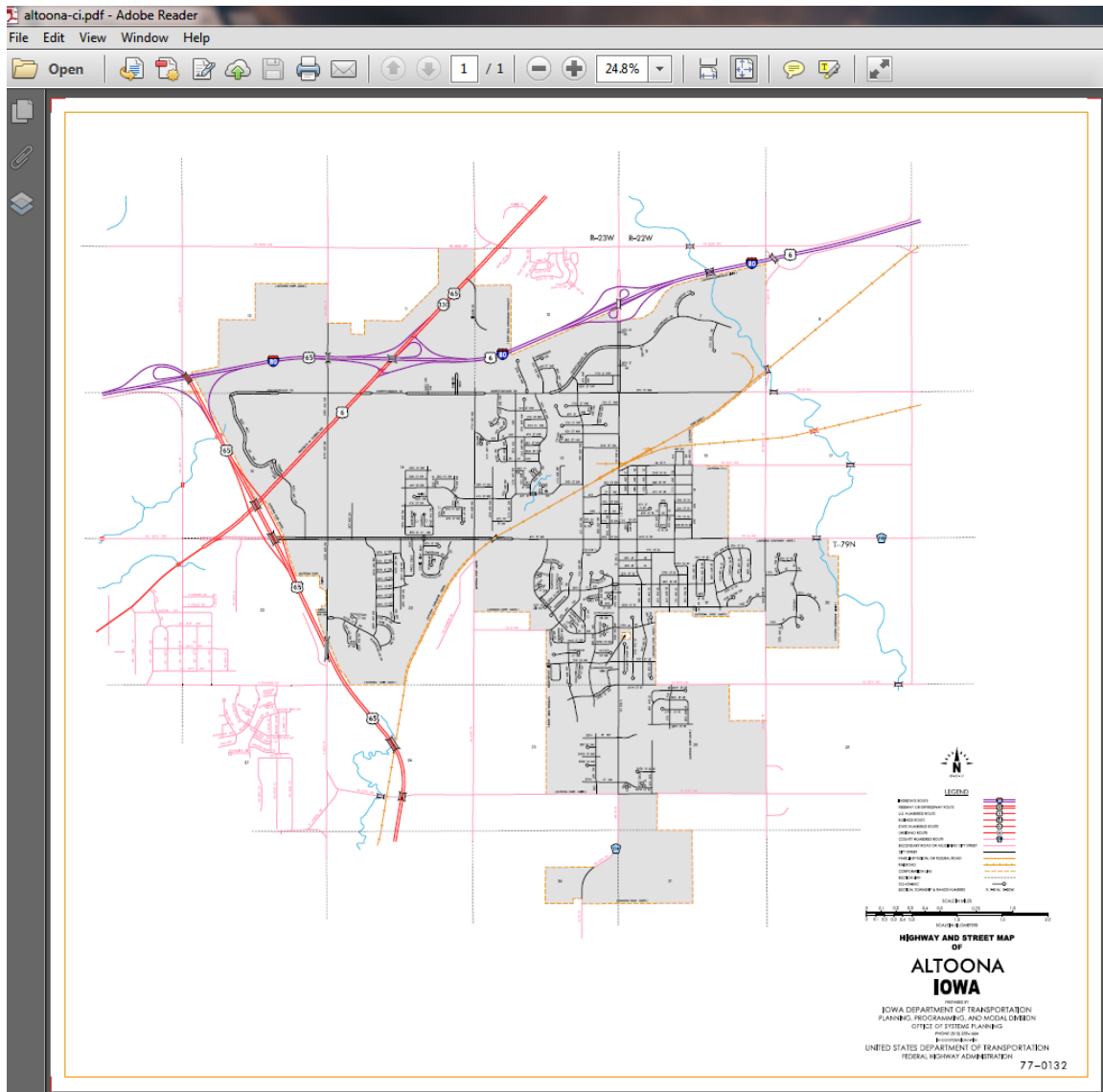


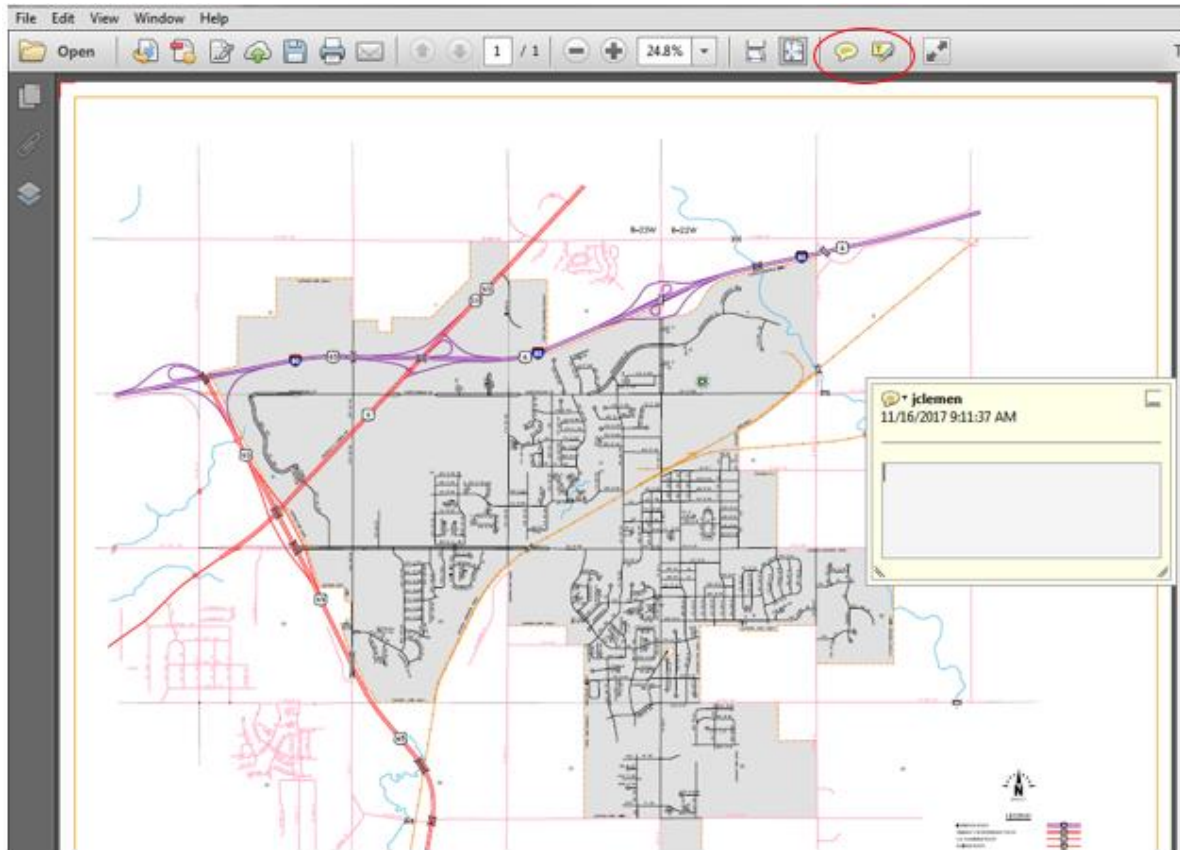
## 2017 MAP & DATA UPDATE INSTRUCTIONS

\*The changes provided should reflect the system as it exists on December 31, 2017\*

- Go to: <https://iowadot.gov/analytics/analytics-home>
- After locating your city – save the PDF to your local machine.
- Utilize Adobe Acrobat Reader to open and edit the PDF.



Use the Acrobat comment and highlight tools to indicate changes or comments by clicking in a central location for the section of route you are referencing:



### **TYPE OF UPDATES:**

- **NEW CONSTRUCTION**
  - Highlight the section of new road on the map
  - Add a comment box stating:
    - E911 Street Name
    - **State the date the road work was completed/open to traffic**
    - Surface type and thickness
    - Base type and thickness
    - Sub-base type and thickness
    - Project number
  - Provide a copy of the pavement typicals or road details from the construction plans
  - Examples: 3" AC RES, 4" RSSB-6" ATB-3" ACS, 7" PCC
- **ROAD ALIGNMENTS**
  - Highlight location of new alignment
  - Add a comment box stating:
    - E911 Street Name

- **State the date the road work was completed/open to traffic**
  - Surface type and thickness
  - Base type and thickness
  - Sub-base type and thickness
  - Project number
- **CORRECTIONS IN SURFACE TYPE**
  - If the surface type given on the map is not correct:
    - Highlight section of road
    - Add a comment box stating the correct surface type and thickness
- **CLOSED ROADS**
  - **Vacation:**
    - Highlight section of vacated road
    - Add comment box stating:
      - **“Vacated”**
      - Date of vacation
    - **Provide a copy of the dated resolution for the vacated road**
