Memorandum

To: DEPUTY DISTRICT DIRECTORS DESIGN
   DEPUTY DISTRICT DIRECTORS PROJECT MANAGEMENT

From: TIMOTHY CRAGGS
      Chief
      Division of Design

Date: February 2, 2015

Subject: CTC ACTION ON ROUTE ADOPTIONS AND NEW PUBLIC ROAD CONNECTIONS

The Office of Project Support in the Division of Design processes and prepares final route matter book item reports for submittal to the Office of California Transportation Commission (CTC) Liaison recommending approvals of Route Adoptions and New Public Road Connections. Route adoption items also include Transfer of Highway Locations, Route Redesignations and Route Rescissions. The CTC’s expectation is that the Department has completed all the necessary steps to allow the CTC to take action on these types of route matters. The Department must convey information on the project and on our recommendations in a clear and concise manner in these book item reports. In order to ensure adequate time for the preparation, reviews and approval signature of the final CTC book item reports, please provide required documents according to the deadlines described in Attachments 1 and 2. Submittals that meet these time lines will be processed for the targeted CTC meeting. Exceptions to these requirements must be approved by the Chief of the Office of Project Support and by the Chief of the Office of CTC Liaison.

Please continue to use the Project Development Procedures Manual for more detailed information on Route Adoptions and New Public Road Connections. Attachment 3, CTC 2015 Preparation Schedule, contains the Final Agenda Language and Final Book Item due dates for the remainder of this year. The Office of CTC Liaison in the Division of Transportation Programming develops the CTC preparation schedules. Please check this website, www.dot.ca.gov/hq/transprog/ctcliaison.htm, for future material due dates. We hope this information will assist you in planning submittals and meet your project delivery deadlines.

If you have any questions, please call Linda Fong, Chief, Office of Project Support at (916) 653-8559.

Attachments

   (1) Submittal Package for Route Adoptions
   (2) Submittal Package for New Public Road Connections
   (3) CTC 2015 Preparation Schedule

c: Design Management Board Associates

“Provide a safe, sustainable, integrated and efficient transportation system to enhance California’s economy and livability.”
Attachment 1
Submittal Package for Route Adoptions

The following documents must be submitted to the Office of Project Support, Division of Design, in order for the Project Support Engineer to prepare the CTC final report which is submitted as the CTC book item. The Project Support Engineer will circulate the book item for reviews and approvals by the Chief, Office of Project Support; the Deputy Chief, Division of Design; the Chief, Division of Design; and the Deputy Director, Project Delivery. District staff must be available to supply additional information and clarify issues during the preparation of the CTC report. CTC 2015 Preparation Schedule with due date information can be found at the following location:


Submit the following documents four (4) weeks prior to the “Final Agenda Language” due date:

1. Draft Background section of the Route Adoption book item. No need to submit signature page or draft CTC Resolution.
3. Date that Caltrans approved the CEQA documents. Environmental documents must be submitted to Headquarters Division of Environmental Analysis.
4. If applicable, target date for FHWA approval of the environmental document.
5. Draft Freeway or Controlled Access Highway agreements (optional). Note: Agreements cannot be executed by the local agency until the CTC has approved the Route Adoption.
6. Final Route Adoption Map.
7. Vicinity or Location Map.

Submit the following documents by the “Final Agenda Language” due date:

1. An electronic copy of the signed Final Project Report:
2. Source of Funding. If applicable, identify programming by fiscal year.

