PROCEDURES FOR REVISIONS TO THE NATIONAL HIGHWAY SYSTEM

Pennsylvania Department of Transportation
Bureau of Planning and Research
Transportation Planning Division

April 2014
National Highway System Additions, Deletions, and Changes

The National Highway System (NHS) consists of roadways important to the nation's economy, defense, and mobility. The National Highway System includes the following subsystems of roadways (note that a specific highway route may be on more than one subsystem):

- **Interstate**: The Eisenhower Interstate System of highways retains its separate identity within the NHS.
- **Other Principal Arterials**: These are highways in rural and urban areas which provide access between an arterial and a major port, airport, public transportation facility, or other intermodal transportation facility.
- **Strategic Highway Network (STRAHNET)**: This is a network of highways which are important to the United States' strategic defense policy and which provide defense access, continuity and emergency capabilities for defense purposes.
- **Major Strategic Highway Network Connectors**: These are highways which provide access between major military installations and highways which are part of the Strategic Highway Network.
- **Intermodal Connectors**: These highways provide access between major intermodal facilities and the other four subsystems making up the National Highway System.

The National Highway System (NHS) includes the Interstate Highway System as well as other roads important to the nation's economy, defense, and mobility. The NHS was developed by the Department of Transportation (DOT) in cooperation with the states, local officials, and metropolitan planning organizations (MPOs).

The justification for any NHS changes should be in accordance with Appendix A to Subpart A of Part 470—Guidance Criteria for Evaluating Requests for Interstate System Designations under 23 U.S.C. 103(c) (4) (A) and (B).

[Appendix A to Subpart A of Part 470](http://www.fhwa.dot.gov/map21/qandas/qanhs.cfm)

FHWA National Highway System Questions & Answers

[http://www.fhwa.dot.gov/map21/qandas/qanhs.cfm](http://www.fhwa.dot.gov/map21/qandas/qanhs.cfm)
Please select your agency type:

**PennDOT Engineering District**

**Metropolitan Planning Organization (MPO)**

**Rural Planning Organization (RPO)**

**Local Official**
PennDOT Engineering District:

National Highway System (NHS) changes may be requested by the appropriate PennDOT Engineering District Office.

The justification for any NHS changes should be in accordance with Appendix A to Subpart A of Part 470—Guidance Criteria for Evaluating Requests for Interstate System Designations under 23 U.S.C. 103(c)(4)(A) and (B).

Appendix A to Subpart A of Part 470

When a NHS change is occurring in an area covered by a Metropolitan Planning Organization (MPO) or a Rural Planning Organization (RPO), the PennDOT Engineering District shall coordinate with the MPO or RPO. A letter of concurrence from the MPO or RPO must be included as part of the request from the PennDOT Engineering District.

Please select one of the following:

- NHS Addition(s)
- NHS Deletion(s)
- Combined NHS Addition(s) and Deletion(s)
- NHS Change(s) with Functional Classification Change(s)
**National Highway System (NHS) Addition(s):**

Requests for the addition of road(s) to the National Highway System (NHS) **must be done as a separate request** from any functional classification change requests.

The agency requesting the system change must forward a cover letter of justification and concurrence from the necessary officials to the address listed below. The letter should state the name of the road in question and include state route number if available, termini of the road using segments and offsets, if available, or beginning and ending street names, and mileage. A spreadsheet may be used in addition to the letter for multiple changes. The following information should be contained in the header row of the spreadsheet:

1. Map ID Number
2. County
3. State Route
4. Beginning Segment
5. Beginning Offset
6. Beginning Street Name
7. Ending Segment
8. Ending Offset
9. Ending Street Name
10. Functional Classification
11. Current NHS Status
12. New NHS Status
13. Justification/Comments/Notes

- Three prints of a functional classification map with the section of road being proposed for a NHS change color coded using brown for an addition to the NHS and gray for a deletion from the NHS as indicated in the NHS Addition/Deletion Legend that follows:

  **NHS Addition/Deletion Legend**

  ![NHS Addition Legend](image)

  ![NHS Addition Legend](image)

  **NHS Addition**

  **NHS Deletion**

- Maps should include the urbanized boundary, if applicable.
- Maps should be titled “Proposed National Highway System Addition(s).”
- Each of the three maps must include a signature block with designated space for the appropriate local official’s signature, his or her title, and the date. Each map should be signed as follows:
If a Metropolitan Planning Organization (MPO) covers the entire county where the change is being requested – the chairman of the MPO must sign each of the functional classification maps.

