**REQUEST FOR APPROVAL OF LOCATION AND/OR DESIGN OF HIGHWAYS**

– Presented by *<district engineer’s name>*, District *<district number>* Engineer, *<district phone number>*

**ISSUE**: The public hearing process has been completed for the following project. Commission action regarding the roadway *<choose appropriate project criteria:* location, design, *or* location and design*>* is required prior to acquisition of right-of-way.

* **Location** – Route *<route number or letter>*, *<county>* County

 *<project location>*

* **Project Description:** This proposed improvement provides *<describe the project; be sure to include proposed lane and shoulder widths>* (see Attachment \_\_ *<the attachment number will be filled in at GHQ>*). Estimated cost for this improvement is $*<insert programmed estimate rounded to the nearest twenty-five thousand or tenth of a million, ie, $775,000 or $5.2 million>*.
* **Project Length:** *<project length; for lengths less than 1.0 mile, do not pluralize mile, ie, 0.8 mile>*
* **Right of Way Type:** *<Choose from the following:* Normal, Controlled, Fully controlled, *OR* Partial controlled*>* access right of way
* **Traffic**: *<Describe how traffic will be handled. If a detour is planned, be sure to include all methods that will be performed to advise the traveling public. One sentence typical of this action is “*Adequate signing will be provided to control traffic flow in the area and will be augmented through public information and outreach efforts to advise motorists of this traffic situation.*”>*
* **Hearing Held**: *<Date of hearing or public meeting>*

 *<Location of hearing or public meeting>*

 *<If no hearing or public meeting was held, but was advertised for the opportunity, use the following sentence here: “*An opportunity for a public hearing was advertised in the *<insert name of local newspaper>*. In addition, postmasters, emergency service providers, county commissioners, state elected officials and local school officials in the area were notified of the road closure. No requests for a public hearing were received.*”>*

* **Attendance**: *<Number of people attending the hearing or public meeting. If no hearing or public meeting was held, eliminate this bullet>*
* **Job No.:** *<Job number>*

**RECOMMEND that the Commission**:

* *<Insert what action is recommended of the Commission. If there are no changes to the plan as shown at the hearing or public meeting, the following is appropriate: “*Approve the location and design as presented at the public hearing.*” If some changes were made to the plan as a result of the hearing or public meeting, it is appropriate to point out what changes were made, eg “*Approval of the location and design of the proposed “Option F” as presented at the public hearing, with the modification of the intersection of Union Chapel and Brink Meyers Road to a four leg conventional intersection*.” If the changes are numerous, it is appropriate to list the changes as individual bullets.>*

**DEPARTMENT VIEW:**

* *<List all views as bullets the department has on the project. It is appropriate to tie department views to the Strategic Plan, where applicable, eg, “*The subject project is consistent with our plan to replace deficient bridges.*”, “*The subject project is consistent with the MoDOT strategic priority “finish what we’ve started.”*”.>*

**OTHER VIEWS:**

* *<List prioritized views of the public as expressed at the hearing or public meeting. It is appropriate to explain department action for each view listed by bullet, eg, “*One property owner was concerned about a preexisting surface drainage problem at the north end of the project limits. We will extend the project to the north a short distance to improve an inadequate drainage structure that we were not aware of previously.*”>*

**OTHER PERTINENT INFORMATION:**

* *<If Commission action is required due to the necessity to purchase right of way for the project, use the following: “*The Revised Statutes of Missouri charge the Commission with the responsibility for approving roadway locations and/or designs; based on that approval, property needed for the improvement is acquired by negotiations and/or condemnation.*” If the project is scheduled for construction in the STIP, also use the following sentence: “*Construction of this project is scheduled for FY200? of the STIP.*” If Commission action is required due to closing the road only, use the preceding sentence only. If neither of the sentences provided above are applicable for the project, delete this entire section.>*

**SOURCE OF FUNDING:**

* *<If funds for the project have been committed in the current STIP, use the following two sentences: “*Funds to accomplish this improvement have already been committed in the FY200?-201? Statewide Transportation Improvement Program. No additional funds need to be committed as a result of this particular action.*”*
* *If funds have NOT been committed in the current STIP, use the following two sentences: “*Funds to accomplish this improvement are not committed in the FY2004-2008 Statewide Transportation Improvement Program. Additional funds will need to be committed as a result of this action.*” If the project is in the scoping stage, use the following: “*Funding for the construction of this improvement has not yet been committed, as it is currently being scoped. No additional funds need to be committed as a result of this particular item.*”*
* *If funds are to be provided in part or whole by another entity, this should be stated here also. Three examples of these are as follows: 1) “*Funds to accomplish this improvement have already been committed in the FY2002-2006 Statewide Transportation Improvement Program and the East-West Gateway’s FY2002-2004 Transportation Improvement Program. Additional funds (in the sum of $129,000) ***have*** been committed by Lowe’s.*” 2) “*Funds to accomplish this improvement have already been committed in the FY2002-2006 Statewide Transportation Improvement Program and by the City of Washington through the STP program.*” and 3) “*The Commission approved, on June 7, 2002 for 25 percent of the total project costs up to $1,663,750, to be added to the 2002-2006 Statewide Transportation Improvement Program. The balance of the costs will be provided by the City of Kearney. No additional funds need to be committed as a result of this particular action.*”>*