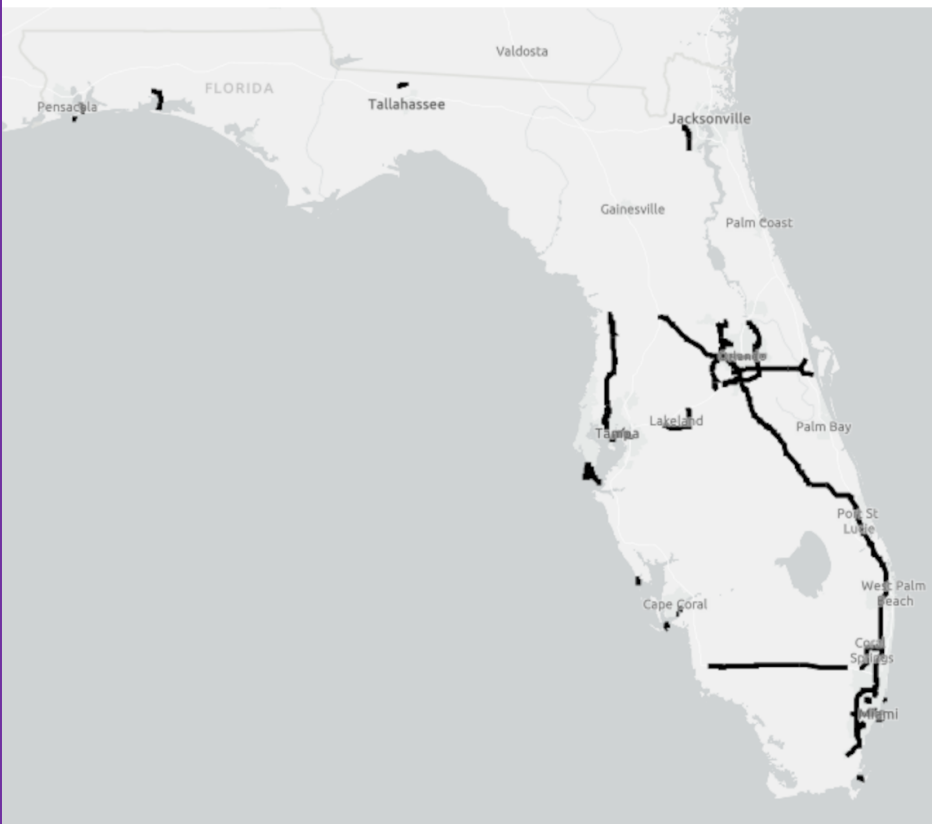
Overall Status:  
ACTIVE ON THE SHS  
[Enterprise GIS](#)

Description: US-441/SR-25

Feature 122 - FACILITY CLASSIFICATION

LENGTH/NON-INTERLOCKING

Beg. MP	End. MP	Characteristic	Value	Char. Updated
0.000	6.244	<a href="#">ACCESS CONTROL TYPE</a>	1 - FULL	KN815JU 01/29/2020
0.000	6.244	<a href="#">TOLL ROAD FLAG</a>	1 - TOLL	KN815JU 07/24/2019
0.000	6.244	<a href="#">NAME OF TOLL FACILITY</a>	390 - FIRST COAST EXPRESSWAY	PL934JS 06/23/2021



Link: [RCI FEATURE 122 FACILITY CLASSIFICATION](#)

All toll road facilities require Toll IDs to be programmed into RCI. The [HPMS Coordinator](#) within the TDA Office works with FHWA on establishing these Toll IDs. The TDA [Multimodal Data System Coordinator](#) is the official back-up to the [HPMS Coordinator](#) for requesting/establishing toll ids for RCI. Toll Facilities, once constructed or open to traffic, require Toll Road IDs to be issued by FHWA. TDA works with FHWA on getting the Toll Road IDs created and assigned to new facilities. The District will inform TDA whenever a new facility is being created or modified.

**To follow is a listing of existing Toll Road IDs:**

Toll Facility Name	Toll Road ID	Ownership	Toll Facility Name	Toll Road ID	Ownership
Alligator Alley (I-75)	044	FDOT	Miami Airport Expressway	055	GMX
Beachline Expy East (SR-528)	047	FDOT (Turnpike)	Mid-Bay Bridge/Spence Pkwy	032	Mid-Bay Brid. Auth.
Beachline Expy (SR-528)	048	CFX	Midpoint Memorial Bridge	042	Lee County
Beachline Expy West (SR-528)	049	FDOT (Turnpike)	Orchard Pond Parkway (CR-0344)	362	Orc. Pon. Gnw, LLC.
Broad Causeway	036	Bay Harbor Islands	Osceola Beltway (SR-538)	394	FDOT
Cape Coral Bridge	041	Lee County	Osceola Parkway	060	CFX
Card Sound Bridge	031	Monroe County	Palmetto Express (SR-826)	393	FDOT
Central Fl. GreeneWay (SR-417)	058	CFX	Pensacola Bch/Bob Sykes Bridge	034	Escambia County
East-West (Dolphin) Expressway	045	GMX	Pinellas Bayway System Bridge	033	FDOT
First Coast Expy (SR-23)	390	FDOT (Turnpike)	Poinciana Parkway (SR-538)	363	CFX
Florida Turnpike Mainline (SR-91)	046	FDOT (Turnpike)	Polk Parkway (SR-570)	064	FDOT (Turnpike)
Garcon Point Bridge	043	Santa Rosa Bay Bri. Auth.	Rickenbacker Causeway	037	Miami-Dade County
Gasparilla Bridge	318	Gas. Island Bridge Auth.	Sanibel Causeway	040	Lee County
Gateway Expressway (2022)	395	FDOT	Sawgrass Expressway (SR-869)	054	FDOT (Turnpike)
Goldenrod Road	301	FDOT	Seminole Expressway (SR-417)	057	FDOT (Turnpike)
Gratigny Parkway	062	MDX	Snapper Creek Expressway	315	GMX
Hammock Dunes Parkway	300	Dunes Dev District	South Dade (Don Shula) Expy	051	GMX
Holland East-West Expy (SR-408)	053	CFX	Southern Connector Ext (SR-417)	061	FDOT (Turnpike)
I-275 Express	388	FDOT	Suncoast Parkway (SR-589)	063	FDOT (Turnpike)
I-295 Express	389	FDOT	Sunshine Skyway Bridge (I-275)	030	FDOT
I-4 Express	386	FDOT	Turnpike Extension – HEFT (SR-821)	050	FDOT (Turnpike)

