

800 Lincoln Way, Ames, IA 50010

515-239-1289  
Fax: 515-817-6645

October 1, 2009

Dear City Clerk:

The Office of Transportation Data is beginning its 2009 update of the city street data. This includes the update of your city's street map and the data related to roadway characteristics. This information is utilized in many current programs affecting your city, such as traffic accident reporting and location, federal functional classification, planning studies, project location studies, and traffic flow maps. In addition, the increased interest in Geographic Information Systems (GIS) and Linear Referencing Systems (LRS) has created an environment in which mapping and database updates are of critical importance. These systems are used in applications such as Emergency Response Management, as well as, providing more efficient methods to collaborate information and resources throughout the state.

In order to better serve this increased interest, this office has been involved in many efforts to improve the roadway information. Your city may have recently been contacted from within this office related to your map information. Although you may not see all those changes reflected in the enclosed version, this information is being updated and any changes you have provided will be addressed in the near future. We prefer that you include those changes with this submission to assure that they are addressed and that this yearly submittal contains all the changes.

We are also requesting information related to bicycle and pedestrian facilities that are adjacent to public roadways. This applies most importantly to all streets you are adding. Also, if bicycle and pedestrian data exists for current streets that you have not submitted previously, please submit that along with the new street data. Due to the increasing number of miles of bicycle and pedestrian facilities throughout the state, it is important to maintain an inventory of these facilities. The Federal Highway Administration requires every transportation agency to make accommodations for bicycling and walking a routine part of their planning, design, construction, operations and maintenance activities. Instructions have been included for collecting information on these facilities. In addition to newly constructed streets, if your city has a database of this information for the entire city street system, it would be greatly appreciated if you could provide it.

A copy of your city's map is enclosed for your use in submitting any additions, deletions, corrections or changes that have occurred in this calendar year. The map has the streets color coded to help identify the different jurisdictions:

- Red are primary or state owned roads
- Brown are park & institutional roads
- Pink are secondary or county owned roads (we consider all roads on the corporation line as secondary)
- Black are city streets

**Please review the map carefully for any information not submitted in previous years.** For your convenience you may also access these maps and forms online at our [www.iowadotmaps.com/cityupdates](http://www.iowadotmaps.com/cityupdates) website. Please keep the following procedures in mind when reviewing the map:

- Only streets that are or will be open to traffic by January 1, 2010, and maintained by the city **or** farm to market streets maintained by the county in cities under 500 in population should be identified on the map. Private streets **should not** be identified or included on the map. If you have streets being constructed and the expected date of completion is after November 6, 2009, and before January 1, 2010, please identify the locations and note them as “to be built” on the map.
- When making changes to the paper map, please use a colored pen or pencil for easy identification.
- Note locations of new streets on the map and include detailed information such as subdivision plats or street plans when returning the information to us. It is important that sufficient information is included in order to accurately locate and depict them on the map. Street plans showing centerline information, curve data and the relative location from existing streets are sufficient in most cases.
- Complete the Street Data Form for each new street identified. An Excel spreadsheet for the Street Data Form is available for download at the site listed above. The spreadsheet has been developed to allow users to quickly select the required roadway characteristics by using pull down menus.
- If plats or plans are unavailable, please draw the added streets on the map with street names, lengths, and distances noted from adjacent streets and any other information that will assist us in accurately placing these streets on our maps. If available, you may enclose aerial photos of the area with a scale showing the new street. If you are sending us your own city map, please indicate somewhere on our paper map or your map any changes that we need to make as we do not have the time to do the checking of the maps to locate the differences.
- Please review the street names on the enclosed map for accuracy in corresponding to the named E-911 system. If the street name shown is not the E-911 name please make a notation on the map giving the correct name. For our purposes, the E-911 name we need includes a prefix or suffix to the street name if applicable. Also, if the E-911 name and the signed street name are different we would like to have this noted clearly.
- Lastly, we would appreciate your assistance in verifying the accuracy of corporate limits and railroads shown on the map. Please make necessary changes on the map with a colored pen or pencil and include a general date when this change occurred. Please provide supporting documentation for annexations or other corporate limits changes such as resolutions along with acknowledgment letters from the Secretary of State’s Office.

Electronic maps in AutoCAD, MicroStation or shape file format may be submitted on a disk or by attaching it to an e-mail and sent to [Willis.Samuell@dot.iowa.gov](mailto:Willis.Samuell@dot.iowa.gov). **Please mark your changes on the electronic map or the enclosed paper map** and return it along with the attached form and all completed Street Data Forms, prior to November 6, 2009.

If after examining the map you find it to be up-to-date, complete the contact information on the attached sheet, sign the form to verify that the map needs no changes and return it to this office. A self-addressed mailing label is enclosed for your convenience when returning these items. If you have any questions, please contact me at 515-239-1565 or email [Willis.Samuell@dot.iowa.gov](mailto:Willis.Samuell@dot.iowa.gov).

Sincerely,

A handwritten signature in black ink that reads "Bill Samuell". The signature is written in a cursive style with a large, prominent "B" and "S".

Bill Samuell  
Office of Transportation Data  
Planning and Programming Division

WS:jm  
Enclosure  
cc: District Transportation Planner

Please complete the following information and return by e-mail to:  
Willis.Samuell@dot.iowa.gov

Or mail to:  
Iowa Department of Transportation  
Attn: Bill Samuell  
Office of Transportation Data  
800 Lincoln Way, Bldg.5  
Ames, IA 50010

A mailing label is attached for your convenience.

City of: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Daytime phone: \_\_\_\_\_ Hours: \_\_\_\_\_

Mayor: \_\_\_\_\_

Daytime phone: \_\_\_\_\_ Hours: \_\_\_\_\_

Please check if appropriate:

Our city map, which you provided, needs no changes and reflects the transportation system and correct corporate limits as of January 1, 2010.