

ROAD INVENTORY FOR CERTIFICATION OF MILEAGE

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ISHC ROAD INVENTORY SECTION AND DATA COLLECTION

As provided in the Indiana Code, the Indiana State Highway Commission is to periodically inventory all public county roads and city streets throughout the state for the distribution of the gasoline tax.

The Road Inventory Section handles the mileage which is certified April 1 of each year for all roads and streets constructed, opened to traffic, and accepted into your system for maintenance during the preceding year. This certification of mileage list is submitted to the Division of State Aid and is then submitted to the Arterial Road and Street Board for approval.

Some of the data we collect in our inventory is the condition of the road, number of lanes, surface type, approximate pavement width, approximate right-of-way width, etc., along with the length of each road, all of which is stored in our computer.

In order for the Road Inventory Section to accomplish an up-to-date inventory, we rely on the counties, cities and towns, to advise us of any additions, deletions or revisions to your mileage.

We are trying to contact half of the state each year. Sometimes, it has been difficult finding the correct name and address of a person to contact due to personnel changes since the latest directory was issued (especially in cities and towns).

INFORMATION SENT TO ROAD OFFICIALS

When we contact county, city and town officials, we send a standard package which includes a general information sheet on how we inventory and the documentation required (Exhibit 1), a copy of the maps (Exhibit 2), a computer instruction sheet (Exhibit 3), and a computer printout (Exhibit 4). Exhibits shown at the end of this paper are samples of materials mailed.

The computer sheet shows the beginning of a county road, along with the data explained earlier. The computer instruction sheet tells what the codes mean.

When we enter this data on the computer, the county road is logged from the south to the north, or west to east.

On the sample of the map, there is an arrow pointing to the beginning of CR 32. On the right hand side of the printout, find B CR 32:

This means:

- Begin County Road 32 at County Road 257;
- County Road 32 crosses County Road 23;
- CR 32 crosses a bridge numbered 40;
- CR 29 dead ends into CR 32 to the left;
- CR 32 crosses bridge 39;
- CR 32 crosses CR 349;
- CR 32 ends at CR 39.

The right hand column (adjusted log) shows the milepoint in 0.01 mile for each crossroad or intersecting road. Example 0097 means 00.97. On the line that reads end CR 32 at CR 39, the total length of CR 32 is 4.05 mile.

The section length column shows the mile point where there is some physical feature change, for example the number of lanes may change or pavement width may change. This also is shown in 0.01 mile.

In order to store this information in our computer for the county roads, we assign county road numbers, which are arbitrary numbers, for our own identification purpose.

These county road numbers will change for various reasons:

1. when a road is deleted, the number may be used elsewhere
2. when a road enters a corporation
3. when a road stops and then starts again.

INFORMATION RETURNED BY ROAD OFFICIALS

When we send this information to road officials, we ask that changes be marked on the map and returned to us along with any comments by a designated date (usually eight weeks hence). We also provide my name, address and telephone number if there are any questions.

We have been surprised in the delay, or even lack of response, we have received. If we don't receive comments at the designated time, we will send a follow-up letter. We understand in some instances that more is needed. However, the later officials submit changes, the more difficult it is for us to make the changes before certification.

FIELD INSPECTIONS BY ISHC

We will field inspect the roads that officials point out to us if they will cause changes in an inventory.

In the future, any changes in road mileage due to the construction of new roads and/or changes in corporation lines should be sent to our office as soon as possible. That way if we are scheduling a field trip in that area or neighboring county, we can field check other nearby areas.

DOCUMENTATION REQUIRED TO CHANGE MILEAGE

See Exhibit 1 on how we inventory and the documentation required.

If we don't receive the documentation, we will not be able to correct the mileage in question.

We are aware that sometimes road officials do not have minutes accepting new streets prior to the contractor being relieved of his maintenance bond. We are interested in counting this new road *after* it has been opened to traffic and local authorities are taking care of the snow removal. This may be *before* the contractor is relieved of his maintenance bond. If there are no minutes stating this, then a letter from the county, city, or town official in-charge will suffice.

EXHIBIT I—ROAD INVENTORY FOR CERTIFICATION OF MILEAGE

For the State Highway Commission inventory, and following the current federal highways standards, a road or street is defined as a public travelway maintained by a governmental unit and capable of being traveled by an ordinary passenger car.

If you have new roads or streets to be added to your mileage, they are to be fully constructed and open to traffic the year round.

Roads or streets will not be counted if they are private, if there is a gate, enclosed by a fence, or a no trespassing sign posted.

When a county line runs down the middle of a road, the east and south boundary roads are credited to your county.

When a corporation line runs down the middle of a street, the county is given credit for the mileage.

When a town or city becomes incorporated, any previous county roads inside the corporation line will be credited to the town or city and will be deleted from the county mileage.

The county, city, or town is to advise us of any additions or deletions to their mileage.

