Memorandum

To: ALL DEPUTY DIRECTORS
   ALL PROGRAM MANAGERS
   ALL DISTRICT DIRECTORS
   ALL REGIONAL/DISTRICT DIVISION CHIEFS
       Design, Planning, Program/Project Management

From: DEPARTMENT OF TRANSPORTATION
      DESIGN AND LOCAL PROGRAMS
      Mail Stop 28

Subject: CTC Action on Route Adoptions and New Public Road Connections

The Office of Project Development Procedures in Design and Local Programs currently processes and prepares reports to the California Transportation Commission (CTC) that recommend approval of Route Adoptions and New Public Road Connections. The CTC’s expectation is that the Department has completed all the necessary steps which allow the CTC to take action on Route Matters. Additionally the Department must convey information on the project and on our recommendations in a clear and concise manner in a book item that is submitted to the CTC. In order to ensure adequate time and information to prepare the CTC documents, please provide documents according to the deadlines described in Attachments 1 and 2. Submittals that meet these time lines will apply to the November 2000 CTC meeting. Exceptions to this requirement must be approved by the Program Manager of Design and Local Programs.

Continue to use the Project Development Procedures Manual for more detailed information on Route Adoptions and New Public Road Connections. Attachment 3 contains the CTC agenda item due dates for the remainder of the year. This schedule is developed by the Office of CTC in liaison with Transportation Programming. Please check this website, www.dot.ca.gov/hq/transprog/ctcliaison/ctcinfo.htm, for future material due dates. We hope that this information will assist you in planning submittals so that project deliveries are met.

If you have any questions, please call Mary Beth Herritt, Acting Chief, Office of Project Development Procedures at (916) 653-4166 or at CALNET 453-4166.

ROBERT L. BUCKLEY
Program Manager
Design and Local Programs

Attachments:

1. Submittal Package for Route Adoptions
2. Submittal Package for New Public Road Connection
3. Year 2000 CTC schedule
The following documents must be submitted to Office of Project Development Procedures in order for the Project Development Procedure Engineer to prepare the CTC report which is submitted as the CTC book item. The Project Development Procedure Engineer will circulate the book item for review and approval by Caltrans Legal; the Program Manager for Design and Local Programs; Programming; and the Deputy Director, Project Development. District staff must be available to supply additional information and clarify issues during the preparation of the CTC report. Information can be found at the following websites:


*Submit the following documents six (6) weeks prior to the final date that agenda items are submitted to CTC Liaison:

1. Draft Project Report and the target date for approval of the Project Report.
2. Date that Caltrans approved the CEQA documents. Environmental documents must be submitted to Headquarters Environmental Program.
3. If applicable, target date for FHWA approval of the environmental document.
4. Draft Freeway Agreements (optional). Note: Freeway Agreements cannot be executed by the local agency until the CTC has approved the Route Adoption.
5. Final Route Adoption Map.
6. Vicinity Exhibit.

Submit the following documents by the due date for CTC agenda items:

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

* Submittals for the November 2000 CTC meeting will be required two (2) weeks prior to the final date that agenda items are due. The submittal date for these items will be September 26, 2000.
Attachment 2

Submittal Package for New Public Road Connections

The following documents must be submitted to Office of Project Development Procedures in order for the Project Development Procedure Engineer to prepare the CTC report which is submitted as the CTC book item. The Project Development Procedure Engineer will circulate the book item for review and approval by Caltrans Legal; the Program Manager for Design and Local Programs; Programming; and the Deputy Director, Project Development. District staff must be available to supply additional information and clarify issues during the preparation of the CTC report. Information can be found at the following websites:


*Submit the following documents six (6) weeks prior to the final date that agenda items are submitted to CTC Liaison:

1. Draft Project Report or New Connection Report. Target date for approved report. The Project Report must address the following issues.
   a) FHWA approval of the connection to Interstate facilities.
   b) FHWA approval of the disposal of access rights if Federal funds were used to purchase right of way.
   c) Address Value Enhancement issues.
2. Date that Caltrans approved the CEQA documents. Environmental Documents must be submitted to Headquarters Environmental Program.
3. Resolution from local agency requesting new public road connection.
4. Vicinity Exhibit.

