

March 4, 2020

Dear AASHTO Board of Directors,

The Special Committee on U.S. Route Numbering will meet on Tuesday, May 26, 2020, from 3:00 p.m. to 4:30 p.m. at the AASHTO Spring Meeting in Kansas City, Missouri. The committee is now accepting applications and will ballot the requests and present the results to the Council on Highways and Streets at the Spring Meeting.

In preparation for this meeting, please submit your route numbering applications from your member department by **Friday, April 3, 2020** to [jdawkins@ashto.org](mailto:jdawkins@ashto.org). Applications include establishments, revisions, additions, or deletions to Interstate Routes, U.S. Routes, and U.S. Bicycle Routes. The applications cannot be altered in any way and must come from the member department.

Please follow these instructions to ensure a smooth review and balloting process for your application:

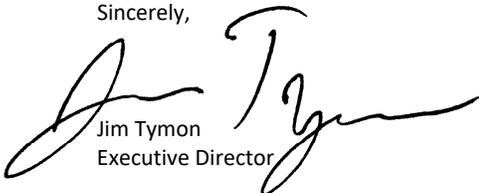
- Use the current application and submit it in MS Word format or convert it to PDF format. Please DO NOT scan the document, and do not add categories to the form.
  - [U.S. Route Number \(USRN\) Electronic Application Form](#)
  - [U.S. Bike Routes System \(USBRS\) Electronic Application Form](#)
- The application and review process follows the AASHTO policies listed below. Please familiarize yourself with these policies to ensure an understanding of the route numbering rules:
  - [Purpose & Policy Statement HO1](#)
  - [Purpose & Policy Statement HO2 \(Retention of HO1\)](#)
- Send all maps in color and in PDF format – you can attach these as a separate document to your email.
- Send a revised log for the route.
- When writing the description of the route, please respond to the questions provided in paragraph form.
- Individual actions require separate applications, even for the same route. For example, if you eliminate one route and establish a new route, you will need two applications – one to eliminate and one to establish.
- Submit all applications electronically to [jdawkins@ashto.org](mailto:jdawkins@ashto.org) with your signature or your designee's signature (you can also submit the application with a letter attached or scan the signature page of the application).

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 **Friday, April 3, 2020**, will not be placed on the ballot and will be delayed until the next AASHTO meeting in fall 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 to this announcement. Please call or e-mail Janae Dawkins at (202) 624-7799 or [jdawkins@ashto.org](mailto:jdawkins@ashto.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