If the requested change occurs in a county not covered by a MPO, determine the predominant location of the change and select from below:

**Small Urban Area:**

- If the requested change is in a **First Class Township** – the President of the Board of Commissioners must sign each of the functional classification maps.

- If the requested change is in a **Second Class Township** – the President of the Board of Supervisors must sign each of the functional classification maps.

- If the requested change is in a **City** – the Mayor must sign each of the functional classification maps.

- If the requested change is in a **Borough** – the Mayor must sign each of the functional classification maps.

**Rural Area:**

- If the requested change is in a **Rural Area** – the Chairman of County Commissioners must sign each of the functional classification maps.

The final submittal package from the PennDOT Engineering District for an addition(s) to the National Highway System should include:

1. A letter of concurrence from the necessary agency (i.e. MPO, Mayor, Commissioner, or Supervisor).
2. A letter of justification and concurrence from the Engineering District which includes the name of the road(s) in question and includes state route numbers if available, termini of the road using segments and offsets, if available, or beginning and ending street names, and mileage.
3. A spreadsheet, if necessary, for multiple changes.
4. 3 prints of the map with the appropriate title, legend, and signature block.
All submittal packages should be forwarded to:

    Mr. Laine Heltebradle, Director
    Pennsylvania Department of Transportation
    Bureau of Planning and Research
    P.O. Box 3555
    Harrisburg, PA 17105-3555

All National Highway System (NHS) change requests will be carefully reviewed for completeness and accuracy by PennDOT Bureau of Planning and Research (BPR) HPMS Staff and forwarded to the Federal Highway Administration Division Office for review and approval. All NHS requests are sent to FHWA Headquarters for final review and approval. All affected agencies will be notified by BPR HPMS Staff when final Federal Highway Administration approval is received by the Office of Planning.
National Highway System (NHS) Deletion(s):

Requests for deleting road(s) from the National Highway System (NHS) must be done as a separate request from any functional classification change requests.

The agency requesting the system change must forward a cover letter of justification and concurrence from the necessary officials to the address listed below. The letter should state the name of the road in question and include state route number if available, termini of the road using segments and offsets, if available, or beginning and ending street names, and mileage. A spreadsheet may be used in addition to the letter for multiple changes. The following information should be contained in the header row of the spreadsheet:

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11. Current NHS Status
12. New NHS Status
13. Justification/Comments/Notes

- Three prints of a functional classification map with the section of road being proposed for a NHS change color coded using brown for an addition to the NHS and gray for a deletion from the NHS as indicated in the NHS Addition/Deletion Legend that follows:

  **NHS Addition/Deletion Legend**
  
  ![NHS Addition](brown)
  ![NHS Deletion](gray)

- Maps should include the urbanized boundary, if applicable.
- Maps should be titled “Proposed National Highway System Deletion(s).”
- Each of the three maps must include a signature block with designated space for the appropriate local official’s signature, his or her title, and the date. Each map should be signed as follows:
If a Metropolitan Planning Organization (MPO) covers the entire county where the change is being requested – the chairman of the MPO must sign the functional classification map. If the requested change occurs in a county not covered by a MPO, determine the predominant location of the change and select from below:

Small Urban Area:

- If the requested change is in a First Class Township – the President of the Board of Commissioners must sign the functional classification map.
- If the requested change is in a Second Class Township – the President of the Board of Supervisors must sign the functional classification map.
- If the requested change is in a City – the Mayor must sign the functional classification map.
- If the requested change is in a Borough – the Mayor must sign the functional classification map.

Rural Area:

- If the requested change is in a Rural Area – the Chairman of County Commissioners must sign the functional classification map.

The final submittal package from the PennDOT Engineering District for a deletion(s) to the National Highway System should include:

1. A letter of concurrence from the necessary agency (i.e. MPO, Mayor, Commissioner, or Supervisor).
2. A letter of justification and concurrence from the Engineering District which includes the name of the road(s) in question and includes state route numbers if available, termini of the road using segments and offsets, if available, or beginning and ending street names, and mileage.
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Combined National Highway System (NHS) Addition(s) and Deletion(s):

Requests for adding or deleting road(s) from the National Highway System (NHS) must be done as a separate request from any functional classification change requests.

