

All about the Oregon National Highway System Change Request Form

The form can be downloaded at
https://www.oregon.gov/ODOT/Data/Documents/NHS_Change_Request_Form.pdf

Field	Description
Agency	What agency is submitting the change request?
Completed By	Your name.
Title	Your title.
Phone	Your phone number.
County Name	What county is this road in?
City Name	What city, if any, is this road in?
Date	Date form submitted to ODOT
ODOT Region	To be filled out by ODOT staff.
Reviewed By	To be filled out by ODOT staff.
Date	To be filled out by ODOT staff.
Map Ref. No.	This number should match a number on the map to make the requested change easy to locate. Using the given example, if you put a '1' in this field, you should also put a '1' on the map next to Main St between 1 st and 5 th St.
Street Name	Name of the road in question.
ODOT Road ID	To be filled out by ODOT staff.
Road ID	This is the road ID used by the agency with jurisdiction over the road in question, whether it be county, city, BLM, State Parks, etc.
Jurisdiction	What agency is responsible for this road? If someone else has jurisdiction over part of this road, you must collaborate with them to get this request approved.
Begin Termini	Where does the proposed change begin?
End Termini	Where does the proposed change end?
Length (miles)	Distance from Begin Termini to End Termini in miles.
Current Status	What is the current NHS status of the road in question?
Proposed Status	What is the proposed NHS status of the road in question?
Average Daily Traffic	How many vehicles use this road in a day?
Change Justification/Reason	Why do you want to change the NHS status of this road? What is the justification for changing the status of this road?

Approval Process – All impacted jurisdictions must be in agreement with the change request. ODOT will review and forward to FHWA Division, who will review and forward to FHWA Headquarters for final review and approval. This process may take up to 3 months.

Please note that a requested change to NHS status does not imply a change in Functional Classification.

If you have any questions, please call B McConnell at 503-986-4386 or email charles.m.mcconnell@odot.state.or.us.