

June 14, 2017

AASHTO Board of Directors,

The Special Committee on US Route Numbering meeting is undetermined for Fall 2017. The committee will be accepting applications, they will ballot on the requests and then decide how best to present to the Council on Highways and Streets.

In preparation for this meeting please submit your route number applications for your member department by **Friday, August 25, 2017** to pngethe@aaashto.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**.

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.
- The application is compliant with the following AASHTO policies. Please read these policies:
 - **Purpose & Policy Statement HO1 and Purpose & Policy Statement HO2 (Retention of HO1)**
 - **U.S. Route Number Application: USRN Electronic Application Form (Updated June 2017)**
 - **USBRS Electronic Application Form (June 12, 2017)** and
- **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 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 pngethe@aaashto.org with your signature or your designee's signature (you can send with a letter attached or scan the signature page of the application).
- When writing a description please write it in a **paragraph** format. In other words, write a brief abstract by answering the questions.

The Special Committee needs at least 3 to 4 weeks to review all applications and vote on each one. We will contact you for additional information, if necessary. Applications received after **Friday, August 25, 2017**, will not be placed on the ballot since once the ballot is sent to the committee, it cannot be modified; or on the upcoming meeting agenda but will be delayed until the next AASHTO meeting in Spring 2018.

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 in order to provide recommendations to the Standing Committee on Highways.

We appreciate your attention. Please call 202.624.5862 or write to Patricia Ng'ethe at pngethe@aaashto.org , if you have any questions or concerns.

Sincerely,


Bud Wright
Executive Director

cc: Council on Highways and Streets
Standing Committee on Planning
USRN Contacts