

August 2, 2016

AASHTO Board of Directors,

The Special Committee on US Route Numbering will not be meeting in person this year for the AASHTO Annual Meeting in Boston, Massachusetts. The committee will meet prior to the annual meeting to make decisions on this fall's applications for U.S. Routes, Interstate Routes and U.S. Bicycle Routes. In preparation for this meeting please submit your route number applications for your member department by **Friday, September 16, 2016** to mvitale@ashto.org.

Applications include establishments, revisions, additions, or deletions for U.S. Routes, U. S. Bicycle Routes and Interstate Routes. The application selections cannot be altered in any way and they must come from the member department. The Special Committee requires that each application is endorsed by you. It is preferred that your signature appear directly on the application.

The Special Committee needs at least four weeks to review all applications, vote on each one, and resolve any issues before the result can be submitted to the Standing Committee on Highways for the final approval. Applications received after **Friday, September 16, 2016**, may not appear on the ballot and will be deferred to the next meeting of the Special Committee.

AASHTO policy statements, the current application forms, and instructions are located at the [US Route Numbering](#) website – [References](#). [US Bicycle Route System](#) and the [National Highway System \(Interstate\)](#) instructions are on the same site. It is important to read and refer to these statements since AASHTO must follow the policies to the letter.

We appreciate your attention. Please call 202.624.5862 or write to Marty Vitale at mvitale@ashto.org , if you have any questions or concerns.

Sincerely,


Bud Wright
Executive Director

cc: Standing Committee on Highways
Standing Committee on Planning
USRN Contacts

INSTRUCTIONS WHEN MAKING AN APPLICATION:

Please follow these instructions in order to make the ballot process a smooth operation:

- Use our **current** application, send it in the MS Word format or convert to PDF but DO NOT scan; and do not add customized categories on the form. You may scan the signature page and send it as a separate attachment.
- The applications are compliant with the following AASHTO policies. Please read these policies:
 - Route Numbering (US/Interstate): **Purpose & Policy Statement HO1 and Purpose & Policy Statement HO2 (Retention of HO1)**
 - **U.S. Route Number Application: USRN Electronic Application Form (AUGUST 2016) and attached;**
 - **U.S. Bicycle Route Policy:**
<http://www.adventurecycling.org/default/assets/File/USBRS/AASHTOPurposePolicyStatement.pdf>
USBRS system general resource page: <https://www.adventurecycling.org/routes-and-maps/us-bicycle-route-system/implementation-resources/>
 - **USBRS Electronic Application Form (October 24, 2012)**
- **Send** all maps in **color** in **PDF** format – you can attach as a separate document to your email.
- **Send** a **revised log** for the involved U.S. or USBR route.
- **Different actions require separate applications even for the same route.** Each action that applies to a number route (US, Interstate, or USBR) you wish to modify will require a **separate** application form. E.g. if you eliminate one route and establish a new route you will need two applications – one to eliminate and one to establish.
- **Send** all applications in **Microsoft Word format** electronically to mvitale@ashto.org with your CEO's signature or their designee's signature (you can send with a letter attached or scan the signature page of the application but the application must be endorsed by your CEO).
- When writing a description please write it in a brief **paragraph** format.