I-4/Selmon Connector	339	FDOT (Turnpike)	Venetian Causeway	314	Miami-Dade County
I-595 Express	340	FDOT	Veterans Expressway (SR-589)	056	FDOT (Turnpike)
I-75 Express	387	FDOT	Wekiva Parkway (SR-429)	361	FDOT/CFX
I-95 Express	302	FDOT	Wekiva Parkway (SR-453) Section 2B/2C	361	CFX
John Land-Apopka Expy (SR-414)	303	CFX	Western Beltway (SR-451)	391	CFX
Lee Roy Selmon Crosstown Expy	052	Tampa Hills Ex. Auth.	Western Beltway Part C (SR-429)	059	FDOT (Turnpike)
Lee Roy Selmon Crosstown Expy Ext	052	Tampa Hills Ex. Auth.			

### 3. ROAD JURISDICTION TRANSFERS

#### 3.1 OVERVIEW

FDOT's primary statutory responsibility is to coordinate the planning and development of a safe, viable, and balanced state transportation system serving all regions of the state and to assure the compatibility of all components, including multimodal facilities. In recognition of that goal, the Florida Legislature mandated Title XXVI, Public Transportation, Chapter 335, State Highway System (SHS) with the Road Jurisdiction guidance that states:

*335.0415(5) – Public road jurisdiction and transfer process. In order to take effect, all transfers of public roads to or from the State Highway System must be by mutual agreement of the affected governmental entities and approved by the Secretary of the Department of Transportation.*

**Source:** [Florida Legislature](#)

Road Jurisdiction Transfers (RJT) that impact the SHS must be mutually agreed upon by the affected governmental entities and approved by the FDOT Secretary. The Transfer Agreement must describe in detail the road to be transferred, including:

- Road Name
- Route Numbers
- Beginning/Ending Mile points
- Location Map
- Easements
- Crossings
- FDOT Non-Motorized/Portable/Telemetered Traffic Monitoring Sites
- Detailed Description of Right-of-Way Responsibilities
- Any Other Items/Agreements Related to the Roadway

The Transfer Agreement must be signed by the District Secretary, a representative of FDOT's Office of the General Counsel, and the local entity authority. A local entity official, such as the

County or City Clerk, will attest that the Transfer Agreement was executed by the official authorized to do so, according to the local Resolution.

## **3.2 JURISDICTION CHANGES INVOLVING ONLY FDOT**

### **3.2.1 New Construction**

This section covers the construction of a new road (not reconstruction of an existing road). When a new road project is added to the FDOT's Work Program (see [Work Program instructions](#)), the District contacts TDA to submit a State Road number for assignment review and requests assignment of a new Roadway ID through MyFloridaLRS. 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; it is usually a subsection off the old alignment's Roadway ID. The road shall then be entered into the Roadway Characteristics Inventory (RCI) database, 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 should be requested from FHWA (if above local status) as soon as the function of the new road in the transportation network is clear (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 procedure: [General Interest Roadway Data \(GIRD\), 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 responsible District Manager describing the actions, a Roadway Characteristics Inventory/Linear Referencing System (LRS) package as described in the [GIRD procedure](#), an Addition to the State Highway System Form signed and dated by the District Secretary or District Secretary designee, and a location map. FDOT Secretary approval is not required. The District will submit this documentation to TDA via the RCI/LRS package process. TDA will document the transaction and notify the appropriate Central Office contacts. The District will change the status in Feature 140 of RCI to Active-on the SHS, 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 Road Jurisdiction Transfer and should be handled accordingly (see Chapter 3).



### 3.2.2 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 3.2.1 above, except the form to be signed by the District Secretary or District Secretary 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 Form.

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](#). The Road Jurisdiction Transfer process is applicable only when the surplus property continues as a road. Any disposal of surplus property should include consideration of known historical or archaeological resources (see Section 3.3.1.6 below).

### 3.2.3 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.

- **Minor realignment:** is close to or within the Right of Way of the original road, is less than a tenth of a mile (0.1 miles) in length 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.
- **Major realignment:** is a new alignment outside the existing Right of Way except where it connects to the original road. It is a tenth of a mile (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 3.2.1.

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 [GIRD procedure](#) for more on Roadway ID and status.

Subject to the public hearing requirements described in Section 2.2.2, 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 [GIRD procedure](#) for more about roundabouts and traffic circles. See section 5.2.1 of the [RCI Handbook](#) for real world realignment scenarios.