      - If legal documentation is not received, we cannot legally vacate the road
  - **Legal Not Open:**
    - Highlight section of road
    - Add comment box stating:
      - **“Legal Not Open”**
      - Date road status changed
- **INCORPORATED AREAS**
  - If inaccurate, provide annexation documents
- **BRIDGES**
  - All bridges with a length of 20 feet or more are located on the map
  - **The structure inventory on these maps is reflected as of 9/12/2017**
  - To display FHWA numbers on the map:
    - Locate and turn on layer “tdCoStrucSecFHWA Num”
    - FHWA numbers will be displayed in purple for each structure
  - Highlight inventory changes for new, replacement or removed structures that have not been previously submitted as changes to the inventory
  - Add comment box stating the inventory change reason
  - Please see “Form 107 Instruction Guide for Bridge Inventory Updates” to complete the bridge inventory update process
- **OTHER CHANGES**
  - Highlight the area on the map
  - Add a comment box stating change
  - State the date the change was completed/open to traffic.
- **NO CHANGE**
  - Submit email to [Hermes.Diaz@iowadot.us](mailto:Hermes.Diaz@iowadot.us) stating there are no changes.

You may also complete the attached Excel Spreadsheet, City Inventory Form, with the following field descriptions and drop down menus to provide more detailed information:

- Facility Type
- Median Type
- Median Width
- Number of Lanes
- Lane Type
- Type Area
- Inventory Description
- Length of Segment
- Surface Type
- Surface Width
- Shoulder Type Left and Right
- Speed Limit
- Shoulder Width Left and Right
- Curbed Left and Right
- Rumble Left and Right
- Commercial/Industrial/Recreational Access
- Type Parking