

# LOCAL HIGHWAY INVENTORY MANUAL

## 2018

Highway Data Services Bureau  
**New York State Department of Transportation**  
50 Wolf Road, 4-2, Albany, NY 12232  
[www.dot.ny.gov/highway-data-services](http://www.dot.ny.gov/highway-data-services)

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## LOCAL HIGHWAY INVENTORY

The Local Highway Inventory (LHI) is a listing of the more than 95,000 miles of public roadways under the jurisdiction of counties and local governments (cities, towns, and villages) in New York State. Its primary purpose is to document administrative and physical roadway data that are used for a variety of public planning, funding, and legislative purposes at the local, state, and federal levels.

The Local Highway Inventory is drawn from the more comprehensive roadway inventory database maintained by the New York State Department of Transportation (NYSDOT) Highway Data Services Bureau. The full inventory covers all public roadways in the state and forms an integral part of New York State's annual data submission to the Federal Highway Administration (FHWA) Highway Performance Monitoring System (HPMS). HPMS is used to develop the biennial Condition and Performance Report to Congress to utilize in establishing authorizing and appropriating legislation, which ultimately determines the scope, size, and priorities of the Federal-aid Highway Program for each state.

In addition to the fulfillment of annual FHWA and state data reporting requirements, the LHI serves to provide the annual mileage and lane-mileage input to the funding distribution formulas of the Consolidated Local Street and Highway Improvement Program (CHIPS, NYS Highway Law, Article 2, Section 10-c). This role is of critical importance to the local and county governments as CHIPS is a major funding component for local highway programs.

NYSDOT strives to maintain the Local Highway Inventory as an accurate and complete public depository of local roads data in New York State. Maintaining an up-to-date and accurate inventory of such a vast system requires extensive coordination and cooperation between the NYSDOT Main Office, NYSDOT Regional Offices, and city, village, town, and county governments statewide.

### Local Highway Inventory Update Process

An annual update of the Local Highway Inventory is coordinated by the NYSDOT Main Office Highway Data Services Bureau (HDSB). Working through ten of the eleven NYSDOT Regional Offices, the most current Local Highway Inventory listings are distributed to all 57 county governments outside of New York City and the approximately 1600 towns, cities, and villages of New York State. The updates for New York City (NYSDOT Region 11) are handled directly by HDSB. The latest LHI listings, update instructions, certification forms, templates for adding new roads, and other supporting materials are distributed in accordance with the schedule and steps described on the following page.

## August/September

NYS DOT Main Office in Albany distributes annual LHI update documents to NYS DOT Regional Offices

NYS DOT Regional Offices distribute the documents to the municipalities and counties in their Region, including:

- Current LHI listings
- Annual Certification of Local Highway Mileage form
- LHI update Instructions

## September through December

Local officials review, complete, and return LHI documents to NYS DOT Regional Offices