The agency requesting the system change(s) must forward a cover letter of justification and concurrence from the necessary officials to the address listed below. The letter should state the name of the road in question and include state route number if available, termini of the road using segments and offsets, if available, or beginning and ending street names, and mileage. A spreadsheet may be used in addition to the letter for multiple changes. The following information should be contained in the header row of the spreadsheet:

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  NHS Addition/Deletion Legend

  🕰️ 🕰️ 🕰️ NHS Addition

  🕰️ 🕰️ 🕰️ NHS Deletion

- Maps should include the urbanized boundary, if applicable.
- Maps should be titled “Proposed National Highway System Revisions.”
Each of the three maps must include a signature block with designated space for the appropriate local official’s signature, his or her title, and the date. Each map should be signed as follows:

- If a Metropolitan Planning Organization (MPO) covers the entire county where the change is being requested – the chairman of the MPO must sign the functional classification map.
- If the requested change occurs in a county not covered by a MPO, determine the predominant location of the change and select from below:

**Small Urban Area:**

- If the requested change is in a First Class Township – the President of the Board of Commissioners must sign the functional classification map.
- If the requested change is in a Second Class Township – the President of the Board of Supervisors must sign the functional classification map.
- If the requested change is in a City – the Mayor must sign the functional classification map.
- If the requested change is in a Borough – the Mayor must sign the functional classification map.

**Rural Area:**

- If the requested change is in a Rural Area – the Chairman of County Commissioners must sign the functional classification map.

The final submittal package from the PennDOT Engineering District for combined addition(s) and deletion(s) to the National Highway System should include:

1. A letter of concurrence from the necessary agency (i.e. MPO, Mayor, Commissioner, or Supervisor).
2. A letter of justification and concurrence from the Engineering District which includes the name of the road(s) in question and includes state route numbers if available, termini of the road using segments and offsets, if available, or beginning and ending street names, and mileage.
3. A spreadsheet, if necessary, for multiple changes.
4. 3 prints of the map with the appropriate title, legend, and signature block.

All submittal packages should be forwarded to:

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National Highway System (NHS) Change(s) with Functional Classification Change(s):

Please reference the Functional Classification Guidelines.

If a NHS addition or deletion is a result of a functional classification change, the approval for the functional classification change must be received from FHWA prior to requesting the NHS change. NHS changes can be indicated and justified within the functional classification request; however they will be submitted separately to FHWA.

The agency requesting the system change(s) must forward a cover letter of justification and concurrence from the necessary officials to the address listed below. The letter should state the name of the road in question and include state route number if available, termini of the road using segments and offsets, if available, or beginning and ending street names, and mileage. A spreadsheet may be used in addition to the letter for multiple changes. The following information should be contained in the header row of the spreadsheet:

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8. Ending Offset
9. Ending Street Name
10. Current Functional Classification
11. Current NHS Status
12. New Functional Classification
13. New NHS Status
14. Justification/Comments/Notes

- Three prints of a functional classification map with the section of road being proposed for a NHS change color coded using brown for an addition to the NHS and gray for a deletion from the NHS as indicated in the NHS Addition/Deletion Legend that follows:

  NHS Addition/Deletion Legend
  
  - NHS Addition
  - NHS Deletion
• Maps should include the urbanized boundary, if applicable.
• Maps should be titled “Proposed National Highway System Revisions.”
• Each of the three maps must include a signature block with designated space for the appropriate local official’s signature, his or her title, and the date. Each map should be signed as follows:
  o If a Metropolitan Planning Organization (MPO) covers the entire county where the change is being requested – the chairman of the MPO must sign the functional classification map.
  o If the requested change occurs in a county not covered by a MPO, determine the predominant location of the change and select from below:

Small Urban Area:

  ▪ If the requested change is in a First Class Township – the President of the Board of Commissioners must sign the functional classification map.

  ▪ If the requested change is in a Second Class Township – the President of the Board of Supervisors must sign the functional classification map.

  ▪ If the requested change is in a City – the Mayor must sign the functional classification map.

