

CHANGING FUNCTIONAL CLASSIFICATION PROCESS

This is an excerpt from the [ADOT, MPO, and COG Guidelines and Procedures Manual](#).

1. The public agency (city or county) requesting a modification to Arizona's approved Urban Area Boundary System or Functional Classification System must send a written request to the regional planning body (MPO, or COG). Modifications to an urban boundary must include maps showing current and proposed boundaries. Requests for changes in functional classification must identify the following:
 - a. any and all routes to be added and/or deleted from the approved Functional Classification System;
 - b. the reasons and purpose for the modification of the routes to be added or deleted;
 - c. all pertinent data regarding the transportation uses of the routes: Route name, termini, mileage, and average daily traffic (ADT) must be included.
2. The regional planning body should consider the request and decide whether or not to support it. Because there are statewide mileage limitations and percentage restrictions on the statewide Functional Classification System, especially on Principal Arterials, the regional planning body should address how mileage increases can be offset by mileage decreases within that planning region to maintain its mileage limitations.
3. If the regional planning body supports the requested modifications it sends the approval in one of the following forms: (a) an adopted resolution passed by the regional planning body; or (b) an approved motion shown in the minutes from an official meeting of the regional planning body.
4. If the regional planning body does not support the requested modification the requester may still send the proposed modification to ADOT for consideration (although its probability of final approval will be greatly lessened).
5. The Transportation Planning Division of ADOT will assess the impacts of proposed urban area or functional classification modifications to the following:
 - a. the statewide Functional Classification System;
 - b. National Highway System (NHS);
 - c. the Highway Performance Monitoring System (HPMS);
 - d. level of development (LOD);
 - e. the statewide transportation plan;
 - f. the State and Local 5-Year Construction Programs;
 - g. future highway development corridors;
 - h. other transportation planning criteria on a case-by-case basis. The Transportation Planning Division will normally take into account the opinions and views of local officials, regional planning bodies, and ADOT District Engineers when deciding whether or not to support a request.
6. If the Transportation Planning Division supports a request for modification(s) to the Urban Area Boundary System or Functional Classification System, it will transmit that request to the Division Office of the Federal Highway Administration along with a complete discussion of the rationale for ADOT's support of the modification.
7. If the Transportation Planning Division does not support a request, a copy of the rationale for denial will be sent to the regional planning body and to the original requester.