### 3.2.3.1 Transfer of Old Alignment

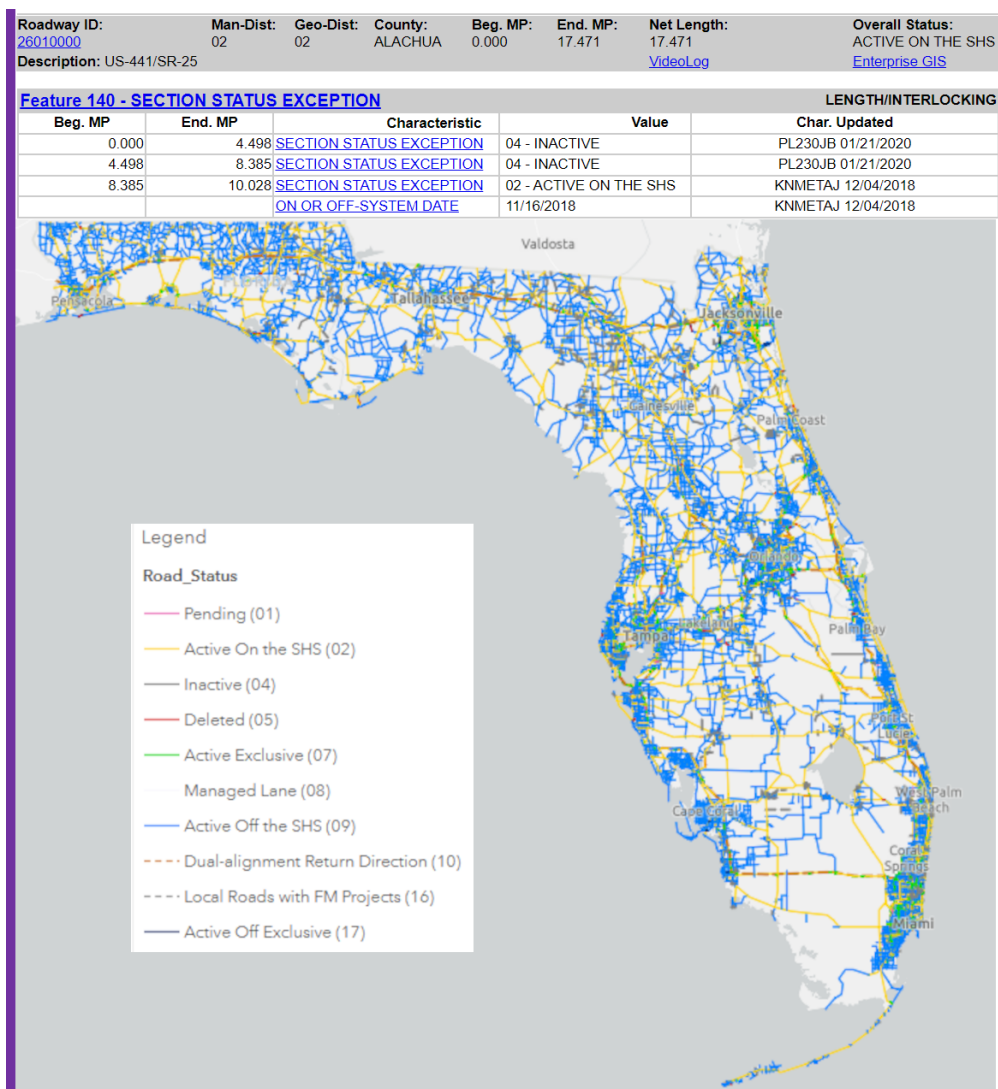
The old alignment should be offered to the appropriate local entity, which is usually the County or City, while the realignment is still in the planning stages. After the realignment is complete, it may be difficult to get agreement from the local entity to accept the old alignment. See Chapter 2 for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

### 3.2.3.2 Physical Removal of Old Alignment

If the old road alignment is physically removed, the mileage is removed from the SHS in accordance with Section 3.2.2 above, and the status in Feature 140 of RCI will be changed from Active-On to Deleted when that process is complete.

### 3.2.3.3 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 3.2.2 above.



Link: [RCI FEATURE 140 SECTION STATUS EXCEPTION](#)

### 3.2.3.4 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 Section 2.2.1.1 above). The functional classifications of both alignments should be reviewed (see procedure: [Urban Boundary and Functional Classification of Roadways, Topic No. 525-020-311](#)).

### 3.2.3.5 Other Changes to SHS Mileage

There are no limits to the length of state roads. If the state built it, will own/maintain it, and it is open to the public, then it must be added to the SHS either as a mainline, frontage or service road for Certified Public Mileage accountability and requirements. Ramps or Managed Lanes (not grade separated) owned and maintained by the State, but not counted as Certified Public Mileage

are coded as active exclusive. A state road must be assigned a state route number (excluding frontage roads and ramps). 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. The only exception being shifts in SHS mileage due to re-inventory by the District. Even then, the shifts should be very minor, less than a tenth of a mile (.100 thousandths) of change and would ideally include field reports confirming new mile point shifts.

If a road is constructed for FDOT or given to FDOT by a private entity, the road shall be handled in accordance with Section 3.2.1. If a road is currently Active Exclusive in RCI and it is determined that it functions as a mainline roadway (Active-On), or if it was given the incorrect designation when first entered into RCI, then the road should be handled in accordance with Section 3.2.1.

If a road is currently Active-On in 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 RCI, then the road should be handled in accordance with Section 3.2.2.

### **3.3 JURISDICTION TRANSFERS BETWEEN FDOT AND A LOCAL ENTITY**

Road Jurisdiction Transfers are governed by [Section 335.0415, F.S.](#) and, in the case of transfers from the SHS, a public hearing as described in Section 2.2.2 must be held. Any non-Interstate road or segment of a road, including bridges and toll facilities, may be transferred on or off the SHS subject to considerations mutually agreed upon by the affected parties. Consider the criteria listed in [Section 335.0415, F.S.](#) to determine whether a road should be placed under State jurisdiction.

For purposes of this handbook and the associated procedure, any ramp, frontage road, or other travelway carrying traffic is 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. All roadways to be included in a Transfer Agreement should be explicitly described and identified by name, Roadway ID (if available), and mile points.

FDOT should plan for possible transfer needs well in advance of the actual transfer. A plan should 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 entity 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. Districts should develop a spreadsheet for tracking projects throughout their planning stages to avoid overlooking transfer needs, such as conducting the Cultural Resource Management Coordinator survey, inventorying the road, reaching out to impacted offices or 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 entity wishes to assume jurisdiction of the old alignment, and the old alignment is not needed for property access, A local entity administers a particular town, county, or district, with representatives elected by those who live there. 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 entity 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 the SHS. See Section 2.3 above for more on U.S. Route changes.***

A Road Jurisdiction Transfer between FDOT and a local entity must be mutually agreed upon in writing and bind all parties by a mutually negotiated Transfer Agreement and supporting Resolution. The Resolution should be passed by the governing body of the local entity and authorize an individual or position to sign the transfer agreement on behalf of the local entity. Commission meeting minutes are allowed, instead of the supplied Resolution template. Meeting minutes are the only means to have transfers heard/approved in some Districts. The FDOT Secretary must sign the Transfer Agreement to put the road transfer into effect. If the transfer is contingent on funding, or other considerations, the FDOT Secretary will sign the Transfer Agreement, 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 entity proposes the transfer of a roadway, specifying limits and purpose. The local entity should use the [2.6-5 Local Request Application](#) in the appendix.
2. District and local entity provide each other with a list of items to be considered in the negotiations.