Submit the following documents by the due date for CTC agenda items:

1. A signed copy of the Final Project Report:
2. Source of Funding. If applicable, identify programming by fiscal year.
4. 2 signed copies of the Freeway Agreement executed by local agency (See PDPM 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 agreements.
6. Documentation of funding commitment by local agency or third party.

* Submittals for the November 2000 CTC meeting will be required two (2) weeks prior to the final date that agenda items are due. The submittal date for these items will be September 26, 2000
## TENTATIVE 2000 SCHEDULE
### CALIFORNIA TRANSPORTATION COMMISSION MEETING MATERIAL SUBMITTALS

**PROGRAM AMENDMENTS / FUND REQUESTS**  
**FINAL AGENDA LANGUAGE / FINAL BOOK ITEMS**

### DUE DATE SCHEDULE
- Dates Subject to Change  
- All Items Due by 5:00 pm

**As of: December 14, 1999**

<table>
<thead>
<tr>
<th>Meeting Month</th>
<th>GTC Meeting Date</th>
<th>Program Amendments &amp; Fund Requests Due</th>
<th>Program Amendments &amp; Fund Requests Due</th>
<th>Final Agenda Items Due</th>
<th>Final Book Items Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>April</td>
<td>No Meeting</td>
<td>No Meeting</td>
<td>No Meeting</td>
<td>No Meeting</td>
<td>No Meeting</td>
</tr>
<tr>
<td>May</td>
<td>Wednesday-Thursday, May 10-11, 2000</td>
<td>Friday, March 10, 2000</td>
<td>Tuesday, March 28, 2000</td>
<td>Friday, April 14, 2000</td>
<td>Monday, April 24, 2000</td>
</tr>
<tr>
<td>June</td>
<td>Wednesday-Thursday, June 14-15, 2000</td>
<td>Friday, April 14, 2000</td>
<td>Tuesday, May 2, 2000</td>
<td>Friday, May 19, 2000</td>
<td>Tuesday, May 30, 2000</td>
</tr>
<tr>
<td>July</td>
<td>Wednesday-Thursday, July 18-20, 2000</td>
<td>Friday, May 19, 2000</td>
<td>Tuesday, June 6, 2000</td>
<td>Friday, June 23, 2000</td>
<td>Monday, July 3, 2000</td>
</tr>
<tr>
<td>September</td>
<td>Thursday-Friday, Sept 28-29, 2000</td>
<td>Friday, July 28, 2000</td>
<td>Tuesday, August 16, 2000</td>
<td>Tuesday, September 5, 2000</td>
<td>Monday, September 11, 2000</td>
</tr>
<tr>
<td>October</td>
<td>No Meeting</td>
<td>No Meeting</td>
<td>No Meeting</td>
<td>No Meeting</td>
<td>No Meeting</td>
</tr>
<tr>
<td>November</td>
<td>Wednesday-Thursday, Nov 1-2, 2000</td>
<td>Friday, September 1, 2000</td>
<td>Tuesday, September 18, 2000</td>
<td>Tuesday, October 10, 2000</td>
<td>Monday, October 16, 2000</td>
</tr>
<tr>
<td>December</td>
<td>Wednesday-Thursday, Dec 6-7, 2000</td>
<td>Friday, October 6, 2000</td>
<td>Tuesday, October 24, 2000</td>
<td>Thursday, November 8, 2000</td>
<td>Friday, November 17, 2000</td>
</tr>
</tbody>
</table>

---

* Fund Requests Due to Programming/Budgets by 8:00 am
* Program Amendment Requests Due to Transportation Programming by 9:00 am  
** Final Agenda Items Due and Final Book Items Due to Office of CTC Liaison by 5:00 pm.

---

**Note:** Applications and Application Amendments for all Proposition 115 Rail and Waterborne Ferry Projects are processed by CTC Staff, and are due to the Commission sixty days prior to the CTC Meeting.

---

**Note:** Allocations and Allocation Amendments for Intercity Rail Projects are reviewed by CTC Staff prior to processing by Caltrans.