



## **GUIDANCE TO REQUEST A CHANGE OF STATE FUNCTIONAL CLASSIFICATION TO MINIMUM MAINTENANCE**

A County may request the Department of Roads to reclassify any segment of county road from “Local” to “Minimum Maintenance” for which they have jurisdictional responsibility. Reference Neb. Rev. Stat. 39-2103 and 39-2112.

County officials’ should make a thorough study to determine if the facility qualifies for reclassification and provide the following information.

- A brief narrative of the reason for reclassification.
- One copy of the Boards Resolution requesting reclassification which must include:
  - The road is not a mail route.
  - The road is not a school bus route.
  - The road segment is not the only access to an occupied dwelling.
- Historical and current average daily traffic counts (If available).
- Map showing the location of the subject road.

Requests involving a county line road or a road intersecting a county line are to be coordinated with the adjacent County. Both Counties must agree either separately or together, to request reclassification and provide appropriate supporting data.

Whenever an existing dwelling or newly constructed dwelling becomes permanently occupied, the County shall promptly reclassify the road to “Local” classification and send documentation to the Department for recording.

Requests for reclassification are to be submitted to:

Roadway Asset Management Engineer  
Materials and Research Division  
Nebraska Department of Road  
P.O. Box 94759  
Lincoln, NE 68509-4759

For any additional information, submit questions to: <http://www.roads.nebraska.gov/contact-us/>  
Or Phone (402) 479-4750

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