1-11-1 Highway Numbering August 2012

INTRODUCTION

Historically the Secretary's Office has designated the State Traffic Engineer to approve assignments of highway numbers on the State Trunk Highway system with input from the Regions and locals. This does not include approval of the beginning and end and alignment of the highway, but merely the approval of the number itself. In some cases the State Traffic Engineer *may* be asked to select a number, or a rearrangement of numbers. Since the State Traffic Engineer's authority transcends region lines, all proposals for additions, deletions, or revisions to the state's route marking system **shall** be submitted to the State Traffic Engineer in the Bureau of Traffic Operations.

To allow sufficient lead time to establish or modify route numbering for new or reconstructed highways, the evaluation for the route assignment *should* begin during the highway planning stage. The State Traffic Engineer will inform and coordinate with the Division of Transportation Investment Management Bureau of Planning and other Divisions to determine appropriate highway route numbering. Any impacts to the National Highway System (NHS) if reconstructed **shall** be addressed with FHWA at the beginning of the numbering process to address NHS continuity.

NHS is a federal designation for funding eligibility, by changing the number on an NHS route the NHS designation is not changed. This would be an issue if, for example, a new bypass is built and now the NHS designation moves to the bypass. It does not move just because a bypass is given the state route number. Refer to FDM 4-1-20, Federal Aid System, for more information on the National Highway System route designation.

The official information on numbering, beginnings and terminations, as well as connecting highway limits is contained in the booklet, Official State Trunk Highway System Maps, which can be found on the WisDOT website.

STATE NUMBERED HIGHWAY NUMBERING PROCESS

Proposal to change a state highway designation is initiated by the Region, typically the Planning Section. This could constitute adding a STH route, dropping a portion of a STH route or changing the route name. It is unnecessary to submit an application for changes of a state highway to AASHTO. The following steps *should* be considered when changing a State Trunk Highway Number (this process can also be used to determine US Highway route numbering for submittal to AASHTO):

1. Proposed changes to the State Highway numbering system *should* be discussed with local government agencies representing the communities through which the proposed route change traverses prior to implementation. Others affected *should* also have their comments considered, such as trucking and farm implement operators. The Regional Traffic Engineer *should* canvass local government jurisdictions to determine their reaction, views and comments to the proposed numbering changes. However, this is strictly a courtesy procedure and final authority for making the ultimate decision still remains with the Department (i.e., local government does not have veto power over route establishment on the State Highway System). For most significant changes to the SHS, there *should* be public involvement in the decision process. This includes any implications due to mile marker and exit number changes. Often a public informational meeting or hearing at which the proposed changes are discussed and the public is allowed to comment on them is valuable.
    a. It is necessary, however, to have approval by the county board of each county in which part of the proposed change is situated when the change is more than 2 ½ miles of the system, according to Wisconsin State Statute 84.02 (3).
2. Any impacts to the National Highway System (NHS) if reconstructed **shall** be addressed with FHWA at this time to address NHS continuity.
3. If a new STH route is being proposed, the Region *should* propose a number to discuss with BTO Traffic. Some guidelines to consider when requesting a new number:
    a. Number cannot be used elsewhere on the STH (includes STH and USH) system unless it is an extension of an existing route.

   b. Typically, the route number chosen is the next consecutive highway number unless the number is already used or a sufficient “tied” number can be used.
   c. “Tied” numbers *should* be considered to relate to the main route (ex. Highway 251 connects back to Highway 51).
      i. Tied “300" series routes *should* be used if the route connects to a state route on **one** end (spur route). Additional routes *should* use the next odd numbered series (ex. 500, 700, etc.)
      ii. Tied “200" series *should* be used if the route connects back to the STH on **both** ends of the same route making a loop. Additional routes *should* use the next even numbered series (ex. 400, 600, etc.)

