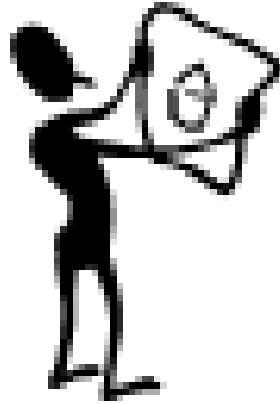


**DESIGNER'S MANUAL**



**FOR  
HIGHWAY SYSTEMS  
ADMINISTRATIVE REVIEW**



**OFFICE OF TRANSPORTATION DATA  
SYSTEM CLASSIFICATIONS BRANCH  
NOVEMBER 16, 2007**

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## General Information

### Document Acceptance



#### DOCUMENT ACCEPTANCE

The signatures below constitute acceptance of this document.

Name	Date	Signature for Concurrence
Herman T. Griffin, P.E. <b>Office of Programming</b>	12/18/01	<i>Herman T. Griffin</i>
Wayne Hutto, P.E. <b>Office of Preconstruction</b>	4/18/02	<i>Wayne Hutto</i>
Name	Date	Signature for Approval
Paul V. Mullins, P.E. <b>Division of Planning &amp; Programming</b>	12/17/01	<i>Paul V. Mullins</i>
Charles Law, P.E. <b>Division of Field Districts</b>	1/11/02	<i>Charles Law</i>
Thomas L. Turner, P.E. <b>Division of Preconstruction</b>	1/24/02	<i>Thomas L. Turner</i>

## Acronyms and Abbreviations

Acronym or Abbreviation	Definition
ATTN	Attention
DOT	Department of Transportation
FHWA	Federal Highway Administration
GA	Georgia
GDOT	Georgia Department of Transportation
OTD	Office of Transportation Data
P.E.	Professional Engineer
P.I.	Project Identification
PDP	Plan Development Process
ROW or R/W	Right of Way
SCB	System Classifications Branch
STP	Surface Transportation Program
TOPPS	Transportation Online Policy & Procedure System
U.S. or US	United States

## Definitions

### Federal Highway Administration (FHWA)

The Federal Highway Administration (FHWA) is an agency of the U.S. Department of Transportation and is headquartered in Washington, D.C., with field offices across the United States. The FHWA administers the Federal-aid Highway Program.

### Functional Classification

A grouping of roads, streets, and highways into an integrated system, within which, each roadway facility is ranked by its relative importance and function in providing access and mobility within the integrated system. Based on guidelines issued by FHWA, the Department ranks roadways as local roads, major or minor collectors, and minor or principal arterials. Functional Classification Systems are developed, in cooperation with local officials, for each county and city and submitted to the FHWA for approval.

### Version History

Date	Revision Number	By	Description
11/22/01	01.00	GDOT Preconstruction Division	Original Document
2/6/04	02.00	GDOT OTD SCB	<i>Updated information and finalized document for Version 2.</i>
11/16/07	02.01	GDOT OTD SCB	Separated Section V from GDOT PDP TOPPS 4050 Manual of Guidance
11/16/07	03.00	GDOT OTD SCB	Finalize document for Version 3.

## **Office of Transportation Data**

### **GDOT Construction Projects to Build or Relocate Sections of State Routes**

Per TOPPS 3625-1, the Office of Transportation Data's Systems & Classification Branch shall coordinate with the appropriate entities and submit to the Commissioner a plan to revise the State Highway System and, as appropriate, the U.S. Route System.

To ensure the necessary processing of highway system revisions, after the Preliminary Field Plan Review is completed and it is determined by the designer that the new State Route alignment will be non-contiguous to the existing State Route network, the designer will submit to the Office of Transportation Data a full-size cover sheet and a half-size set of plan and profile sheets.

Any modifications in proposed route alignments will be submitted to the Office of Transportation Data as alignments are amended during the plan development process.

### **GDOT Construction Projects Involving Right of Way Acquisition**

To ensure compliance with the Official Code of Georgia Section 32-5-2, which pertains to the Department's acquisition of rights-of-way, the Office of Transportation Data's Systems & Classification Branch will process with local officials and the Department's Commissioner the necessary highway system revisions to support preconstruction activities on a project as stipulated in "Case I."