3. District and local entity identify all the stakeholders that should be involved.

#### **Reviews by Involved Entities**

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

#### **RJT Advance Notification**

1. Before local signatures can occur, the District Secretary needs to discuss the potential transfer with the FDOT Secretary.

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

1. If a road transfer impacts Right of Way in private owned entities or other modes of transportation that may include railroad companies, airports, or seaport facilities; the District will coordinate with private entities and stakeholders identified as an involved entity and assemble any information for the transfer. See the [2.6-2 Checklist](#) for identified stakeholders.
2. District assembles information on existing agreements or obligations from local entity and from other FDOT offices.
3. District determines if any permanent (continuous) telemetered traffic or non-motorized monitoring sites exist on the roadway (if so, the District and TDA [Traffic Data Analysis Supervisor](#) determine if polling will continue).
4. If the road section 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. As described in Section 2.2.2 above, a public hearing is required.
5. District submits new State Road and/or County Road number(s) to TDA [Multimodal Data System Coordinator](#), as appropriate, and request change to U.S. Route numbering if required (see Section 2.3 above).
6. District inventories the road.

#### **RJT Draft Agreement**

Upon submission to Central Office for preliminary review of the drafted agreement, the District will indicate, in the [RJT Review SharePoint site](#), if the RJT Advance Notification occurred. After all internal activities and obligations are reviewed and accepted by the local entity and the District, work on the RJT Draft Agreement begins.

1. District and local entity complete negotiations and prepare an RJT Draft Agreement, utilizing the [2.6-1 Agreement Template](#) and [2.6-4 Local Entity Resolution](#).

2. The [District RCI Planning Coordinator](#) submits the RJT Draft Agreement into the [RJT Review SharePoint site](#). TDA's [Multimodal Data System Coordinator](#) will coordinate reviews with the FDOT Central Office General Counsel and TDA leadership staff.
3. Email notifications will advise the District of any approvals/revisions needed while under Central Office review.
4. Once approved, the District may approach the local entity for concurrence/signature (preferably through DocuSign).

### 3.3.1 Coordination and Asset Review

FDOT or a local entity, which is usually the County or City, may initiate a Road Jurisdiction Transfer. A sample letter is shown in Appendix B to assist with the initial contact sent by FDOT. The District should have the local entity fill out the [2.6-5 Local Request Application](#) to gain pertinent information regarding the transfer.

#### 3.3.1.1 District Consensus

If the District believes the transfer is worth pursuing, internal coordination will begin to determine if the proposed transfer is agreeable to other offices in the Central and District offices. Refer to the [2.6-2 Checklist](#) 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 RJT Advance Notification, Cultural Resource review, pursuing AASHTO approval of a U.S. Route numbering change, or requesting in-house agreement reviews.

The FDOT District Chief Counsel must be included during all stages of the proposed Road Jurisdiction Transfer. TDA will coordinate with the Central Office General Counsel to review the RJT Draft Agreement prior to local signature acquisition and for the Final RJT Agreement review.

#### 3.3.1.2 Perform RCI Data Review and 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. Resolution includes 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 the Final RJT Agreement.

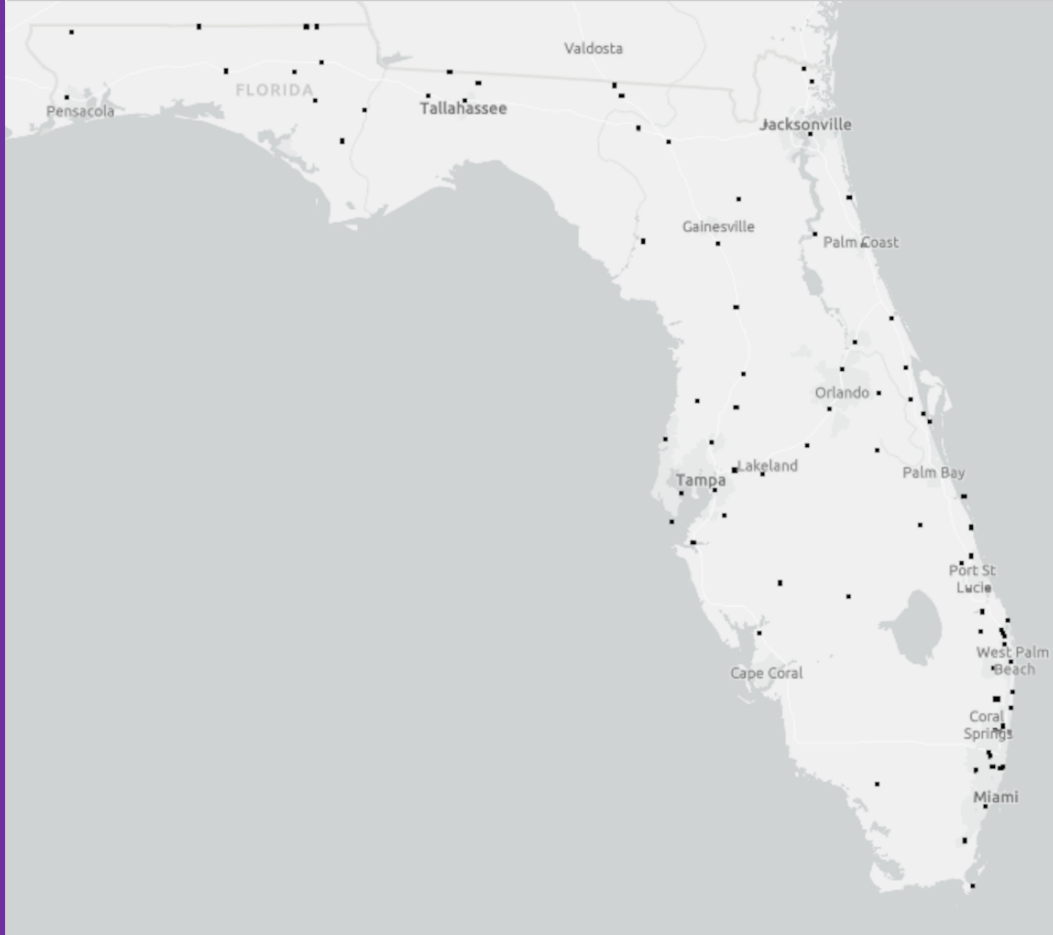
##### 3.3.1.2.1 Telemetered Traffic Monitoring Sites (TTMS)