LHI submissions are reviewed by Regions and edited, if necessary

Reviewed LHI submissions are submitted to NYS DOT Main Office

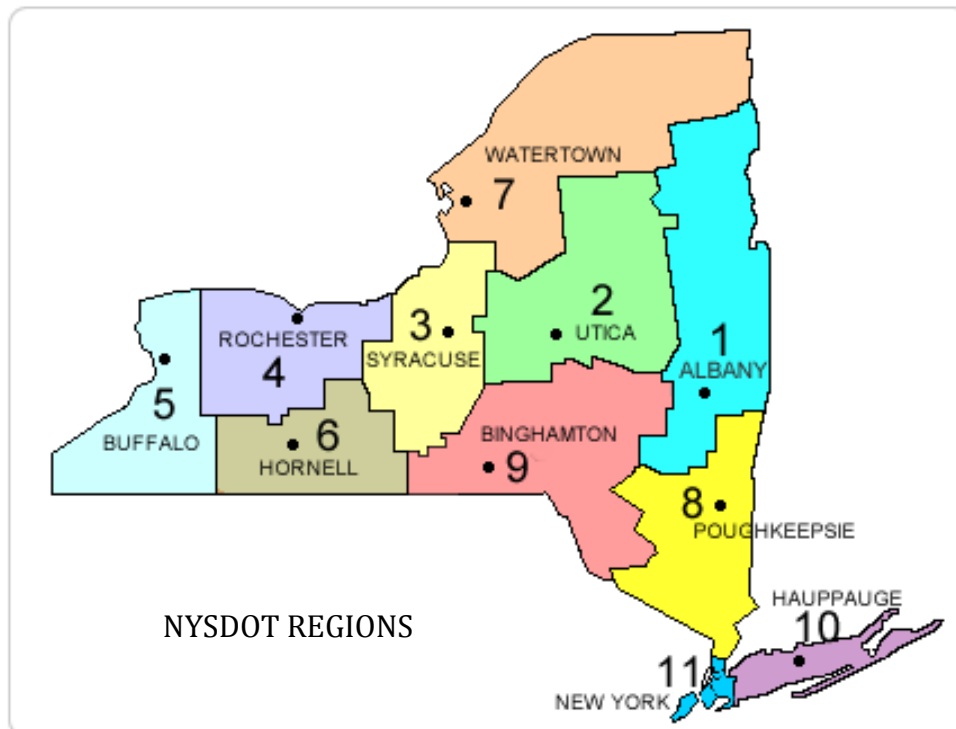
## December through March

Reviewed LHI submissions undergo further review, editing where necessary, and validation before entry into the NYS DOT roadway database

Any requests for additional documents and significant comments are fed back to local governments through the Regions

Selected data reviews occur year-round at the NYS DOT Main Office Highway Data Services Bureau (HDSB)

HDSB updates internal databases and mapping to reflect reported changes and prepare data for annual reporting



## ELIGIBLE ROADWAYS

For the purposes of the Local Highway Inventory, only roadways open-to-the public for motor vehicle traffic are recorded and counted toward state highway funding under the CHIPS program. Auxiliary roadways, privately-owned roadways, and publicly-owned roadways which have restrictions on public travel do not get included in the LHI listings and do not count toward CHIPS allocations.

For inclusion in the Local Highway Inventory, roads must meet each of the following criteria:

- Travel lane mileage is dedicated to motorized through traffic
- The roadway is fully open to public travel without restrictions
- A county, city, town, or village accepts full legal liability and maintenance responsibility

### *Number of Lanes*

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Only through travel lanes dedicated to motorized travel are counted toward the lane-mileage recorded in the LHI. Through lanes are defined as roadway surfaces dedicated to the movement of motorized through traffic from one destination to another, excluding lanes reserved for entering, exiting, turning, or diverging traffic, or for various secondary purposes.

The minimum width to be considered a two-lane road is 16 feet. Roadways less than 16 feet in through travel lane width are counted as one-lane roads regardless of whether two-way traffic is permitted.

The following auxiliary lane types are excluded from the Local Highway Inventory:

- Turning lanes, continuous or exclusive
- Acceleration, deceleration, and merge lanes
- Parking lanes, fire lanes, loading zones, etc.
- Bicycle and pedestrian lanes
- Toll collection lanes
- Shoulders
- Interchange ramps
- Runaway truck ramps

### *Open-to-the-Public Roads*

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Only fully open to the public roads are included in the Local Highway Inventory and are considered eligible for CHIPS funding. Public roads must be owned and maintained by a county, city, town, or village and open to public travel.

Public roads:

- A road or street owned and maintained by a public authority and open to public travel; and
- Accessible to the general public except during scheduled periods for maintenance or special events, extreme weather, or emergency conditions; and
- Open to the general public for use without physical barriers, prohibitive signage, or regulation other than size, weight, or registration class restrictions; and
- Easily passable using a standard four-wheel passenger car.

### *Maintenance Responsibility*

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Maintenance jurisdiction is assigned to the entity responsible for maintaining a particular section of road. The county or local government must accept full capital maintenance responsibility (construction/reconstruction, culverts/bridges, pavement) as opposed to only operational maintenance (snow plowing, pot hole repair, signs) and full legal liability for a roadway to be listed under their jurisdiction in the Local Highway Inventory. If one entity contracts with and pays or provides some other compensation or exchange for maintenance of a roadway to another entity, the entity making the payments retains responsibility and, therefore, is to be listed as having jurisdiction in the LHI and eligibility under the CHIPS program.

### ROADWAY TYPES NOT ELIGIBLE FOR INCLUSION IN THE LHI

The roadway types described below are ineligible for CHIPS funding and should be excluded from Local Highway Inventory submissions. These ineligible road types will be removed or marked "private/restricted" if identified in Local Highway Inventory reviews.