When it has been determined by the designer the agreement of the Department to purchase rights-of-way off the current State System, the designer will submit to the Office of Transportation Data a full-size cover sheet and a half-size set of plan and profile sheets as stipulated in "Case II."

Further plans will be submitted to the Office of Transportation Data as alignments are amended during the plan development process.

## Designer's Review

### Introduction

Highway systems verification needs to be accounted for during the Plan Development Process.

### Cases

There are two cases that require state highway system administrative action before a project can proceed:

Case	Case Title	Case Description
Case I	Proposed New Alignments	The project scope will involve a roadway being constructed on new location or there is a horizontal realignment of an existing State Route.
Case II	Temporary State Route Establishment For ROW Purchase	The Department is participating in preconstruction activities apart from the existing State System thereby requiring the establishment of a temporary state route to facilitate the purchase of right-of-way.

### Federal-Aid Eligibility On Projects

Projects (other than Bridge and Safety) utilizing Surface Transportation Program (STP) funds must be functionally classified as follows:

- higher than a local road in urban areas and
- higher than a minor collector in rural areas

The functional classification of a road upon which STP-funds are being expensed can be viewed by:

- accessing route information in the Road Characteristics File
- viewing the **Georgia's Highway Systems Status Maps website** at [http://www.dot.state.ga.us/dot/plan-prog/transportation\\_data/GeorgiaHighwaySystemStatusMaps\\_Online/index.shtml](http://www.dot.state.ga.us/dot/plan-prog/transportation_data/GeorgiaHighwaySystemStatusMaps_Online/index.shtml)
- National Highway System (NHS) information can be obtained by viewing the **National Highway System website** at <http://www.fhwa.dot.gov/hep10/nhs/>.