4. The State Traffic Engineer *should* seek consensus with the Region on the route number that makes the most sense, based on the reasoning above.
5. The Region prepares a formal letter explaining the reason why the route change is needed, the benefits of a route change and the timetable when it will take effect.
6. The Region submits a formal letter along with map locations to the State Traffic Engineer for approval.
7. Upon the State Traffic Engineer’s approval, notification is made by Central Office Traffic to the following units:
   a. Central Office DTIM Bureau of State Highway Programs Highway Data Management Section.
   b. Central Office DTSD Surveying and Mapping Section. In addition to updating the State Highway Map, the Surveying and Mapping Section will also notify private sector mapping and atlas companies like MapQuest, DeLorme, etc.
   c. Central Office DTSD Highway Development for updating the official state trunk highway list.
   d. Regional Office(s) affected by the route numbering change.
8. The Region **shall** make the public aware of the changes and the time period for the changes. This includes:
   a. Fire, EMS, State Patrol and Local Police.
   b. Businesses along the route (individual mailings)
   c. Media (TV, radio, newspapers)
   d. Chamber of Commerce
   e. Elected Officials and government officials
9. Once a number is established, the State Traffic Engineer will also coordinate with the Office of General Counsel in order for them to make the appropriate changes on official truck operator routing lists and maps (i.e., Trans 276).
10. Utilize PCMS as the changes take place for at least the first month.
11. Installation of independent Type II reassurance marker signs that state "Formerly" on the cardinal header. It has been WisDOT practice to keep these signs installed for two years, then removed.

If needed, the Department *may* request a legal opinion and/or interpretation from Office of General Counsel on legal matters concerning the proposed State Highway Numbering System revision.

US NUMBERED HIGHWAY NUMBERING PROCESS

Any proposed alteration of the US Numbered System *should* be extremely meritorious and thoroughly, though concisely, explained in order that the Special Committee on US Route Numbering and the Standing Committee on Highways of the American Association of State Highway and Transportation Officials (AASHTO) *may* give prompt and proper consideration to each and every request made by a member department. The application for US Route Number, Interstate and Bicycle Routes can be found at www.aashto.org. Refer to TEOpS 1-11-5, U.S. Route Renumbering Process for further instructions regarding the application process and responsible parties.

Bureau of Traffic Operations, Bureau of Planning and the Regional office(s) affected **shall** be involved in the route numbering process prior to being submitted to AASHTO.

According to the AASHTO Transportation Policy Book, January 2000, Establishment and Development of United States Numbered Highways:

1. *The Standing Committee on Highways of the American Association of State Highway and Transportation Officials **shall** have full authority to review the U.S. numbered road system and the numbering and marking thereof, to make additions, changes, extensions, revisions or reductions in said road system and to revise the numbering or marking thereof.*
2. *Before approving any addition, change, extension, revision or reduction in the U.S. numbered road system or the numbering or marking of any U.S. numbered road, the Standing Committee on Highways **shall** consult the State Highway Department of the State or States through or within which such addition, change, extension, revision or reduction is located.*

INTERSTATE HIGHWAY NUMBERING PROCESS

Any proposed route alteration or additional route of an Interstate Highway requires the Department to work closely with FHWA to determine an appropriate route number and submission of the US Route Number, Interstate and Bicycle Routes application to the AASHTO Special Committee on US Route Numbering. The State Numbered Highway Numbering Process can be followed for the preliminary steps of the Interstate Highway Numbering Process. However, the Department **shall** coordinate with FHWA at the beginning of the process. Refer to "Federal-Aid Policy Guide Subchapter E, Part 470" for information on the policy for the signing and numbering of future Interstate corridors. The State Traffic Engineer **shall** coordinate with the Division Administrator and the Secretary's Office when proposing Interstate Highway numbers.

BUSINESS ROUTE MARKING

For information on business route markers, refer to TEOpS 2-4-19.1. If a business route is proposed related to a U.S. Highway designation the route has to have the approval of AASHTO. Refer to the US Numbered Highway Numbering process stated previously.

1-11-5 US Route Renumbering Process August 2012

BACKGROUND

The purpose of the U.S. route numbering and U.S. bicycle routes system is to facilitate travel on the main interstate lines, over the shortest routes and the best roads. To serve that purpose a system of main interstate routes was designated, and a uniform system of guide and warning signs was adopted for use in all the States, on such designated routes.

