

FUNCTIONAL CLASSIFICATION QUICK CHECKLIST

1. Prepare a written request for revisions to the Office of Planning and Programming, Bureau of Statewide Program Planning, Planning and Systems Section, attention System Classification Manager.
2. Numerically list each functional classification change with the following information (form is found on page 14 of the FC & UL Manual):
 - A. List the common street name as found in IRIS (IRIS item # 61).
 - B. List the existing key route as found in IRIS (IRIS item # 1, 2, 3, 4, 174) including suffix, appurtenance type and appurtenance number if other than blank or 0.
 - C. Give a descriptive location for the beginning and end of the functional classification section to be changed.
 - D. List the old functional classification as found in IRIS (IRIS item # 57).
 - E. List the new proposed functional classification.
 - F. List the justification for the proposed functional classification revision.
 - G. List the total length of the functional classification section (in miles) using the stationing found in IRIS.
 - H. List the jurisdiction & maintenance for the functional classification revision.
 - I. List the new key route that will be entered in IRIS for this segment.
3. Submit a signed request, letter of concurrence or resolution from the appropriate local officials indicating their recommendation, approval or agreement with the proposed changes.
4. Prepare two copies of the location map (one for submittal, one for district use) using the most current 5 Year Functional Classification Map (paper or electronic) with the following information:

Electronic Functional Classification Maps may be found using the following instructions:

1. Go to the IDOT web site..... <http://www.dot.il.gov>
 2. Double click on "MAPS", located in the header of the page, second from the left.
 3. Under "Mapping Section", located on the right hand side of the page, go down and click on "Graphical Maps".
 4. In the middle of the page you will find a listing of various IDOT maps available. Click on "5-Year Functional Classification Maps", located the second from the top.
 5. This takes you to a page with each District listed. Go to the District desired, use the drop down listing and click on the map desired.
- A. Use complete city/county map if in coordination with the Census.
 - B. Use 8 1/2" by 11 or 8 1/2 by 14" photocopy, if not in coordination with the Census, may be used (photocopy must be legible).
 - C. Color Code each functional classification segment that is to be changed using the Color Code Chart.
 - D. Add streets, street names and annexations to help justify the new functional classification.
 - E. Add a map label indicating the county, city, functional classification action, and color code and segments numerical number.
 - F. Indicate the beginning and ending of each functional classification change using leader lines and with the segments numerical number.
 - G. If the electronic Functional Classification maps are used in creating the location map, an "electronic file" must be included in the submittal.**
 - H. When creating the location map and using the electronic Functional Classification map, the above information is still required.**
5. The district should keep a copy of their submittal for use while the formal revisions are processed.

URBAN LIMIT QUICK CHECKLIST

1. Prepare a written request for revisions to the Office of Planning and Programming, Bureau of Statewide Program Planning, Planning and Systems Section, attention System Classification Manager.
2. Submit a written request, letter of concurrence or resolution from the appropriate local officials indicating their recommendation, approval or agreement with the proposed changes.
3. Prepare two copies of the location map (one for submittal, one for district use) using the most current 5 Year Functional Classification Map (paper or electronic) with the following information:

Electronic Functional Classification Maps may be found using the following instructions:

1. Go to the IDOT web site..... <http://www.dot.il.gov>
 2. Double click on "MAPS", located in the header of the page, second from the left.
 3. Under "Mapping Section", located on the right hand side of the page, go down and click on "Graphical Maps".
 4. In the middle of the page you will find a listing of various IDOT maps available. Click on "5-Year Functional Classification Maps", located the second from the top.
 5. This takes you to a page with each District listed. Go to the District desired, use the drop down listing and click on the map desired.
- A. Use complete city map if in coordination with the Census.
 - B. An 8 1/2" by 11 or 8 1/2 by 14" photocopy, if not in coordination with the Census, may be used (photocopy must be legible).
 - C. Indicate proposed urban limits in a **dashed black line** (-----) and the existing urban limit to be removed in a **red X**.
 - D. Add a map label indicating the county, city and urban limit action.
 - E. Add streets, street names and annexations to help justify the new urban limits.
 - F. List the justification for each of the proposed urban limit areas.
 - G. If the electronic Functional Classification maps are used in creating the location map, an "electronic file" must be included in the submittal.**
 - H. When creating the location map and using the electronic Functional Classification map, the above information is still required.**
4. The district should keep a copy of their submittal for use while the formal revisions are processed.