

# **SYSTEM REVISION PROCEDURE**

December, 1999

Revised: November, 2000, December 2004, May 2015

## **City Responsibilities:**

- Send system revision request to District State Aid Engineer by March 1 to be included in that year's Needs updates. Request should include:
  - A letter from the city engineer requesting the system revision. The letter should explain how the revision meets the criteria in State Aid Rules 8820.0700 and 8820.0800.
  - A map with the system revisions highlighted.

## **District State Aid Engineer Responsibilities:**

- Review request and recommend approval or denial based upon local perspectives.
- Verify city has enough available mileage for the designation.
- If a CSAH or CR turnback, coordinate with the County Engineer.
- If it is a County Road turnback, a County Board resolution will be required revoking the County Road designation.
- If it is a CSAH TB, the revocation as a CSAH and the designation as MSAS must be done simultaneously.
- If it is a Trunk Highway turnback, determine if the roadway is eligible for Trunk Highway Turnback funding or not.
- Verify the roadway is not on Trunk Highway Right of Way.
- Verify the roadway is within the corporate limits.
- On revocations, check for payback.
- Send the request and the internal approval letter to the MSAS Needs Unit.

## **Municipal State Aid Needs Unit Responsibilities:**

- Review available mileage- compare certified mileage to needs mileage.
- Verify that request meets criteria for a MSAS designation.
- Check corporate limits- Roadway must be totally within corporate limits to receive Needs for the entire length. If Municipal map indicates that the roadway is out, check with Traffic Data Analysis for verification. If it is out, it may require an alteration to the request or an annexation by the city.
- Check if road is a County Road Turnback, CSAH Turnback or TH Turnback to determine if the mileage is included within the city's 20% mileage limitation or above it.
- If it is not a free standing city, check the effect of the designation on adjoining cities. May need to contact the other city.
- Assign MSAS number.
- Recommend approval or denial based upon a system wide perspective.
- Send the external approval letter to DSAE and the city engineer along with a request for a City Council resolution. File a copy of the approval information.

## **City Responsibilities:**

- After receiving the external approval letter, pass and send in a City Council resolution to DSAE by May 1 to be included in that year's Needs updates.

## **DSAE Responsibilities:**

- Make any required copies of the CC resolution and send originals to MSAS Needs Unit for the official file.

## **MSAS Needs Unit Responsibilities:**

- Review the CC resolution for accuracy.
- Review request with the State Aid Engineer.
- After the SA Engineer signs the internal approval letter, forward approved request to Programming Technician to write Commissioners Order.
- Mail the Commissioner's Order to the city.

## **City Responsibilities:**

- Input the system revision into the Needs