

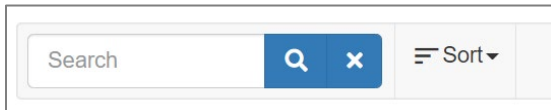
# Certified Public Road Mileage Instructions for Cities and Counties

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## Find Your Request Letter and Map(s) on the Website

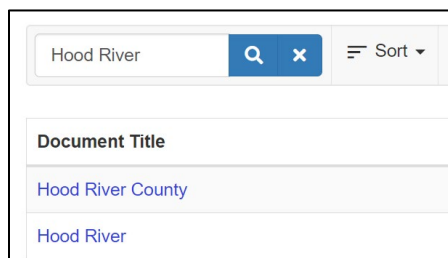
1. Visit the following website to access the files you will need to update your public road mileage by February 1, 2025: <https://www.oregon.gov/odot/Data/Pages/CPRM-Resources.aspx>.
2. On the website, scroll down to find the search box:



3. Type the name of your community in the search box and click the magnifying glass.


## Search Results for Cities and Counties

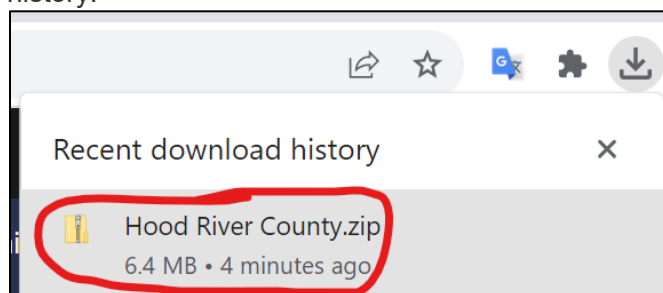
If the name of your city or county is similar to another city or county, you may see multiple results to your search. You only need to work with the link that matches your city or county name.




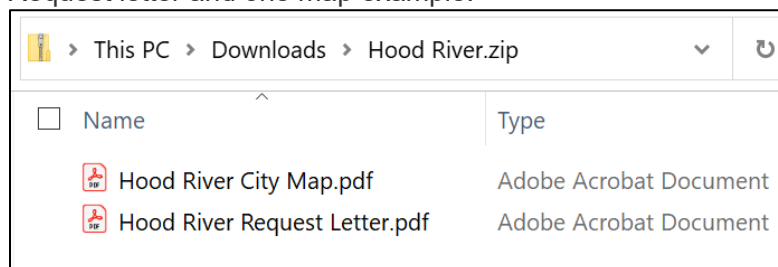
## Extract Files from the Zipped Folder (.zip File Extension) with Your Request Letter and Map(s)

You will download a zipped folder that contains PDF files for your agency and move these files out of the zipped folder to enter your annual updates.

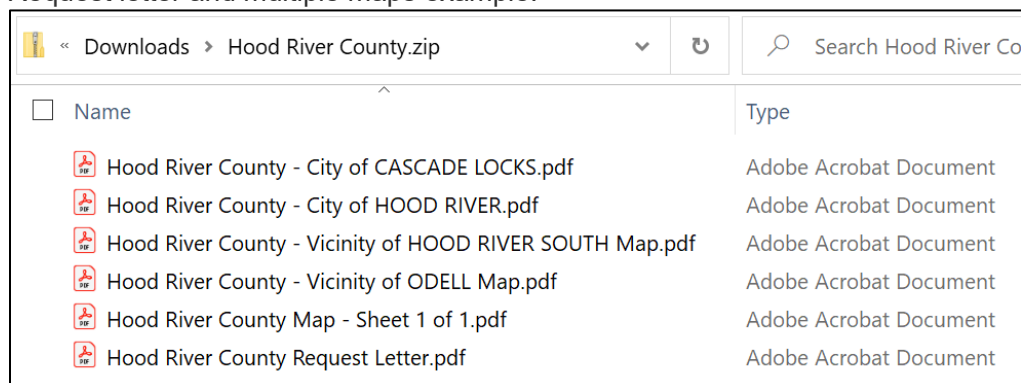
1. In the search results for your agency (See “Find Your Request Letter and Map(s) on the Website”), **click on the link** labeled with your city or county name.
2. A copy of the zipped folder will be saved to your computer under This PC > Downloads.
  - a. In Chrome or Edge, you can find this file by clicking the Downloads icon  in the upper right corner. Open the file by clicking on its name in your recent download history.