  ▪ If the requested change is in a Borough – the Mayor must sign the functional classification map.

Rural Area:

  ▪ If the requested change is in a Rural Area – the Chairman of County Commissioners must sign the functional classification map.

The final submittal package from the PennDOT Engineering District for National Highway System changes due to functional classification changes should include:

  1. A letter of concurrence from the necessary agency (i.e. MPO, Mayor, Commissioner, or Supervisor).
  2. A letter of justification and concurrence from the Engineering District which includes the name of the road(s) in question and includes state route numbers if available, termini of the road using segments and offsets, if available, or beginning and ending street names, and mileage.
3. A spreadsheet, if necessary, for multiple changes.
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Metropolitan Planning Organization (MPO):

National Highway System (NHS) changes may be requested by the appropriate Metropolitan Planning Organization (MPO).

The justification for any NHS changes should be in accordance with Appendix A to Subpart A of Part 470—Guidance Criteria for Evaluating Requests for Interstate System Designations under 23 U.S.C. 103(c)(4)(A) and (B).

Appendix A to Subpart A of Part 470

When a Metropolitan Planning Organization (MPO) is requesting a NHS change, a letter of concurrence from the appropriate PennDOT Engineering District Office must be included as part of the request.

Please select one of the following:

- NHS Addition(s)
- NHS Deletion(s)
- Combined NHS Addition(s) and Deletion(s)
- NHS Change(s) with Functional Classification Change(s)
National Highway System (NHS) Addition(s):

Requests for the addition of road(s) to the National Highway System (NHS) **must be done as a separate request** from any functional classification change requests.

The agency requesting the system change must forward a cover letter of justification and concurrence from the necessary officials to the address listed below. The letter should state the name of the road in question and include state route number if available, termini of the road using segments and offsets, if available, or beginning and ending street names, and mileage. A spreadsheet may be used in addition to the letter for multiple changes. The following information should be contained in the header row of the spreadsheet:

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11. Current NHS Status
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13. Justification/Comments/Notes

- Three prints of a functional classification map with the section of road being proposed for a NHS change color coded using brown for an addition to the NHS and gray for a deletion from the NHS as indicated in the NHS Addition/Deletion Legend that follows:

  **NHS Addition/Deletion Legend**

  - NHS Addition
  - NHS Deletion

- Maps should include the urbanized boundary, if applicable.
- Maps should be titled “Proposed National Highway System Addition(s).”
- Each of the three maps must include a signature block with designated space for the appropriate local official’s signature, his or her title, and the date. Each map should be signed as follows:
If a Metropolitan Planning Organization (MPO) covers the entire county where the change is being requested – the chairman of the MPO must sign each of the functional classification maps.

If the requested change occurs in a county not covered by a MPO, determine the predominant location of the change and select from below:

**Small Urban Area:**

- If the requested change is in a First Class Township – the President of the Board of Commissioners must sign each of the functional classification maps.

- If the requested change is in a Second Class Township – the President of the Board of Supervisors must sign each of the functional classification maps.

- If the requested change is in a City – the Mayor must sign each of the functional classification maps.

- If the requested change is in a Borough – the Mayor must sign each of the functional classification maps.

**Rural Area:**

- If the requested change is in a Rural Area – the Chairman of County Commissioners must sign each of the functional classification maps.

The final submittal package from the Metropolitan Planning Organization for an addition(s) to the National Highway System should include:

1. A letter of concurrence from the necessary agency (i.e. PennDOT Engineering District, Mayor, Commissioner, or Supervisor).
2. A letter of justification and concurrence from the MPO which includes the name of the road(s) in question and includes state route numbers if available, termini of the road using segments and offsets, if available, or beginning and ending street names, and mileage.
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National Highway System (NHS) Deletion(s):

Requests for deleting road(s) from the National Highway System (NHS) must be done as a separate request from any functional classification change requests.