Applications are submitted twice a year to AASHTO Special Committee on US Route Numbering at the AASHTO Spring Meeting and the AASHTO Annual Meeting on the day before the Subcommittee on Highways (SCOH) Business Meetings. Application request is an open solicitation but states are asked to submit their applications twice a year. BTO Traffic Engineering Section leads the effort in coordinating responses for the entire Department.

The following steps in the process of U.S. Route Numbering applications must be completed in order for new changes become official.

1. The committee reviews applications and makes recommendations to approve or disapprove the request.
2. The committee **shall** report all recommendations and decisions to the Standing Committee on Highways and will ask for its approval. This will take place at SCOH's spring and annual meetings.
3. In the case of interstate route requests, both FHWA and SCOH must approve.
4. These decisions will be presented to the AASHTO Board of Directors in the SCOH report at the Board's business meeting.

It is WisDOT's responsibility to submit all proposed changes to the Special Committee for approval and implementation on maps and the GIS network.

PROCESS

The process for reporting route number changes to AASHTO is shown below:

1. Secretary's Office receives a letter twice a year from AASHTO to add or make changes to existing routes

2. Secretary's Office send request to DTSD Administrator Office for response
3. DTSD Administrator Office sends to BTO Director
4. BTO Director sends to State Traffic Engineer
5. State Traffic Engineer sends to BTO Traffic Operations Engineer for response
6. BTO Traffic Operations Engineer sends out request to Planning Chiefs and Operations Chiefs two months prior to AASHTO's meeting to collect changes to US Routes needed in Wisconsin. All requests are sent to BTO Traffic Operations Engineer for compilation. Note: If route numbering changes come up throughout the year, the Regions can submit applications to BTO at anytime.
7. BTO Traffic Operations Engineer sends out same request to DTIM Bike/Pedestrian Coordinator for changes needed to the US Bicycle Route numbering. All requests are sent to BTO Traffic Operations Engineer for compilation
8. BTO Traffic Operations Engineer reviews all submittals for accuracy and compliance and sends along with a letter to AASHTO from the DTSD Administrators Office to Secretary's Office, then to AASHTO. The BTO Traffic Operations Engineer is identified as the main contact person for WisDOT. The AASHTO Special Committee needs 30 days to review each application and vote.

EXAMPLE SUBMITTAL

American Association of State Highway and Transportation Officials

Please save and send as a word file. You can attach a map in PDF or JPG with the application to

usroutes@aashto.org (M.Vitale)

An Application from the State Highway or Transportation Department of Wisconsin for:

- ☐ Elimination of a U.S. (Interstate) Route
- ☐ Establishment of a U.S. (Interstate) Route
- ☐ Extension of a U.S. (Interstate)Route
- ☒ Relocation of a U.S. (Interstate) Route — USH 18
- ☐ Establishment of a U.S. Alternate Route
- ☐ Establishment of a Temporary U.S. Route
- ☐ **Recognition of a Business Route on U.S. (Interstate) Route
- ☐ **Recognition of a By-Pass Route on U.S. Route

AASHTO Use Only

Date received:

Date to Special Committee on U.S. Route Number:

Date Presented to Standing Committee on Highways (SCOH):

Action taken by SCOH:

Member Department Notified:

Between Wisconsin Street and La Pointe Street

The following states or states are involved:

City of Prairie du Chien

State of Wisconsin

- ****"Recognition of…"**A local vicinity map needed on page 3. On page 6 a short statement to the effect that there are no deficiencies on proposed routing, if true, will suffice.
- If there are deficiencies, they should be indicated in accordance with page 5 instructions.
- **All applications requesting Interstate establishment or changes are subject to concurrence and approval by the FHWA**

DATE SUBMITTED: February 24, 2011

SUBMIT APPLICATION ELECTRONICALLY TO usroutes@aashto.org

***U.S. Bicycle Route System**: this form is not applicable for US Bicycle Route System see new form.

1

The purpose of the **United States** (U.S.) **Numbered Highway System** is to facilitate travel on the main interstate highways, over the shortest routes and the best available roads. A route should form continuity of available facilities through two or more states that accommodate the most important and heaviest motor traffic flow in the area.