#### *Private roads*

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The Local Highway Inventory excludes all roadways under private ownership, either full or partial, including all driveways, as well as residential roads owned and maintained by homeowner associations, housing cooperatives (co-ops), and other groups of individual homeowners. This includes gated communities and apartment/condominium development roads. Visual indicators of private ownership:

- Private (non-public or non-governmental) property locations
- Absence of traffic control devices (e.g., stop signs, road surface markings)
- Absence of street signs
- Prohibitory signage (e.g., "No Trespassing", "Private Road")
- Ambiguity regarding public access (apparent private driveways)

#### *Missing, closed, and abandoned roads*

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Public roads that are closed, discontinued, abandoned, vacated, decommissioned, demolished, or otherwise nonexistent or impassable by a standard four-wheel passenger car are not included in the Local Highway Inventory, regardless of municipal ownership status. Abandoned roads may be removed from the Local Highway Inventory with a municipal resolution, but legal abandonment requires further steps as required in law (some guidance may be available through the Cornell Local Roads Program, [www.clrp.cornell.edu](http://www.clrp.cornell.edu)).

### *Paper streets and unimproved rights-of-way*

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Physically nonexistent roads depicted in commercial maps, planning documents, deeds, resolutions, subdivision plans, and other land records are not included in the Local Highway Inventory.

### *Restricted public roads, not "open to the public" roadways*

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Not all publicly-owned roads are open to unrestricted public travel. Examples of roadways in public ownership ineligible for the Local Highway Inventory include the following:

- Time of day (e.g., "Closed at Dusk") or legal (no trespassing) restrictions
- Public roads only serving the public properties they access, such as
  - Park and other recreation area roads, including fairgrounds roads
  - Cemetery roads
  - Municipal driveways
  - Roadways providing access exclusively to employee-restricted or time-restricted municipal facilities (offices, municipal garages, transfer stations, public works facilities, landfills, brush landfills, water towers, etc.)



In some instances, a public property road (such as in a park or municipal cemetery) may also serve private or unrelated properties either within or beyond the public property or serve traffic passing through the public property. If these roadways otherwise meet the eligibility criteria they can be submitted for consideration on a case-by-case basis.

### *Bicycle lanes*

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Bicycle lanes and former motor vehicle lanes converted to this purpose as part of road redesign efforts are not included in the Local Highway Inventory. New York State Highway Law regarding CHIPS funding has been interpreted to refer to motorized vehicle lanes.

## RESOLUTIONS

Resolutions are required to add roadways to the inventory. These resolutions are to provide a positive affirmation that the local governing body accepts full legal and maintenance responsibility for the roadways. In simple cases a motion by the local governing body can substitute for a resolution providing it contains the required elements noted below and there is indication that it was voted upon and accepted.

Municipal resolutions are required:

- For new roads and extensions of existing roads
- To add old roads not currently in the inventory
- As acknowledgement that roads that appear to be private are actually public
- To accept more than minor length corrections
- To change the name of a road

Resolutions must include:

- Local governing body (town board, city council, village board, etc.) acceptance of responsibility for maintenance and repair of the roadway
- Local governing body acceptance of legal responsibility for the roadway
- An indication that the resolution has been voted upon and passed
- The name of each road specifically mentioned and not by reference to unrelated documents not attached to the resolution
- Description of the roadway limits (beginning and ending points)

The purpose of a resolution is to formally acknowledge a local government's acceptance of responsibility for a roadway. The resolutions should ***not*** state that they are for the purpose of adding the road to the NYSDOT Local Highway Inventory.

A roadway must be fully completed, accepted by the local government as complete, and fully open to public use before addition to the Local Highway Inventory. For resolutions that are contingent upon future actions, such as a final inspection by the highway superintendent, proof that the contingency has been met must also be provided before a roadway can be added to the Local Highway Inventory.

A local governing body may issue a "blanket" resolution if there is more than one road being added, although all roads must be listed (no wholesale acceptance of subdivision plats, for example). The statement of acceptance must be from the governing body unless that authority has been officially delegated and such delegation documented.

Deeds do not replace resolutions. Deeds establish ownership of real property (i.e., right-of-way), but do not designate the roadway as a public road nor do they constitute a formal commitment to legal responsibilities, restrictions, and obligations for that roadway as a public highway.

## MISCELLANEOUS NOTES

### **Roads by Use**

*Highways by Use* - Highway Law, Article 2, Section 189: "All lands which shall have been used by the public as a highway for the period of ten years or more, shall be a highway, with the same force and effect as if it had been duly laid out and recorded as a highway, and the town superintendent shall open all such highways to the width of at least three rods."