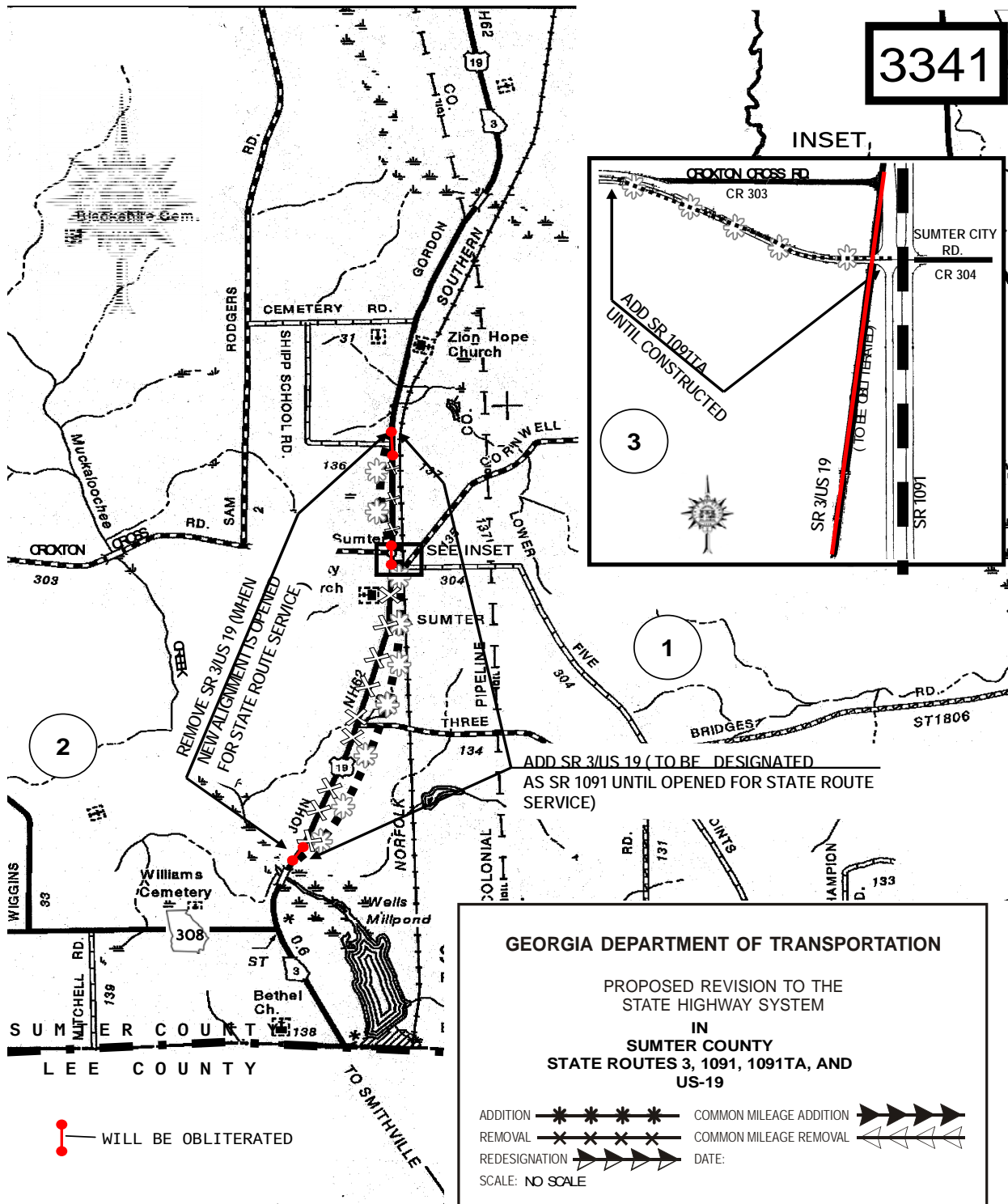
## Case Examples

### Introduction

There are 2 cases examples included in this document:

<b>Case</b>	<b>Case Title</b>	<b>Case Description</b>
Case I	Proposed New Alignments	The project scope will involve a roadway being constructed on new location or there is a horizontal realignment of an existing State Route.
Case II	Temporary State Route Establishment For ROW Purchase	The Department is participating in preconstruction activities apart from the existing State System thereby requiring the establishment of a temporary state route to facilitate the purchase of right-of-way.

Case I – Proposed New Alignments



State Highway System Revision Sketch Map

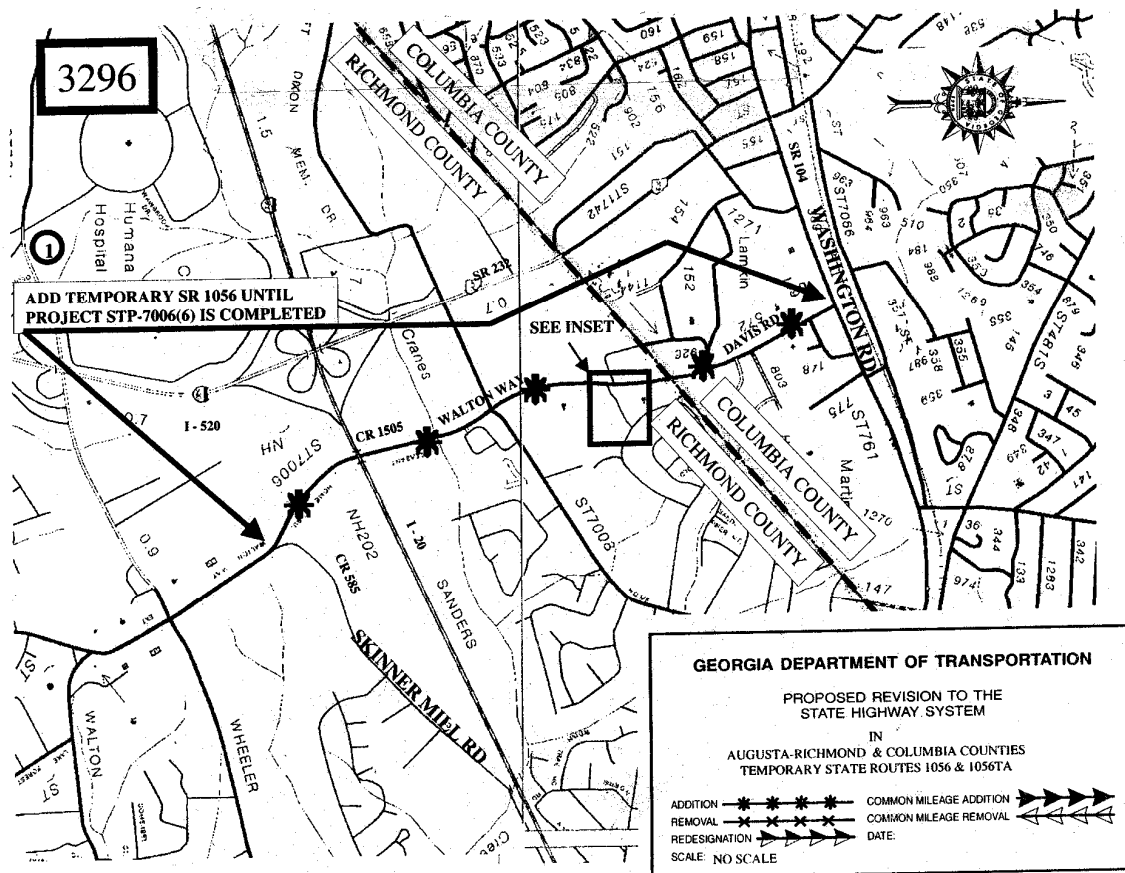
Case II – Temporary State Route Establishment For ROW Purchase