The routes comprising the **National System of Interstate and Defense Highways** will be marked with its own distinctive route marker shield and will have a numbering system that is separate and apart from the U.S. Numbered Highway System. For the convenience of the motorist, there must be continuity and a uniform pattern of marking and numbering these Interstate routes without regard to state lines.

The U.S. Numbered System was established in 1926 and the Interstate Numbered System was established in 1956. Both have reached the period of review, revision, and consolidation. They now need perfecting rather than expansion. Therefore, any proposed alteration in the established systems should be extremely meritorious and thoroughly, though concisely, explained in order that the Special Committee on U.S. Route Numbering and the Standing Committee on Highways of the Association may give prompt and proper consideration to each and every request made by a member department.

Explanation and Reasons for the Request (US and Interstates Only): (Keep concise and pertinent.) USH 18 is designated as part of the National Highway System and is also a State designated Long Truck Route. The existing and projected traffic volumes on the roadway are causing and will continue to cause traffic congestion and unsafe traveling conditions. Access points have decreased the mobility and efficiency of the roadway. Re-routing USH 18 from Main Street to La Pointe Street will improve safety and mobility in the area.

Date facility available to traffic: 08/2011

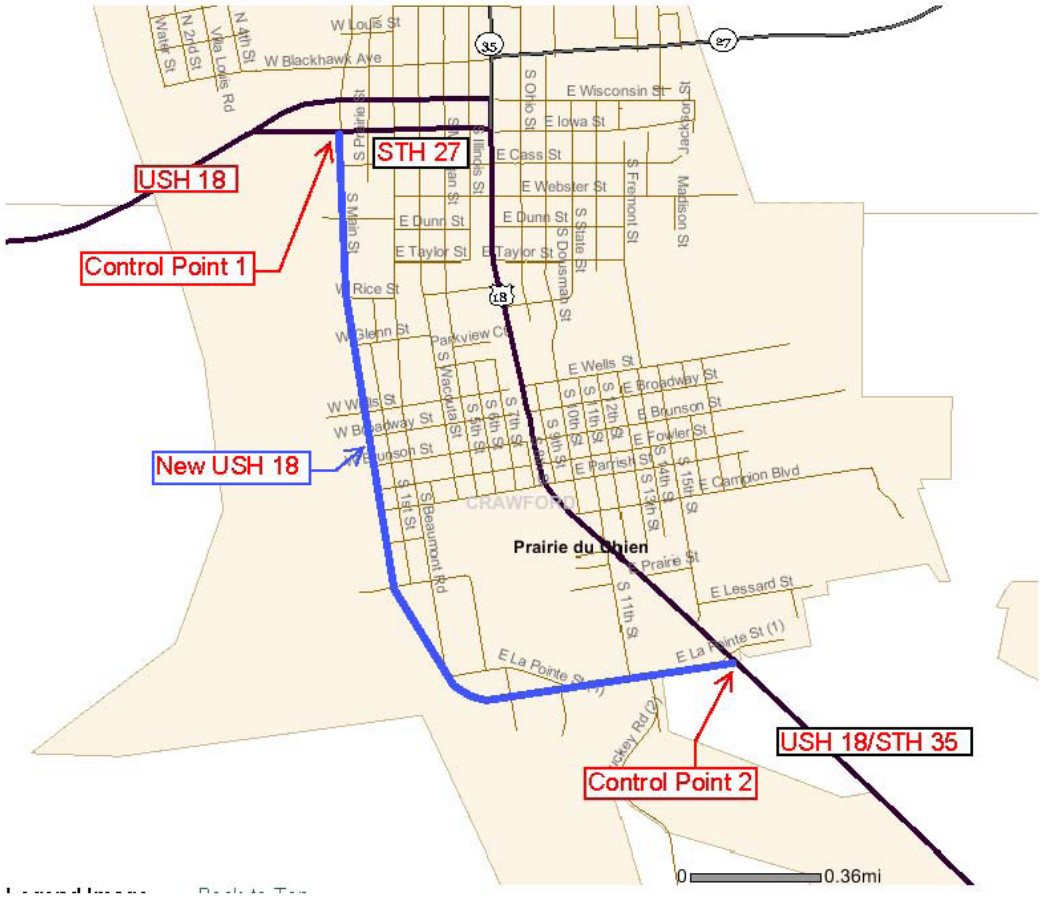
Does the petition propose a new routing over a portion of an existing U.S. Route? No
If so, where?