Continuation of any transportation monitoring sites with loops and/or sensors permanently installed in the roadway surface for collecting

motorized and/or non-motorized transportation data will be determined on an individual basis. District determines if any permanent (continuous) telemetered traffic or non-motorized monitoring sites exist on the roadway, if so, the District and TDA [Traffic Data Analysis Supervisor](#) determine if polling will continue even if the transportation data is no longer needed for SHS reporting. Any short-term counters (road tubes) are up to the District to determine.

Roadway ID: <a href="#">26010000</a>	Man-Dist: 02	Geo-Dist: 02	County: ALACHUA	Beg. MP: 0.000	End. MP: 17.471	Net Length: 17.471	Overall Status: ACTIVE ON THE SHS
Description: US-441/SR-25				<a href="#">Video Log</a>		<a href="#">Enterprise GIS</a>	

Feature 326 - TRAFFIC MONITORING SITES				POINT/INTERLOCKING
Beg. MP	End. MP	Characteristic	Value	Char. Updated
3.400		<a href="#">TRAFFIC STATION NUMBER</a>	720401	PL934RR 07/21/2005
		<a href="#">TRAFFIC STATION TYPE</a>	I - INACTIVE	PL230JW 09/15/2020
4.625		<a href="#">TRAFFIC STATION NUMBER</a>	720402	PL934RR 07/21/2005
		<a href="#">TRAFFIC STATION TYPE</a>	I - INACTIVE	PL230JW 09/15/2020



Link: [RCI FEATURE 326 TRAFFIC MONITORING SITES](#)

### 3.3.1.2.2 Railroad Grade Crossing

When a railroad grade crossing is included in the transfer, the District will need to coordinate with the Central Office Freight and Multimodal

Operations office. The appropriate Grade Crossing Transfer form will need to be filled out:

- [725-090-57m - Grade Crossing and Traffic Control Devices-Transfer DOT to Municipal \(City\)](#)
- [725-090-57c - Grade Crossing and Traffic Control Devices-Transfer DOT to Municipal \(County\)](#)

#### 3.3.1.3 Review Designations, Road Numbers, Roadway IDs, and Statuses

Any projected change in a State Road number should be done in accordance with Section 2.1 above. Before any U.S. Route is transferred, approval must first be obtained from the American Association of State Transportation Officials (AASHTO) as described in Section 2.3 above.

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 95-000-000) is transferred onto the SHS, a unique Roadway ID must be assigned (such as 95-044-000). If a Road Jurisdiction Transfer results in a road being added to RCI, it must be given a new Roadway ID. For both instances, see the [GIRD procedure](#) for more guidance.

#### 3.3.1.4 District Secretary Brief to FDOT Secretary

If the consensus within the District is that the proposed transfer seems acceptable, the District Secretary must discuss the proposed transfer with the FDOT Secretary before preparing the RJT Draft Agreement and prior to approaching the local entity for signature. If such consensus is not reached, the process will end.

#### 3.3.1.5 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 right of way is 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 entity mutually agree on the accuracy and completeness of these maps before signing the Transfer Agreement.



A transfer of Right of Way that was formerly used as a road, but 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 procedure, [Right of Way Manual, Part 10.5, Disposal of Surplus Real Property, Topic No. 575-000-000](#). Also refer to Chapter 337, Florida Statutes, Contracting, Acquisition, Disposal, and Use of Property for additional guidance and the Program Management Office. Any disposal of surplus property should include consideration of known historical or archaeological resources (see Section 3.3.1.6 below).

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. General Counsel and Right of Way personnel should be consulted and the references in the preceding paragraph should be reviewed.

#### 3.3.1.6 Historical Resources

If there is evidence of historical or archaeological resources that could be adversely impacted by actions of the local entity following a completed transfer, then the local entity must agree to maintain those resources in accordance with the mitigation plan. The local entity must also agree not to adversely impact a resource found after the transfer, pursuant to Section [267.061, F.S.](#)

##### 3.3.1.6.1 Request, Review and Survey by Cultural Resource Management Coordinator

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.

The CRMC will perform a review to determine if 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, Archaeological and Historical Resources](#).

##### 3.3.1.6.2 Review by Division of Historical Resources

In accordance with [Section 267.061\(2\)\(a\), F.S.](#), the CRMC shall allow, 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 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.

#### 3.3.1.6.3 Findings

If the survey and review find no evidence of historic or archaeological resources, the CRMC shall provide the outcome documentation (including the Division of Historical Resource's comments) to the District. ***If there is evidence of historical or archaeological resources that could be adversely impacted 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 impact any such resources that are discovered after the transfer is in effect.

