

North Carolina Department of Transportation
Division of Highways
Traffic Engineering and Safety Systems Branch

**Standard Practice
for
US Route Designations**

The purpose of this standard practice is to establish guidelines for US Routes Designation. The procedure set forth in the Standard Practice for US Routes Designation shall be utilized in the engineering investigation and evaluation for a requested route:

- 1) A review should be completed by the Regional Traffic Engineer and/or staff (RTE) for any anticipated route modifications. If review determines that a route modification is required and meets the appropriate criteria as specified in the AASHTO Transportation Policy Book TEPL link under US Route Designations, the RTE will hold discussions concerning the potential route modification with the Signing and Delineation Unit, Division Staff and any additional group or agency directly affected by the possible modification.
- 2) If a proposed US route is developed through a STIP (State Transportation Improvement Program) process, a plan review meeting for the STIP Project is held with the Signing and Delineation Unit, Division Staff, RTE, Transportation Planning Branch, Program Development Branch, and Highway Design Branch. The proposed plans are presented for comments, to include but not limited to route designation changes and/or additions.
- 3) All formal requests for designation, addition, relocation or deletion of US routes shall be submitted to the Transportation Mobility and Safety (TMSD) Staff Engineer with a copy to the Traffic Ordinance Program Coordinator on the [Route Change Request Form](#) with a map indicating location for initial approval from the State Traffic Engineer.
- 4) Once the State Traffic Engineer has signed the [Route Change Request Form](#), the TMSD Staff Engineer will notify the RTE and Traffic Ordinance Program Coordinator of approval by providing the signed copy of the Route Change Request Form. If request is denied, the Route Change Request Form will be returned with an explanation attached.
- 5) Once receiving initial approval, RTE will compile and complete the information on the [Segment Worksheet](#) for route change requests. A map will accompany the worksheet. The segments located on the labeled map will correspond with the segments listed in the work sheet. (Ex A, B, C). This worksheet is to be submitted to the TMSD Staff Engineer with a copy to the Traffic Ordinance Program Coordinator.
- 6) For STIP projects, State Signing and Delineation Engineer will incorporate written notification that will be sent to the TMSD Staff Engineer for US route modification

during the sign requisition process.

- 7) The NCDOT (RTE or Division) must obtain a resolution from all municipal officials, county commissions, Rural Planning Organizations and Metropolitan Planning Organizations

approving US route modification. The resolution(s) is to be submitted to the TMSD Staff Engineer. (Note: RTEs may incorporate any required municipal concurrence speed zone ordinances within the resolutions at this time.)

- 8) The Traffic Ordinance Program Coordinator will begin the process of compiling the AASHTO application. This process includes the research and completion of the AASHTO application through the AASHTO Interstate/ US Route Subcommittee. Please see "Review of Policy, Procedure, and AASHTO Applications for Interstate and US Routes" for details concerning the AASHTO Interstate/ US Route Committees referenced in this document. Once the application is completed, the AASHTO Interstate/ US Oversight (NCDOT) Committee reviews the application from a statewide perspective to ensure the route follows all necessary guidelines and the addition or modification is in the best interest of North Carolina.
- 9) If AASHTO approves the route modification, the TMSD Staff Engineer will notify the Traffic Ordinance Program Coordinator of AASHTO approval. The Traffic Ordinance Program Coordinator will update the [North Carolina Truck Network \(NCTN\)](#) map, TEAAS, the Route Change webpage and notify the appropriate personnel.
- 10) RTE is responsible for writing any appropriate ordinances for the route modification utilizing the TEPPL Practice H-11 (Highway Ordinances). The only ordinances the RTE will not be responsible for are the Route Change and STAA ordinances (Ordinance Type 22 and Ordinance Type 40-46). The Route Change and STAA ordinances will be written by the Traffic Ordinance Program Coordinator.

Note: For US Routes

- a. AASHTO submittal is not required for US Connectors or US Truck Routes per email correspondence from AASHTO dated 2/10/09. These route modifications will be processed through the Interstate/ US Route Committee process.
- b. Approval from FHWA for US route modification is not required.