**Route Change Checklist**

May 1, 2013

<table>
<thead>
<tr>
<th>Date</th>
<th>By</th>
<th>Project/s:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date</th>
<th>By</th>
<th>Route/s:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1. **Date:** Route change request form and map/s received
2. **Date:** Preliminary approval by State Traffic Engineer
3. **Date:** Added to route change web site
4. **Date:** Route change worksheet/s received
5. **Date:** Resolution/s received
6. **Date:** Sent to US/Interstate Committee for review *(NC routes only)*
7. **Date:** AASHTO application and map (draft 1)
8. **Date:** Approval by US/Interstate sub-committee
9. **Date:** AASHTO application and map (draft 2)
10. **Date:** Approval by US/Interstate Committee
11. **Date:** AASHTO application and map (final)
12. **Date:** Approved by AASHTO
13. **Date:** New secondary numbers requested
14. **Date:** Mileposting updates (mainlines and intersecting routes)
15. **Date:** Add mileposted route(s) to the exclusion list
16. **Date:** Route change ordinances written (temporary effective date: ____________)
17. **Date:** New ordinances written by regions (numbers provided to central office)
18. **Date:** NCTN (National Network and Designation) ordinances reviewed
19. **Date:** Reasonable access ordinances written/repealed
20. **Date:** Temporary effective/repeal dates entered into all affected ordinances
21. **Date:** Draft package to State Traffic Engineer
22. **Date:** Update NCTN map and restriction table (if needed)
23. **Date:** Removed from route change web site