Does the petition propose a new routing over a portion of an existing Interstate Route? No
If so, where?

2

Map of state, or portion thereof, indicating proposed addition or change in the (This includes US and Interstates) U.S. Numbered or Interstate Numbered System:

There are two ways to do this follow the instructions below or convert your map in PDF format and submit as a separate document along with this application to usroutes@aashto.org. It is your preference, however all files are converted to PDF once received by AASHTO.



Control Point 1: Intersection with State Highway 27
Control Point 2: Intersection with State Highway 35

3

The State agrees and pledges its good faith that it will not erect, remove, or change any U.S. or Interstate Route Markers on any road without the authorization, consent, or approval of the Standing Committee on Highways of the American Association of State Highway and Transportation Officials, not withstanding the fact that the changes proposed are entirely within this State.

The weighted average daily traffic volume along the proposed route, as shown on the map on page 3, is 7,300 as compared to 9000 for the year 2009 for all other U.S. Numbered Routes in the State.

The *Purpose and Policy in the Establishment and Development of the United States Numbered Highways,* as *Retained from October* 3, 1991 or the *Purpose and Policy in the Establishment of* a *Marking System of the Routes Comprising the National System of Interstate and Defense Highways* as *Retained from August 10,* 1973 has been read and is accepted.

In our opinion, this petition complies with the above applicable policy.

(Signature Required – see note below)

Chief Executive Officer

(Member Department)

This petition is authorized by official action of

under date of as follows: (Copy excerpt from minutes.)

(This includes US, Interstates)

A **letter** from your Chief Executive Officer with the **CEO's signature** is sufficient when submitting your application, if you choose not to include the signature on this form.

4

(US and Interstates Only)

Instructions for Preparation of Page 6

Column 1: **Control Points and Mileage**. Top of column is one terminus of road. Indicate control points by identical number as shown on map on page 3. Show mileage between control points in miles and tenths.

Column 2:	**Pavement Type.**	**Code**
	High type, heavy duty	H
	Intermediate type	I
	Low type, dustless	L (show in red)
	Not paved	N (show in red)

Column 3:	**Pavement Condition**	**Code**
	Excellent	E
	Good	G
	Fair	F (show in red)
	Poor	P (show in red)

NOTE: In columns 2 and 3, where pavements types and conditions change, the location of the change shall be indicated by a short horizontal line at the proper place opposite the mileage log and the proper code letter (shown above) shall be entered in the respective column between the locations so indicated.

Column 4: **Traffic**. Indicate average daily traffic volumes in this column. Points of changes in these data to be indicated by short horizontal lines opposite the appropriate mileage point on the mileage log. Any existing main line rail crossing that is not separated shall be indicated at the appropriate mileage point by RXR - black if signalized - red if not protected by signals.

Columns 5 & 6 **Pavement Width and Shoulder Width**. These columns to be completed by comparing standards of highway involved with applicable AASHTO standards. Entries that fall to the right of the tolerance lines (dashed) should be shaded in red. If there are no deficiencies indicate by use of the word NONE.

Columns 7 & 8 **Major Structures**. Show in these columns those structures that do not meet AASHTO standards. Show by horizontal line sufficiently long to indicate percentage of deficiency. Portion on right of tolerance line shall be shown in red. Indicate length of structure in feet immediately under the line. Any sub-standard highway underpass structure shall be shown opposite the appropriate mileage point by the designation LP with the vertical clearance in feet following and shown in red. If there are no deficiencies indicate by the use of the word NONE.