- b. If you cannot locate the Downloads icon in your browser, open File Explorer  and navigate to This PC > Downloads to find the downloaded zipped folder on your computer. Double click on it to open it.
3. Your opened, zipped folder will have multiple PDF files in it. You will see a request letter and one or more maps.
    - a. Request letter and one map example:



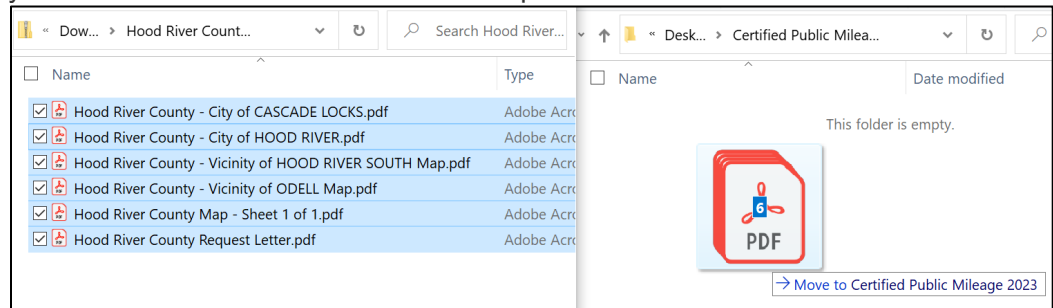
- b. Request letter and multiple maps example:



4. You must save these files to a location outside of the zipped folder to be able to edit them.



- a. Open a new File Explorer window and navigate to the location you would like to save the files. You will now have two windows open: This PC > Downloads and your selected location.
- b. In the Downloads window, with your zipped folder open, select all the files in the zipped folder by clicking on the first file in the list, pressing and holding the shift button, and then clicking the last file in the list. Click and drag the selected files to your selected location in the other File Explorer window.



- c. From here, you can fill out fields in the Request Letter file (See “Complete the Request Letter”) and you can mark up or print each map (See “Mark Up the Map(s)”) and save the filled out and marked up files on your computer.

### Complete the Request Letter


After opening the Request Letter that you saved to your computer, you will complete the table(s) starting on page 3 of “*Agency Name Request Letter*” to report your mileage by surface type as of December 31, 2024. Counties will have a series of tables to complete within the Request Letter.

1. The “Dec. 31, 2023” column reflects mileage reported last year.
2. In the “Change” column, write the mileage increase or decrease per surface type.
  - You will write positive mileage to reflect increases due to new construction, transfers **to** your agency, and changes **to** a surface type.
  - You will write negative mileage to reflect decreases due to abandonments, transfers **from** your agency, and changes **from** a surface type.
  - Do not include maintenance work unless it changed the surface type.
  - If there are no changes, write that in any column and return the form as indicated in “Return Your Completed Request Letter and Map(s)”.
3. In the “Dec. 31, 2024” column, type the sum of the prior year’s report and the changes you noted. **This is your total centerline miles for this year’s report.**
4. If known, complete the “Lanemiles” column to indicate the number of lane miles by surface type.
5. Enter your contact information at the bottom of the page and save all your changes.
6. Continue to review and mark up map(s) as described in “Mark up the Map(s).”

### Mark up the Map(s)

Review and mark any road alignment changes on maps.

1. Open the downloaded map(s).
  - Counties will have multiple maps to review and update.

2. Use the Sticky Note tool in Adobe Acrobat Reader to electronically annotate the map with any road alignment changes.
  - Alternatively, you can print out a copy of the map and add written notes.
3. To add Sticky Notes in Adobe Acrobat Reader, click on the Add Sticky Note tool in the upper toolbar (right side). 
4. On each map, note changes such as new roads (built and open to travel) and public facilities.
5. Save or scan in any changes to the map in a PDF file.
6. If reporting newly built roads, please provide a plat or map if available. Digital files are preferred but paper documentation is accepted.

### Return Your Completed Request Letter and Map(s)

**Returns are due by February 1, 2025.** You may return the completed request letter and updated map(s) by email (preferred) or mail.

Send electronic copies to Danny Spaulding via email at [danny.g.spaulding@odot.oregon.gov](mailto:danny.g.spaulding@odot.oregon.gov).

OR

Mail documents to:

Department of Transportation  
Transportation Data Section, Attn: Danny Spaulding  
555 13th Street NE, Suite 2  
Salem, OR 97301-4178