#### 3.3.1.7 Federal Maintenance Requirements to Roadway Recipients

Pursuant to Section 23 of the Code of Federal Regulations 1.27 states:

**"§ 1.27 Maintenance.** The responsibility imposed upon the State highway department, pursuant to [23 U.S.C. 116](#), for the maintenance of projects shall be carried out in accordance with policies and procedures issued by the Administrator. ***The State highway department may provide for such maintenance by formal agreement with any adequately equipped county, municipality or other governmental instrumentality, but such an agreement shall not relieve the State highway department of its responsibility for such maintenance.***"

Per the FHWA/FDOT Oversight agreement ([700-000-005](#)) the program actions to withhold Federal-aid funds may be issued by FHWA if the States and Subrecipient fail to maintain projects to standards.

When Federal-Aid funding has been used on a road to be transferred off the State Highway System, the District should include the following language within the **RJT Draft Agreement**:

The [2.6-1 Agreement Template](#) includes a “**WHEREAS**” clause near the beginning of the transfer agreement that states:

**WHEREAS**, 23 U.S.C. 116 requires that a maintenance agreement be entered into between the DEPARTMENT and the COUNTY/CITY if the Right of Way to be transferred to the COUNTY/CITY contains a project constructed using federal funds. If this requirement is applicable, it is met through execution of this Agreement.

### 3.3.2 Preliminary Negotiations

If a local entity is willing and the District believes the proposal may have merit, the District should notify the local entity of the process to be followed. A sample letter is provided in Appendix C. If there is a State road (or frontage road) in the County or City that does not function as a part of the State Highway System, 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 entity 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. The District Secretary must discuss the proposed transfer with the FDOT Secretary before preparing the RJT Draft Agreement utilizing the [2.6-1 Agreement Template](#) and prior to approaching the local entity for signature. 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:

#### 3.3.2.1 Prior Obligations

Any written agreements between FDOT and the local entity that impact the road in question should be reviewed. The impacts of these agreements, if any, should be considered when reaching an agreement with the local entity 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 entity 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 RJT Draft 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.

#### 3.3.2.2 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 entity negotiate otherwise. For County Road "ways" that extend into a municipality, the City will assume responsibility, unless the County and the City negotiate otherwise. For additional responsibilities, see the [2.6-3 Instructions](#).

#### 3.3.2.3 Toll Facilities

FDOT and the local entity will determine who will be responsible for the administration of any toll facility.

#### 3.3.2.4 Tribal Lands

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

### 3.3.3 Transfer Agreement Package

All Road Jurisdiction Transfers must meet the minimum requirements of Section 3.3.3.1, and the requirements in Section 3.3.3.2 may also apply:

#### 3.3.3.1 Transfer Agreement Requirements for all Road Jurisdiction Transfers

Each Transfer Agreement should include all applicable items in the [2.6-1 Agreement Template](#). Each transfer should be treated individually, with FDOT and the local entity, (and, if deemed applicable, Tribal Councils) negotiating the pertinent issues for consideration. All parties must mutually agree to the final terms.

A local entity official such as the County Clerk or City Clerk will attest to the execution of the Transfer Agreement by the agency official authorized to do so by agency Resolution. If the local entity does not have resolution language, the following template may be of use [2.6-4 Local Entity 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 entity and District preference. Digital signatures through DocuSign are the preferred signature method, though pen and ink signatures are acceptable as they are

needed at times by the local entity to record the transfer successfully. A digital copy of the signed agreement package is sufficient for the TDA historical filing.

#### 3.3.3.2 Resolution or Other Authorization

A resolution from the local entity authorizing the execution of the Final RJT Agreement and acceptance of its terms will be sent to the District and attached as an exhibit in the Final RJT Agreement. The resolution authorizes a person to sign the Final RJT Agreement on behalf of the local entity. See the [2.6-4 Local Entity Resolution](#) should the local entity need assistance with drafting the resolution. The Final RJT 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 entity.
3. Description and limits of transfer.
4. Who requested the transfer?
5. Purpose of the transfer.
6. Authorization of a person to sign the Final RJT Agreement.
7. Statement saying that the Resolution authorizes the execution of the Final RJT Agreement and the local entity recognizes and accepts the terms and conditions found therein.
8. Date passed and adopted.
9. Signatures.

### 3.3.4 TRANSFER PACKAGE REVIEW PROCESS

#### 3.3.4.1 Draft Transfer Agreement Package

The District shall provide a Draft Transfer Agreement Package for review of all proposed SHS mileage changes involving road transfers between FDOT and a local entity. 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 entity to make repairs, provide on-street parking, beautify the downtown area, or restrict traffic, etc. 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, mile points, 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), proof of public hearing (if the road is to be transferred off the SHS) and any other documentation the District may believe to be pertinent.

The [District RJT Coordinator](#) or person of contact will send the Draft Transfer Agreement Package to the [Multimodal Data System Coordinator](#) in the TDA Office for package accuracy and consistency review. The TDA [Multimodal Data System Coordinator](#) will then send it to Central Office General Counsel for review:

**Initial Central Office General Counsel review of the Draft Transfer Agreement and exhibits, prior to the District sending the agreement to the Local entity:**

- A. Ensure reasonableness of transfer, ensuring benefit to the public and Department
- B. General editing of Agreement and Resolution
- C. Ensure required Agreement provisions are present
- D. Ensure required Agreement exhibits are present (Road Jurisdiction Transfer Form, Resolution authorizing transfer agreement to be negotiated, Location map, Cultural Resource Assessment, and proof of Public Hearing)

**Note:** if changes are made to the draft package after Central Office General Counsel reviewed and signed off on it, there's a risk that the Central Office General Counsel will not approve the draft package or that it will be delayed.

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 [RJT Review SharePoint site](#) will notify the District that the Transfer Agreement is ready to be signed by the District Secretary and the Local entity.

#### 3.3.4.2 Final Transfer Agreement Package

When the Final Transfer Agreement has the necessary District and local entity signatures, the [District RJT Coordinator](#) should submit the Final Transfer Agreement Package into the [RJT Review SharePoint site](#) for final package review/execution. The package should include all of the information previously

provided with the Draft Transfer Agreement Package, as well as the signed Transfer Agreement with Resolution, and the final Transfer Form.

When the Final Transfer Agreement Package is complete and accurate, TDA will route it to Central Office General Counsel for a final review/execution.

