

August 12, 2019

AASHTO Board of Directors,

The Special Committee on U.S. Route Numbering will meet on Sunday October 5, 2019 from 1:00 p.m. to 3:00 p.m. at the 2019 AASHTO Annual Meeting in St. Louis, Missouri. 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 **Monday, September 16, 2019** 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](#)
 - [USBRS Electronic Application Form](#) and
- **Send** all maps in **color** and 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 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 2-3 weeks to review all applications and vote on each one. We will contact you for additional information, if necessary. Applications received after **Monday, September 16, 2019**, 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 2020.

AASHTO policy statements, 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 Council on Highways and Streets.

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,



Jim Tymon
Executive Director

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