The agency requesting the system change must forward a cover letter of justification and concurrence from the necessary officials to the address listed below. The letter should state the name of the road in question and include state route number if available, termini of the road using segments and offsets, if available, or beginning and ending street names, and mileage. A spreadsheet may be used in addition to the letter for multiple changes. The following information should be contained in the header row of the spreadsheet:

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11. Current NHS Status
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13. Justification/Comments/Notes

- Three prints of a functional classification map with the section of road being proposed for a NHS change color coded using brown for an addition to the NHS and gray for a deletion from the NHS as indicated in the NHS Addition/Deletion Legend that follows:

**NHS Addition/Deletion Legend**

- NHS Addition
- NHS Deletion

- Maps should include the urbanized boundary, if applicable.
- Maps should be titled “Proposed National Highway System Deletion(s).”
- Each of the three maps must include a signature block with designated space for the appropriate local official’s signature, his or her title, and the date. Each map should be signed as follows:
If a Metropolitan Planning Organization (MPO) covers the entire county where the change is being requested – the chairman of the MPO must sign the functional classification map.

If the requested change occurs in a county not covered by a MPO, determine the predominant location of the change and select from below:

**Small Urban Area:**

- If the requested change is in a **First Class Township** – the President of the Board of Commissioners must sign the functional classification map.

- If the requested change is in a **Second Class Township** – the President of the Board of Supervisors must sign the functional classification map.

- If the requested change is in a **City** – the Mayor must sign the functional classification map.

- If the requested change is in a **Borough** – the Mayor must sign the functional classification map.

**Rural Area:**

- If the requested change is in a **Rural Area** – the Chairman of County Commissioners must sign the functional classification map.

The final submittal package from the Metropolitan Planning Organization for a deletion(s) to the National Highway System should include:

1. A letter of concurrence from the necessary agency (i.e. PennDOT Engineering District, Mayor, Commissioner, or Supervisor).
2. A letter of justification and concurrence from the MPO which includes the name of the road(s) in question and includes state route numbers if available, termini of the road using segments and offsets, if available, or beginning and ending street names, and mileage.
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Combined National Highway System (NHS) Addition(s) and Deletion(s):

Requests for adding or deleting road(s) from the National Highway System (NHS) must be done as a separate request from any functional classification change requests.

The agency requesting the system change(s) must forward a cover letter of justification and concurrence from the necessary officials to the address listed below. The letter should state the name of the road in question and include state route number if available, termini of the road using segments and offsets, if available, or beginning and ending street names, and mileage. A spreadsheet may be used in addition to the letter for multiple changes. The following information should be contained in the header row of the spreadsheet:

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  NHS Addition/Deletion Legend
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- Maps should include the urbanized boundary, if applicable.
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Small Urban Area:

- If the requested change is in a First Class Township – the President of the Board of Commissioners must sign the functional classification map.
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- If the requested change is in a City – the Mayor must sign the functional classification map.
- If the requested change is in a Borough – the Mayor must sign the functional classification map.

Rural Area:

- If the requested change is in a Rural Area – the Chairman of County Commissioners must sign the functional classification map.

The final submittal package from the Metropolitan Planning Organization for combined addition(s) and deletion(s) to the National Highway System should include:

1. A letter of concurrence from the necessary agency (i.e. PennDOT Engineering District, Mayor, Commissioner, or Supervisor).
2. A letter of justification and concurrence from the MPO which includes the name of the road(s) in question and includes state route numbers if available, termini of the road using segments and offsets, if available, or beginning and ending street names, and mileage.
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National Highway System (NHS) Change(s) with Functional Classification Change(s):

Please reference the Functional Classification Guidelines.

If a NHS addition or deletion is a result of a functional classification change, the approval for the functional classification change must be received from FHWA prior to requesting the NHS change. NHS changes can be indicated and justified within the functional classification request; however they will be submitted separately to FHWA.

The agency requesting the system change(s) must forward a cover letter of justification and concurrence from the necessary officials to the address listed below. The letter should state the name of the road in question and include state route number if available, termini of the road using segments and offsets, if available, or beginning and ending street names, and mileage. A spreadsheet may be used in addition to the letter for multiple changes. The following information should be contained in the header row of the spreadsheet:

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<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>🔴</td>
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- If the requested change is in a Second Class Township – the President of the Board of Supervisors must sign the functional classification map.

- If the requested change is in a City – the Mayor must sign the functional classification map.

- If the requested change is in a Borough – the Mayor must sign the functional classification map.

**Rural Area:**

- If the requested change is in a Rural Area – the Chairman of County Commissioners must sign the functional classification map.