### **Final RJT Agreement**

After any Central Office concerns are resolved, the Final RJT Agreement can be processed.

1. The District confirms that, if applicable, AASHTO responded positively to any requests for Interstate, U.S. Route and U.S. Bicycle Route number changes.
2. If applicable, the District confirms that the CRMC survey requirements are satisfied.
3. The District and local entity make any necessary changes to the final Transfer Agreement.
4. Confirm the local entity prepared and signed the Resolution that authorizes execution of the Transfer Agreement and attached the Resolution to the Final RJT Agreement. See the [2.6-4 Local Entity Resolution](#).
5. The District has the Final RJT Agreement signed by the District Chief Counsel Office and District Secretary.
6. The [District RJT Coordinator](#) or person of contact submits a [transmittal memo](#) requesting and justifying the transfer, with the Final RJT Agreement package, into the [RJT Review SharePoint site](#).

### **Approval of Final RJT Agreement**

1. TDA's [Multimodal Data System Coordinator](#) will route the package for review/signature with the FDOT Central Office General Counsel and TDA leadership staff.
2. Email notifications will advise the District of any approvals/revisions needed while under Central Office review.
3. If approved, the Multimodal Data System Coordinator will route the agreement package through leadership using DocuSign to acquire FDOT Secretary's digital signature. The transfer is executed on the date the FDOT Secretary signs off on the Transfer Agreement. If a wet signature is requested the agreement will be routed through leadership

using DocuSign, but the original copy will be signed and dated by the FDOT Secretary in ink.

4. If the transfer is contingent upon a later event, the FDOT Secretary will not sign the Transfer Agreement until the contingency is resolved, and the transfer will not take effect until the FDOT Secretary signs the agreement.

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

1. After FDOT Secretary execution, the District will receive an email notification approving the Final RJT Agreement package.
2. TDA will provide copies of the approved Final RJT Agreement package to Central Office Personnel. TDA records the SHS mileage changes in a Microsoft Access database and reports the annual changes via PDF summary to the General Accounting Office. The changes are also recorded in the Historical Roadway Index within the [RJT Review SharePoint site](#).
3. The District notifies the local entity of the approval (in writing), and after the Final RJT Agreement is signed, the local entity erects or removes their signs, as appropriate.
4. 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](#)).
5. The District and TDA update RCI and Straight-line Diagrams as prescribed by procedure: [General Interest Roadway Data \(GIRD\), Topic No. 525-020-310](#).
6. The District Maintenance Office erects or removes State Road signs, as appropriate.
7. Deeds are recorded or Right of Way maps are filed, as required by the Final RJT Agreement.

### 3.3.4.3 Transfer Execution

The Secretary's date of signature on the Transfer Agreement is the Road Jurisdiction Transfer's execution date. If the Transfer Agreement calls for the transfer to be effective later, at that time the [District RJT Coordinator](#) will provide the appropriate Transfer Agreement package into the [RJT Review SharePoint site](#) for transmittal to the FDOT Secretary for signature.

#### 3.3.4.3.1 Notifications and Updates - TDA Actions

When the FDOT Secretary signs the Transfer Agreement making the transfer effective, the [District RJT Coordinator](#) will receive a notification



from the [RJT Review SharePoint site](#) detailing the execution status. TDA will send a copy of the Transfer Agreement via email to the following Central Offices informing them of the SHS modifications: Safety Office, Outdoor Advertising Administrator, Permits Manager, Surveying and Mapping, Deputy Comptroller in the Office of Comptroller's General Accounting Office, Strategic Intermodal System (SIS) Administrator in the Systems Planning Office. TDA's [RCI Coordinator, Traffic Monitoring Section Manager, and Quality Assurance Coordinator](#) are also provided copies of the Transfer Agreement. TDA will coordinate the changes with third party mapping service providers: Bing, ESRI, Google, HERE, TomTom, and Trimble. The District will notify the railroad so the railroad will know the responsible party has changed, if applicable.

#### 3.3.4.3.2 Notifications and Updates - District Actions

The District shall notify the local entity in writing of the executed Transfer Agreement by the FDOT Secretary and provide a digital copy of the Transfer Agreement to the local entity. 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.

In addition, updates are to be made to the features and characteristics pertinent to the transfer in the RCI database and production of Straight-line Diagrams (SLDs) and key sheets as required by the [GIRD procedure](#). The local entity will erect or remove its signs, as appropriate. For any roads removed from the State Highway System, maintenance features should be deleted in RCI.

The District will also notify all relevant offices in the District (see Appendix B) since their responsibilities start from the effective date. The District shall also notify the Post Office and Emergency Service providers (see Appendix C), and provide copies of the approved Transfer Agreement 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 right of way is located, as required by the Transfer Agreement. If right of way maps do not exist, maps should 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.

### 3.4 JURISDICTION TRANSFERS INVOLVING ANOTHER STATE AGENCY

All roads on the SHS have an “On-System” status in the Roadway Characteristics Inventory (RCI) database. 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 the [GIRD procedure](#).

State agencies, other than FDOT, that have jurisdiction over public roads include:

- [Board of Governors](#) (for the State University System).
- Expressway or Bridge Authorities authorized by Chapters:
  - [343](#) - South Florida Regional Transportation Authority (SFRTA), Central Florida Regional Transportation Authority (LYNX), Northwest Florida Transportation Corridor Authority (NWFTCA), Tampa Bay Area Regional Transit Authority (TBARTA).
  - [348](#) – Greater Miami Expressway Agency (GMX), Tampa-Hillsborough County Expressway Authority (THEA), Central Florida Expressway Authority (CFX), Santa Rosa Bay Bridge Authority (SRBBA).
  - [349](#) - Jacksonville Transportation Authority (JTA).

See section 2.10 Toll Road Facility Designations for more Toll Facility information.