*Streets by Prescription* - Village Law, Article 6, Section 626: "All lands within the village which have been used by the public as a street for ten years or more continuously, shall be a street with the same force and effect as if it had been duly laid out and recorded as such."

Laws such as these were originally passed in the 1930's, presumably to formalize the longstanding use of certain roadways by the general public. Roads (or Highways) by Use is the legal mechanism by which most of the current roadways became "town roads", particularly in the rural areas. It would be rare for a "new" Road by Use to be created, however, as it would require ten years of maintenance by a public entity on what is not public property. Published opinions of the Office of the State Comptroller have indicated that this is a potential misuse of public funds in violation of the State Constitution. In some cases there are long existing Roads by Use that are not currently in the Local Highway Inventory, but these are rare and will most likely have to have been in existence and publicly maintained since the 1930's. Requests to add roads to the LHI on a Roads by Use basis will be reviewed on a case-by-case basis, but the burden of proof will be on the municipality to show its long term and continued maintenance.

### **Discontinuance and Abandonment of Roads**

Discontinued or abandoned roads are removed from the LHI with a resolution. A map should be submitted that delineates the limits of the road (or portion thereof) no longer in use as a public road. A road can also be deemed abandoned if it is noted to have deteriorated into physical impassability by a standard, four-wheel passenger car. Please note that removal from the LHI does not relieve a local government from its legal responsibilities with respect to road discontinuance or abandonment.

### **Seasonal Roads**

If not barricaded or otherwise physically inaccessible, seasonal and minimum maintenance roads may be included in the Local Highway Inventory.

### **Maintenance Responsibility – maintenance by others**

A local government has maintenance responsibility (and therefore CHIPS eligibility) for a roadway whether it maintains the roadway itself or pays another entity to do so. A local government does not have such responsibility for a roadway if it is paid by another entity to maintain the roadway (the paying entity has that responsibility).



### Jurisdiction Transfers

When the jurisdiction of a road is transferred, the entity transferring the jurisdiction should report the transfer along with appropriate documentation indicating inter-municipal agreement and a map delineating the limits of the road (or portion thereof) to be transferred. The entity accepting the transfer should report it as an addition to its jurisdiction and should continue to report information about the road thereafter. An example of this type of change is when a town and county swap roadways.

### Village Dissolution

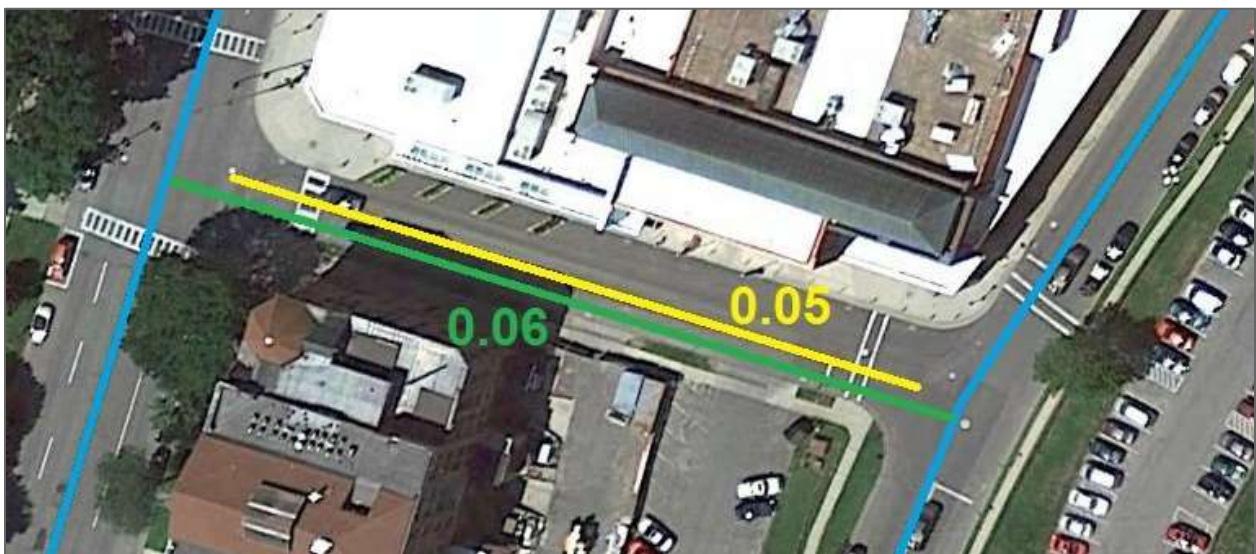
Unless otherwise specified in the dissolution plan and submitted as such to NYSDOT, all roadways in a village that dissolves will be transferred to the corresponding town(s). No action by either the village or the receiving town(s) need be taken as NYSDOT will handle the administrative action directly. If any of the village streets are not to become town roads, the change should be reported to NYSDOT either when it occurs or during the next LHI update.

