

Frequently Asked Questions

1. What is the purpose of the FC Change Request Package?

The FC Request aims to classify or reclassify road segments to improve access and mobility. The FC Change Request Package serves the purpose of documenting and formalizing requested changes to the functional configuration of a system or project. It helps ensure that any modifications to the functional configuration are thoroughly evaluated and approved before implementation, thereby maintaining the integrity and reliability of the system or project.

2. What should I include in a complete FC Change Request Package?

A complete FC Change Request Package will include a completed and signed [FC Change Request Form 2373](#) and supporting documentation. Supporting documentation includes an official TxDOT TPP FC Request Map, STIP documentation, and detailed project information and traffic data. Other programming documents (e.g., MTP, TIP, UTP) should also be included, along with documents that demonstrate local, county, and/or MPO support for the FC change (e.g., resolutions, meeting minutes, letters).

3. How do I request an official TxDOT TPP FC Request Map?

First, you and/or the MPO should produce your own map. Then, to request an official TPP FC map, go to [Map Request](#). Note that the production of a map may require at least three weeks. Be sure that the FC Request Map you receive from the TPP Roadway Inventory Branch matches the request you are making and any maps you and/or a MPO produce.

4. How recent should my STIP documentation be?

STIP documentation should show approval of the project and be from the most recent STIP year as possible.

5. Can I treat a FC change request for a new segment of roadway the same as a FC change request for an existing roadway?

No, please treat FC change requests for a new segment of roadway differently from FC change requests for existing roadways. For example, if your request is associated with a roadway realignment or extension project, be sure to distinguish between the segment(s) of existing roadway that are being reclassified and the segment(s) of new roadway that will be constructed and classified for the first time. Within the same Form 2373, you will need to complete separate Table templates for each segment being reclassified and classified. New roadway segments should be described accordingly (e.g., "IH 20 Frontage Road (new segment)"). They will be ascribed a proposed functional classification by FHWA until the roadway is open to traffic.

6. What should I do if the lengths of road segments for eastbound and westbound / northbound and southbound directions differ?

FC change requests for a roadway with eastbound and westbound / northbound and southbound segments that differ in length should treat each segment as distinct requests. Within the same Form 2373, you will need to complete separate Table templates for each segment being reclassified or classified. The lengths of each

segment should be measured and indicated separately (e.g., IH 20 Eastbound Frontage Road – 0.5 miles, and IH 20 Westbound Frontage Road – 0.8 miles).

7. Where can I find official TxDOT references to help me complete my FC Change Request Package?

The [TPP FC SharePoint](#) platform provides FC Change Request documents and forms, as well as links to federal resources. You should also use the [Statewide Planning Map](#) to examine the FC system around the roadway(s) where you are requesting FC changes, measure lengths of roadway segments, understand current and proposed FC, and more.

8. Does a FC Change Request need to be associated with a project and CSJ number? Can we use an old CSJ for a new project?

No, a FC change request could be triggered by a change in traffic or land use that has little or nothing to do with a project and there will be no CSJ number associated with it. If a FC change request is needed due to a project, the request must include information about the project, as well as the project’s CSJ number. The CSJ number should be consistent throughout the FC Change Request documentation. In both cases, do not use old CSJ numbers for new requests.

9. How does the process work after the FC Change Request Package is submitted?

After the FC Change Request Package is submitted, TxDOT TPP reviews the documentation. If all supporting documentation are approved by TPP, then TPP will request approval of the package from FHWA. Upon FHWA's approval, TPP updates the corresponding changes in the Statewide Planning Map and Districts update TxDOT Connect.

10. Can FC updates be made between Census years?

Yes, FC updates and change requests can be made at any time that there is a change in traffic or land use that warrants a change in FC.

11. Are the FC and Road Designation processes the same?

No, each process should be treated differently. However, the timing of each can occur in parallel or in sequence. It is preferable to have the road designation or redesignation in place prior to requesting a FC change.

Who should I contact with questions?

TPP’s Ibrahim Tembely and Robert Ramirez are available to answer your questions regarding FC change requests. They can also conduct trainings for Districts and MPOs to enhance their understanding of the FC change request process. They can be reached at TPP_FC@txdot.gov.