Column 9: **Vertical Sight Distance**. Items to be shown in this column as a horizontal line, the length of which will indicate the deficiency as determined in accordance with comparisons with comparable AASHTO standards. Portions of the line past the tolerance line shall be shown in red.

Column 10: **Horizontal Curvature**. Curves in excess of AASHTO applicable standards to be shown in this column by a short horizontal line with degree of curve shown immediately above the line. To be shown in red.

Column 11 **Percent Grades.** Show by horizontal lines opposite proper mileage point on mileage log. Show percent of grade above the line and length of grade in feet immediately below. To be shown in red.

What follows is an Excel worksheet that you can open by right clicking your mouse and select "Worksheet Object" – you can then Edit, Open or Convert but you must first unlock the form as show when inserting maps.

.

5

Double click inside frame to release excel worksheet. Click outside frame to re-lock. (US and Interstates Only)

Mileage	1 Control Points and Mileage	2 Pavement Type	3 Pavement Condition	4 Traffic ADT	5 Comparison to Applicable AASHTO Design Standards: Pavement Width Deficiency (Percent)	6 Shoulder Width Deficiency (Percent)	7 Major Structures: Roadway Width Deficiency (Percent)	8 Major Structures: H - Loading Deficiency (Percent)	9 Vertical Sight Distance Deficiency (Percent)	10 Show Wher Excess of Star: Horizontal Curvature (Degree)	Pe Gi (Le)
					10 20 30 40	20 40 60 80	10 20 30 40	20 40 60 80	20 40 60 80		
0	1	H	E	7,300	NONE						
	2										
10											
20											
30											
40											
50											
60											

6

(Contact person regarding this application:

Name: Joseph Langeberg PE

Address: 3550 Mormon Coulee Road, La Crosse, WI 54601

Telephone Number: 608-785-9961

Fax Number: 608-246-3819

Email Address: joseph.langeberg@dot.state.wi

Description to be provided to the AASHTO Highways Special Committee on US Route Number (USRN) when they review this application:

- Where does the route begin? (Intersection or Mile Marker) Wisconsin Street
- Describe where it is going? To the west of the existing US 18
- What type of facility is it traveling over? (New alignment or over an existing pathway) Existing pathway and new alignment
- Give the direction of travel(north, east, south, and west) South and east
- Name the focal point city or cities Prairie du Chien
- Length of route in miles. 2.62
- Where does it end? (Terminal intersection or mile marker) Marquette Street

Table 1. Example of Log Data File for submittal

Log Data for USH 18

US Route Number	State	Type	Intersection	Point to Point	Accumulated	Remarks
18	Wisconsin	Regular	Milwaukee	0	0	Route begins
18	Wisconsin	Regular	Milwaukee	1	1	Crosses I-43
18	Wisconsin	Regular	Milwaukee	3	4	Crosses U.S. 41
18	Wisconsin	Regular	Milwaukee	3	7	Crosses U.S. 45
18	Wisconsin	Regular	Jct. E. Waukesha	7	14	Crosses I-94
18	Wisconsin	Regular	Jefferson	35	49	NONE
18	Wisconsin	Regular	Cambridge	11	60	Joins U.S. 12
18	Wisconsin	Regular	Jct. E. Madison	14	74	Crosses I-90
18	Wisconsin	Regular	Madison	2	76	Crosses U.S. 51
18	Wisconsin	Regular	Madison	5	81	Joins U.S. 14, U.S. 151
18	Wisconsin	Regular	Jct. S. W. Madison	3	84	Leaves U.S. 12, U.S. 14
18	Wisconsin	Regular	Mt. Horeb	15	99	NONE
18	Wisconsin	Regular	Dodgeville	23	122	Leaves U.S. 151
18	Wisconsin	Regular	Fennimore	28	150	Crosses U.S. 61
18	Wisconsin	Regular	Prairie du Chien	28	178	NONE
18	Wisconsin	Regular	State Line	2	180	NONE