

# Regional Functional Classification - Change Request Process

## Regional Functional Classifications

The functional classification system consists of four classes of roadways within the seven-county metropolitan area - principal arterials (which include Interstate freeways), minor arterials, collector streets and local streets.

The regional functional classification system consists of two layers: **existing** roadways and **planned** roadways. Requests can be submitted for changes to either layer.

**Planned** roadways can be unconstructed segments on new alignments or can overlay an existing functional class road. Both show the future functional class of the roadway.

Local units can submit a roadway for Regional Solicitation fund projects in either the existing OR the planned classification. Mn/DOT and FHWA reports will include only the existing functional classifications.

Only government agencies may submit change requests and only for roadways which are under their jurisdiction.

## Submitting a Functional Classification Change Request

Requests for changes to roadway functional classification must be submitted using the [functional class change request form](#). The requests will be reviewed by Met Council staff and sent to the TAC Planning Committee for consideration. Approved changes will continue through TAC and TAB committees. Changes to the principal arterial system must also be approved by the full council.

Completed request forms can be returned to:

Bob Paddock  
Senior Transportation Planner – MTS  
[bob.paddock@metc.state.mn.us](mailto:bob.paddock@metc.state.mn.us)

*For efficient processing, completed forms should be sent via email if possible. Hard copies can be mailed to:*

Bob Paddock – MTS  
Metropolitan Council  
390 N Robert St  
St Paul MN 55101

A map highlighting the roadway location is required for all requests.

## Contacts

For general questions about the functional class system contact **Bob Paddock**

651-602-1340  
[bob.paddock@metc.state.mn.us](mailto:bob.paddock@metc.state.mn.us)

For questions regarding the status of a request or for help with mapping requests contact **Rachel Wiken**

651-602-1572  
[rachel.wiken@metc.state.mn.us](mailto:rachel.wiken@metc.state.mn.us)

Detailed information and instructions for completing the [Functional Class Change Request Form](#) on next page.

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## Completing the Request Change Form

*ID numbers will be assigned by Met Council staff as requests are received. Leave field blank.*

**Roadway Name:** Include full roadway names in addition to county and MSA numbers.

**Functional Classification Information:** Please provide the regional functional class for both the current and requested classification of the road.

Principal Arterial	A-Minor Augmentor
B-Minor	A-Minor Reliever
Major Collector	A-Minor Expander
Minor Collector	A-Minor Connector
Undesignated/Local	

Information about the regional functional class and maps of current functional classifications can be found on the Met Council Transportation Planning website.

<http://www.metrocouncil.org/planning/transportation/FuncRdwyClass/index.htm>

If requesting a planned alignment, include a short description under **Contingent Conditions** explaining requirements for the road to change from planned to existing in the future.

### Request Information:

Requests which are connected and could not be logically approved individually are dependent requests. Indicate the names of dependent requests under **Request Information**.

For our review process, each request may only have one current functional classification. If a roadway is not a single functional class throughout its length, please split the segment into several requests based on current functional class. If these dependant requests are noted and it is applicable, a single **Purpose of Change / Supporting Criteria** can be completed for all requests to the same roadway.

For any request which crosses a jurisdictional boundary, a **letter of support** is required from the neighboring city/county. For roads which function as municipal boundaries, a letter of support from the adjacent city/township, or a document showing which has jurisdiction for the segment in question, is required.

For requests changing to undesignated/local or collector classifications, the **Purpose of Change** section does not need to be filled out.

**Typical Characteristics** are not required for any change but are helpful in evaluating the request.

**Map:** Please submit a map highlighting the request. Adjacent requests can be combined onto a single map if each is clearly labeled.

**Contact Information** must be submitted for each request.

### Additional Information

**Technical Corrections** – If the request is addressing a technical correction (ex. small segment missing, previously approved request not included on the map, etc.) include a short explanation under **Purpose of Change**. Additional information is not required.

*Note: If our staff does not agree that this is a technical correction, the request may be returned for Supporting Criteria.*

**Connectivity** – The Functional Classification system should maintain connectivity.

1. Intersection – Classifications of roads should only change at intersections with other functional class roads.
2. Boundary – Classifications should remain consistent across jurisdictional boundaries. Obtain a letter of support from adjacent communities to continue the request into their jurisdiction or truncate the request to another functional class road.
3. Dead Ends – Functional class roads should not end on local streets or dead end.
4. Exceptions – There are exceptions in the system (ex. a dead end collectors which connect to major parks or employment centers), but a supporting explanation is required if the request does not follow regular connectivity guidelines.