CONSTRUCTION WORK PLAN LISTING

GEORGIA DEPARTMENT OF TRANSPORTATION  
 CONSTRUCTION WORK PROGRAM + LONG RANGE REPORT  
 LISTING OF PROJECTS BY PI NUMBER  
 INTERNAL USE ONLY

Friday, November 02, 2001  
 Page 1 of 1

STP-7006(6)	DAVIS RD FM SKINNER MILL RD TO WASHINGTON RD & HALF DIAMOND	REFERENCE: 25056X-	PE	9901	\$1,000,000		
RICHMOND	Q24	MANAGER: T. HODGES	LENGTH: 1.66	T.I.P. STP-8	RWU	2002	\$2,846,000
250560-	Field Dist: 2	TYPE OF WORK: WIDENING / WIDENING	PE# STP-7006(6)	SR 505	RWA	2004	\$6,579,000
EXEMPT		CONCEPT: ADD 4U (MED20)	RW#	STATUS: PRECST	DOT CST		
LGPA STATUS: RICHMOND SGN DO UTIL 9-4-01  COLUMBIA SGN DO UTIL 5-5-01.				CONG DIST: 10	OTHER CST		



State Highway System Revision Sketch Map

## Transmittal Letter/Outline

### DEPARTMENT OF TRANSPORTATION DESIGN PLANS FOR HIGHWAY SYSTEMS ADMINISTRATIVE ACTION

FROM: \_\_\_\_\_

DATE: \_\_\_\_\_

FOR: \_\_\_\_\_

PROJECT: \_\_\_\_\_

COUNTY: \_\_\_\_\_

TO: OFFICE OF TRANSPORTATION DATA

P.I. NO: \_\_\_\_\_

ATTN: SCB BRANCH CHIEF, NORTH ANNEX

PROJECT Designer: \_\_\_\_\_

New R/W Plans

Revised R/W Plans

We are sending you the following items:

FULL-SIZE COVER SHEET AND 1-HALF SIZE SET OF PLAN PROFILE SHEETS.

Copies

Description

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Items transmitted as checked below:

CASE I      New Location of public roads

CASE II      Temporary State Route Establishment for ROW Purchase

Remarks:

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## Highway Systems Adjustment Process

1. When identified, use the preceding "highway systems administrative action" transmittal form to send the appropriate plans to the office of transportation data, systems and classification branch.

### **NOTE**

If during the pdp process a project requires a revised concept report, any plan adjustments that fall within one or more of the aforementioned categories, should be submitted to the office of transportation data via the transmittal form.

2. Based on the transmitted plans, the office of transportation data will take the actions necessary to implement the required adjustments to the state's highway systems.
3. The office of transportation data will notify the appropriate design office that all necessary administrative actions have been completed.