#### Agencies of the Executive Branch defined in [Chapter 20, Florida Statute](#)

20.10	Department of State	20.28	State Board of Administration
20.11	Department of Legal Affairs	20.29	Department of Citrus
20.121	Department of Financial Services	20.315	Department of Corrections
20.14	Department of Agriculture and Consumer Services	20.316	Department of Juvenile Justice
20.15	Department of Education	20.317	Department of the Lottery
20.155	Board of the Governors of the State University System	20.32	Florida Commission on Offender Review
20.165	Department of Business & Professional Regulation	20.331	Fish and Wildlife Conservation Commission
20.19	Department of Children and Families	20.37	Department of Veterans' Affairs
20.201	Department of Law Enforcement	20.41	Department of Elderly Affairs
20.21	Department of Revenue	20.42	Agency for Health Care Administration
20.22	Department of Management Services	20.43	Department of Health
20.23	Department of Transportation	20.60	Department of Economic Opportunity
20.24	Department of Highway Safety and Motor Vehicles	20.61	Agency for State Technology
20.255	Department of Environmental Protection		

**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.](#)

#### 3.4.1 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 335.0415, 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. FDOT should conduct a historical and archeological review before accepting a road from another agency.

To help avoid misunderstandings about responsibilities after a transfer, the issues considered in Chapter 3 above should be discussed and a written agreement reached regarding them. The preferred written agreement is in the form of a Memorandum of Understanding (MOU), see [2.6-6 Memorandum \(MOU\) Template](#) in Appendix A. The MOU should be crafted by the District and provided to the TDA [Multimodal Data System Coordinator](#) upon execution. The District will also submit this documentation to TDA via the [RCI/LRS package process](#).

#### 3.4.2 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 Appendix A.

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 Section 2.2 above.

#### 3.4.3 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 of 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 3.3.1.6 above) if the road is to be transferred off the SHS.

#### 3.4.4 TRI-PARTY TRANSFER AGREEMENTS

Tri-party agreements are sometimes needed for complicated transfers involving more than two entities. This agreement requires additional coordination with all parties and multiple resolutions to be documented. The standard process detailed in Section 3.1 above should be followed when attempting a tri-party agreement.

### 3.5 CHANGES TO ROAD JURISDICTION NOT INVOLVING THE SHS

A road transfer, construction project, or other land use change that does not involve FDOT is not directly covered by FDOT procedure: [Transportation System Jurisdiction and Numbering, Topic No. 525-020-010](#). FDOT is responsible for reporting all public road mileage and all functionally classified roads above local road classification which are added to the RCI system through every Decennial Census and the Urban Boundary update process. FDOT Districts are responsible for inventorying these off-system functionally classified roadways and maintaining the data through their inventory cycles for accuracy purposes. As these roadways are updated periodically, 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.

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.

#### 3.5.1 NOTIFICATIONS

The District should strive to be aware of construction, reconstruction, or transfer efforts by non-State agencies. The District should ask each 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.

#### 3.5.2 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.

## 4. HISTORICAL ROADWAY INFORMATION

### 4.1 RETENTION OF RJTS AND MISCELLANEOUS ROADWAY INFORMATION

The TDA Office maintains an archive of all State Road Jurisdiction Transfers dating back to the 1970s. State Road Designation Maps and miscellaneous documentation (Construction Records, Maintenance and Abandonments, Secondary Road system, and State Road Board Meeting Minutes) dating back to 1915. TDA has access to each "State Road" that is located and described individually in the Chapter, Laws of Florida (that authorized it or in a summary Chapter issued during various years: 1933, 1935, 1939, 1941) through FDOT's law library. Most of these resources can be accessed in FDOT's Electronic Document Management System (EDMS). A request for historical information can be made to TDA's [Multimodal Data System Coordinator](#).

Former FDOT employee, Ray Harris, compiled this [history of Florida State Roads](#).

## APPENDICES

### APPENDIX A – ADDS, DELETES AND REALIGNMENTS FROM THE SHS (FORM/MEMO)

[1.1-1 Addition of Mileage to the SHS \(New Construction\) FORM:](#)

[1.1-1 Addition of Mileage to the SHS \(New Construction\) MEMO:](#)

[1.2-1 Deletion of Mileage from SHS \(Old Road being Physically Removed\) FORM:](#)

[1.2-1 Deletion of Mileage from SHS \(Old Road being Physically Removed\) MEMO:](#)

[1.3-1 Addition of Realignment to the SHS with Deletion of Old Alignment FORM:](#)

[1.3-1 Addition of Realignment to the SHS with Deletion of Old Alignment MEMO:](#)

[1.3-2 Addition of Realignment to the SHS with Retention of Old Alignment FORM:](#)

[1.3-2 Addition of Realignment to the SHS with Retention of Old Alignment MEMO:](#)

## APPENDIX B – ROAD JURISDICTION TRANSFER DOCUMENTS

### [2.6-1 Agreement Template:](#)

### [2.6-2 Checklist:](#)

### [2.6-3 Instructions:](#)

### [2.6-4 Local Entity Resolution:](#)

### [2.6-5 Local Request Application:](#)

### [2.6-6 Memorandum Template:](#)

### [2.6-7 Road Data FORM:](#)

### [2.6-8 Transfer Request by FDOT:](#)

### [2.6-9 Transfer Received by FDOT:](#)

## APPENDIX C – NOTICES

[2.8-1 Notice to Postmaster/Emergency Services of SR Re-numbering and Public Hearing:](#)



[2.8-2 Notice of a Proposed Roadway Jurisdiction Transfer, and Request for Agreements, Docs, or Comments:](#)



## APPENDIX D – DEFINITIONS

**AASHTO:** American Association of State Highway Transportation Officials. They administer U.S. Route and U.S. Bicycle Route numbering.

**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 number of other offices, 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 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.

**MEMORANDUM OF UNDERSTANDING (MOU):** is an agreement between two or more parties. It expresses a convergence of will between the parties, indicating an intended common line of action.



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

**ROAD:** Public way open to vehicular traffic, including ramps, frontage roads, 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.

**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.

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

**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, along with improvements within the designated Right of Way, signed by an FDOT 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.