The final submittal package from the Metropolitan Planning Organization for National Highway System changes due to functional classification changes should include:

1. A letter of concurrence from the necessary agency (i.e. PennDOT Engineering District, Mayor, Commissioner, or Supervisor).
2. A letter of justification and concurrence from the Engineering District which includes the name of the road(s) in question and includes state route numbers if available, termini of the road using segments and offsets, if available, or beginning and ending street names, and mileage.
3. A spreadsheet, if necessary, for multiple changes.
4. 3 prints of the map with the appropriate title, legend, and signature block.

All submittal packages should be forwarded to:

Mr. Laine Heltebride, Director
Pennsylvania Department of Transportation
Bureau of Planning and Research
P.O. Box 3555
Harrisburg, PA 17105-3555

All National Highway System (NHS) change requests will be carefully reviewed for completeness and accuracy by PennDOT Bureau of Planning and Research (BPR) HPMS Staff and forwarded to the Federal Highway Administration Division Office for review and approval. All NHS requests are sent to FHWA Headquarters for final review and approval. All affected agencies will be notified by BPR HPMS Staff when final Federal Highway Administration approval is received by the Office of Planning.
Rural Planning Organization:

If a Rural Planning Organization (RPO) requires National Highway System revisions, the revisions must be coordinated with the appropriate PennDOT Engineering District. The PennDOT Engineering District will take the lead on completing the functional classification or federal-aid system revision.

PennDOT Engineering Districts Planning and Programming Manager Contacts:

**Engineering District 1-0**
E. Mariah Hanson
emhanson@pa.gov
814-678-7078

**Engineering District 2-0**
Vickie Rusnak
virusnak@pa.gov
814-765-0441

**Engineering District 3-0**
Christopher D. King
chriking@pa.gov
570-368-4222

**Engineering District 4-0**
Marie Bishop
mabishop@pa.gov
570-963-3134

**Engineering District 5-0**
Amanda Linedecker
aleindecker@pa.gov
610-871-4552

**Engineering District 6-0**
Linda Guarini
lguarini@pa.gov
610-205-6950

**Engineering District 7-0**

**Engineering District 8-0**
Dennis Sloand
desloand@pa.gov
717-787-7144

**Engineering District 9-0**
David Lybarger
dlybarger@pa.gov
814-696-7178

**Engineering District 10-0**
Dave Cook
davcook@pa.gov
724-357-2082

**Engineering District 11-0**
Robert Miskanic
rmiskanic@pa.gov
412-429-4822

**Engineering District 12-0**
Angela Saunders
ansaunders@pa.gov
724-409-1891
Local Official:

If a Local Official requires revisions to the National Highway System (NHS), the revisions must be coordinated through the appropriate Metropolitan Planning Organization (MPO) or Rural Planning Organization (RPO). The organizations shall work together to provide a complete submittal package for PennDOT Central Office by following the appropriate functional classification or federal-aid system revisions guideline.

MPO/RPO Contacts

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<thead>
<tr>
<th>Agency</th>
<th>County(s) Covered</th>
<th>Phone Number</th>
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<tr>
<td>Adams MPO</td>
<td>Adams</td>
<td>717-337-9824</td>
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<td>Altoona MPO</td>
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<td>Centre County MPO</td>
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<td>Delaware Valley Regional Planning Commission (DVRPC)</td>
<td>Bucks, Chester, Delaware, Montgomery, Philadelphia</td>
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<td>Erie MPO</td>
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<td>814-451-6012</td>
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<td>Johnstown MPO</td>
<td>Cambria</td>
<td>814-472-2106</td>
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<td>Lancaster County Planning Commission</td>
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<td>Lehigh Valley Planning Commission</td>
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<td>North Central RPO</td>
<td>Cameron, Clearfield, Elk, Jefferson, McKean, Potter</td>
<td>814-773-3162</td>
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<td>Northeastern Pennsylvania Alliance (NEPA) MPO</td>
<td>Carbon, Monroe, Pike, Schuylkill</td>
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<td>Berks</td>
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<td>SEDA-Council of Governments MPO</td>
<td>Clinton, Columbia, Juniata, Mifflin, Montour, Northumberland, Snyder, Union</td>
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<td>Southwestern PA Commission MPO</td>
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