



Functional Classification Change Request

Checklist (Form 2373)

Introduction:

This form is intended for TxDOT Districts who submit a Functional Classification (FC) change outside of a Metropolitan Planning Organization (MPO) boundary or work with an MPO to address an FC change within an MPO boundary. TxDOT Districts should complete, sign, and include this form as a cover to the submittal package when requesting an FC change to the Transportation Planning and Programming Division (TPP). Each section lists the required items to be included in all FC change requests within and outside of MPO boundaries. Requests will only be reviewed and processed by TPP once all required items have been submitted.

Additional resources:

For more information on FC and to download the required documents, please visit the Transportation Planning and Programming [TPP FC Sharepoint](#) platform.

For questions or comments, please contact the TPP Division at TPP_FC@txdot.gov. The TPP Statewide Planning Branch will monitor this Inbox and respond to questions or comments. If you do not receive an initial response acknowledging receipt of the FC submittal package within two (2) business days, please contact the TPP Statewide Planning Branch Manager or the TPP Systems Planning Section Director.

A copy of this Checklist, signed by the Transportation Planning and Development Director (TP&D) for each TxDOT District, must be included with your FC change request package. A signature line (DocuSign) is included at the end of Section 3.

Section 1: Cause of Functional Classification change request

FC changes may occur in one or more of the following scenarios. Please select all that apply to your request.

- New roadway(s) built or extended
- Traffic patterns or volumes change
- Existing roadway(s) realigned or reconstructed
- Land use patterns change

Section 2: FC Change within or outside MPO boundary

FC changes may occur in one of the following scenarios. Please select which applies to your request.

- FC change **within** MPO boundary
- FC change **outside** MPO boundary

Section 3: FC Change Request Package Items and Requirements

For FC Changes **within** MPO boundaries, the MPO submits the FC change request package to the corresponding TxDOT District. The FC change request package must include the items listed below as applicable upon submittal. The corresponding TxDOT District then submits the complete package to TPP_FC@txdot.gov.

For FC Changes **outside** MPO boundaries, TxDOT District staff submits an FC change request package to the TPP Division. The FC change request package must include the items listed below as applicable upon submittal to TPP_FC@txdot.gov.

Select items included in your FC change request package.

A list of changes (see **Table 1** for a template of the required information)

Rationale for each FC change (as indicated in the **Table 1** template)

Draft District or MPO map(s) clearly depicting proposed change(s)

Urban boundary

Current development (aerial photo, [Google Street View](#))

Land use

Major traffic generator(s)

Roadway(s) for which a FC change is being requested and most current AADT

Existing roadways with associated FC hierarchy and most current AADT

Official TPP FC Map (to request map, click [here](#))

Letter of support from city or county or MPO resolution (other backup documents such as meeting minutes or agendas can be included)

FC change request email to TPP_FC@txdot.gov

In addition to the items listed above, the following information are required for FC changes on proposed or upgraded roads. **Select items included in your FC change request package, along with supporting documentation.**

Outside MPO boundary:	Latest approved STIP entry	Within MPO boundary:	Latest approved STIP entry
	UTP entry		TIP (MTP or UTP) entry
	Estimated open to traffic date		Estimated open to traffic date
	Estimated let date		Estimated let date

Is the FC change associated to a project already included in the STIP / TIP or UTP? Yes No

If you answered yes to the previous question, enter the corresponding CSJ(s) on the following line. You may include this information as an attachment if more space is needed.

List FC changes following the Table 1 template, **to be included in the Change Request email to TPP_FC@txdot.gov**.

Table 1: List of FC changes included in request package (example template)

Map ID	Roadway	From	To
1			
	Existing FC	Proposed FC	Length (mi)
	Project Information (if applicable): 350 character limit		
	Rationale for FC change:		
	<i>Detailed justification and context for the FC change requested:</i> 350 character limit	<i>(Example: FM 1171 will improve east-west mobility and connectivity in southwest Denton County, while also providing access to the Texas Motor Speedway.)</i>	

Map ID	Roadway	From	To
2			
	Existing FC	Proposed FC	Length (mi)
	Project Information (if applicable): 350 character limit		
	Rationale for FC change:		
	<i>Detailed justification and context for the FC change requested:</i> 350 character limit	<i>(Example: FM 1171 will improve east-west mobility and connectivity in southwest Denton County, while also providing access to the Texas Motor Speedway.)</i>	

If there are more roadway segments associated with this FC change request, please click the link for [additional table\(s\) as an attachment](#).

Note: Examples on how to fill out this table are included in the SOP, included in the [TPP FC SharePoint](#) page.

I have reviewed this FC change request package and concur with the recommendation(s). All required documents are included.

District TP&D Approval
[DocuSigned by:]

_____ Date