Sample Route Adoption Book Items are available at:
humanitarian fortunately

https://design.onramp.dot.ca.gov/route-matters-and-freeway-agreements

Two samples are being provided to show that range of information provided in book items depend on complexity of projects.
Attachment 2
Submittal Package for New Public Road Connections

The following documents must be submitted to the Office of Project Support, Division of Design, in order for the Project Support Engineer to prepare the CTC final report which is submitted as the CTC book item. The Project Support Engineer will circulate the book item for reviews and approvals by the Chief, Office of Project Support; the Deputy Chief, Division of Design; the Chief, Division of Design; and the Deputy Director, Project Delivery. District staff must be available to supply additional information and clarify issues during the preparation of the CTC report. CTC 2015 Preparation Schedule with due dates information can be found at the following location:


Submit the following documents four (4) weeks prior to the “Final Agenda Language” due date:

1. Draft Background section of the New Public Road Connection book item. No need to submit draft signature page or draft CTC Resolution.
   a) FHWA approval of the connection to Interstate facilities, if applicable.
   b) FHWA approval of the disposal of access rights if Federal funds were used to purchase right of way.
   c) Address Value Enhancement issues.
3. Date that Caltrans approved the CEQA documents. Environmental Documents must be submitted to Headquarters Division of Environmental Analysis.
4. Resolution from local agency requesting the new public road connection.
5. Vicinity Exhibit.

Submit the following documents by the “Final Agenda Language” due date:

1. An electronic copy of the signed Final Project Report:
2. Source of Funding. If applicable, identify programming by fiscal year.
4. Two signed copies of the Freeway or Controlled Access Highway agreements executed by the local agency (See Project Development Procedures Manual Chapter 24 for approval procedures) and an extra exhibit map.
5. Either a certified copy of the resolution or minutes from the local agency authorizing execution of the freeway or controlled access highway agreement.
6. Documentation of funding commitment by local agency or third party.

Sample New Public Road Connection Book items are available at:
https://design.onramp.dot.ca.gov/route-matters-and-freeway-agreements

Two samples are being provided to show that range of information provided in book items depend on complexity of projects.
# 2015 Preparation Schedule

**California Transportation Commission (CTC) Meetings**

**Agenda Items Due Dates**

Prepared by:

**Office of CTC Liaison**

Division of Transportation Programming

California Department of Transportation

[http://www.dot.ca.gov/hq/transprog/ctcliaison.htm](http://www.dot.ca.gov/hq/transprog/ctcliaison.htm)

Updated: November 2014

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<tr>
<th>2015 California Transportation Commission (CTC) Meeting Schedule</th>
<th>Local Agency Submits Off System Funds Requests, Program Amendments, and Time Extensions to Caltrans Districts (and CTC Staff for Prop 116 Rail)</th>
<th>District Submits Off System and On System Requests to HQ Divisions</th>
<th>HQ Divisions Submit Final Off System and On System Requests to Budgets</th>
<th>Final Agenda Language Due From HQ Divisions to Office of CTC Liaison</th>
<th>Final Book Items Due from HQ Divisions to Office of CTC Liaison</th>
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<tr>
<td><strong>Date/Time:</strong></td>
<td>10:00 AM</td>
<td>10:00 AM</td>
<td>5:00 PM</td>
<td>10:00 AM</td>
<td>10:00 AM</td>
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<tr>
<td><strong>Location:</strong></td>
<td>District &amp; CTC</td>
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- Jan 22 - Sacramento Area: Mon, Nov 24, 14, Mon, Dec 1, 14, Mon, Dec 8, '14, Wed, Dec 17, '14, Fri, Dec 19, '14
- March 25 - 26 - Orange County: Mon, Jan 26, 15, Mon, Feb 2, 15, Mon, Feb 9, '15, Wed, Feb 18, '15, Thu, Feb 26, '15
- May 27 - 28 - Fresno Area: Mon, Mar 30, 15, Mon, Apr 6, 15, Mon, Apr 13, '15, Wed, Apr 22, '15, Thu, Apr 30, '15
- June 24 - 25 - Sacramento Area: Mon, Apr 27, 15, Mon, May 4, 15, Mon, May 11, '15, Wed, May 20, '15, Thu, May 28, '15
- October 21 - 22 - Bay Area: Mon, Aug 24, 15, Mon, Aug 31, 15, Fri, Sep 4, '15, Wed, Sep 16, '15, Thu, Sep 24, '15

*No Scheduled Meeting for: February, April, July, September and November*

9/7 - Holiday, moved to Friday 9/4