Before any changes can be added to your street or road inventory, we must have the following:

1. Copy of the city ordinances which establishes your new corporation limits;
2. Copy of plats showing the new streets or roads, along with a copy of your current map marking the location of the plats in red;
3. Copy of the minutes of your board's meeting accepting the new open to traffic streets or roads into your system for maintenance.

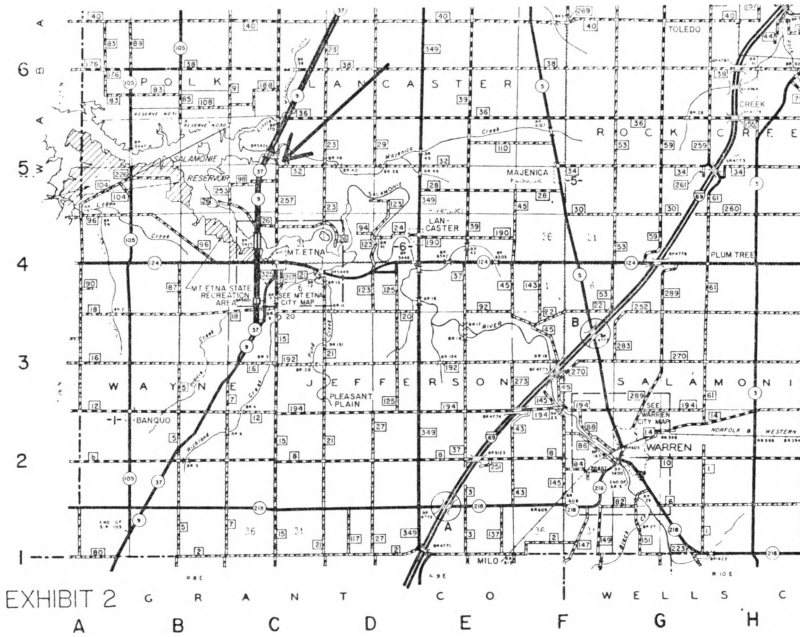


EXHIBIT 4

DATE FEBRUARY 9, 1979 COUNTY ROAD INVENTORY PAGE 7

COUNTY NAME (HUNTINGTON)

LINE-NO.	D CITY	R ST	RT-NO	DS TV RR C L	DIP SD-WS RD	R/W MED MED NO-ES	OVALL C ACS SECT	ADT RR FN RR FN	S	SYS EST POP TO	ADJT YR
CD	I CODE	F CI	L WY WY UR D N	STS TP WD BED	WID TYP WID TP WD TP WD R	CON LVTH	UR CL UR CL	E	CLS URB GRP RV	LOG	RV
RECNUM	S	V CO	CD CD MU N S	WID	68 68 90 90	B	C	68 68 90 90	C	ARA	VR
35019900		A						CR 39			0102 77
35020000		A						CR 45 RT			0203 77
35020100		A						E CR 28 SR 5			0294 77
35020200	2 0000	A 3	002 9		1 2 0 04 12 020 040	0 00 00 00 04 12 0	1 0408	6	1 0 0		0000 77
35020200		A						B CR 29 CR 32			0000 77
35020300		A						CR 36			0100 77
35020400		A						CR 38			0202 77
35020500		A						CR 40			0304 77
35020600		A						E CR 29 CR 42			0408 77
35020700	2 0000	A 3	003 0		1 2 0 04 15 024 040	0 00 00 00 04 15 0	1 0244	6	1 0 0		0000 77
35020700		A						B CR 30 SR 5			0000 77
35020800		A						CR 53			0102 77
35020900		A						CR 59			0204 77
35021000		A						E CR 30 DEAD END			0244 77
35021100	2 0000	A 3	003 1		1 2 0 04 22 026 040	0 00 00 00 04 22 0	1 0433	6	1 0 0		0000 77
35021100		A						B CR 31 CR 35			0000 77
35021200		A						CR 182			0006 77
35021300		A						CR 166			0099 77
35021400		A						BR 160			0122 77
35021500		A						CR 68			0213 77
35021600		A						CR 164 RT			0268 77
35021700		A						BR 99			0271 77
35021800		A						CR 70			0324 77
35021900		A						E CR 31 CR 74			0433 77
35022000	2 0000	A 3	003 2		1 2 0 07 16 024 040	0 00 00 00 07 16 0	1 0190	6	1 0 0		0000 77
35022000		A						B CR 32 CR 257			0000 77
35022100		A						CR 23			0097 77
35022200		A						BR 40			0109 77
35022250	2 0000	A 3	003 2		1 2 0 04 16 022 040	0 00 00 00 04 16 0	1 0026	6	1 0 0		0190 77
35022300		A						CR 29 LT			0200 77
35022350	2 0000	A 3	003 2		1 2 0 07 16 022 040	0 00 00 00 07 16 0	1 0189	6	1 0 0		0216 77
35022400		A						BR 39			0226 77
35022500		R						CP 349			0301 78
35022600		A						F CR 32 CR 39			0405 77

For further information, please feel free to contact:

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