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DEPARTMENT OF TRANSPORTATION

GUIDANCE TO REQUEST A CHANGE OF NATIONAL OR STATE FUNCTIONAL CLASSIFICATION WHICH CHANGES ONLY THE COUNTY OR CITY SYSTEM

A County or City may request the Department of Transportation to reclassify any segment of highway, road, or street for which they have jurisdictional responsibility. Cities with a population less than 5,000 may request a reclassification of any segment of road for which they have jurisdictional responsibility through their County Board. Reference Neb. Rev. Stat. 39-2112.

County or City officials' should make a thorough study to determine if the facility qualifies for reclassification and provide the following information.

- A brief narrative of the reason for reclassification.
- One copy of the Boards Resolution requesting reclassification.
- Historical and current average daily traffic counts (If available).
- Map showing the location of the subject road.

Requests involving a county line road or a road intersecting a county line are to be coordinated with the adjacent County. Both Counties must agree either separately or together, to request reclassification and provide appropriate supporting data.

Requests for reclassification are to be submitted to:

**Classifications Unit Supervisor – GIS Section
Business Technology Support Division
Nebraska Department of Transportation
1500 Nebraska Parkway – 3rd Floor
Lincoln, NE 68502-5480**

For any additional information, submit questions to:
<http://www.roads.nebraska.gov/contact-us/>

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