## ROADWAY LENGTH MEASUREMENT

Local Highway Inventory measurements will be based on high resolution aerial photography as mapped using Geographic Information Systems by the NYSDOT Highway Data Services Bureau. Preliminary length measurements are to be submitted with the LHI updates. Adjustments will be made, if necessary, based on the methods and procedures detailed in this manual.

### *Centerline-to-centerline measurements*

Linear measurements are taken along the roadway centerline continuing through intersections, and beginning and ending at the centerlines of intersecting roadways. In the case of T or Y intersections, the meeting of centerlines is to be the starting or ending point.



**Length measures:** Use the green line (0.06 miles), not the yellow line (0.05), to measure length in this example.

### *Dead ends and cul-de-sacs*

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For dead ends and small cul-de-sacs, linear measurements should extend to the far end of these features. Cul-de-sacs which contain a minimum 60 foot diameter circle within the paved area will be measured in a loop as a circular roadway.



### *Roundabouts, rotaries, and traffic circles*

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Roundabouts, rotaries, traffic circles, and other circular roadway geometry features which serve as intersection types will be measured along the centerline through the intersection without any special adaptation for the circular nature of the lanes. This is consistent with the treatment of other large intersections of a more traditional design.

### *Boundary roads*

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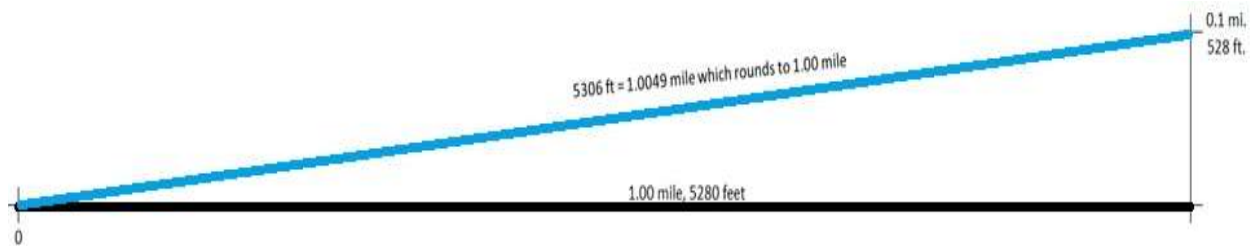
Boundary roads (town line roads, county line roads, etc.) between jurisdictional entities in which maintenance responsibilities are shared are to be split at the midpoint or other mutually agreed upon location, preferably at a cross street or other visually prominent landmark. One half of the length of the shared portions of such boundary roads will thereby be credited to each county or municipality for CHIPS purposes.

### *Elevation effects*

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While fluctuations in the elevation of a roadway contribute to minor increases in its overall length (by accounting for the effects of elevation profile on linear measurement), this effect has been shown to be negligible at the scale at which Local Highway Inventory measurements are taken (to the hundredth of a mile). NYSDOT road profiling vehicles outfitted with distance measuring equipment precise to a thousandth of a mile (0.001 mile = 1/1000 mile) found no

measurable difference on overall length when compared with GIS and orthophoto measurements of some of the most mountainous roadway segments in New York State.<sup>1</sup>



As shown in the above figure, one mile traveled at a continuous 10% grade yields a linear increase of 0.0049 miles (less than  $5/1000^{\text{th}}$ s of a mile). This increase rounds down to zero at the 0.01 precision used for the Local Highway Inventory and, therefore, NYSDOT ignores all elevation effects on linear measurements of local roadways.

### LOCAL HIGHWAY INVENTORY REVIEW

The NYSDOT Highway Data Services Bureau is obligated to ensure the accuracy of the Local Highway Inventory and correct inconsistencies detected in annual reviews. This ensures equity in the distribution of local highway funding through CHIPS. Roads not included in the Local Highway Inventory are not eligible for CHIPS funding. It is in the interest of both NYSDOT and local municipalities to cooperate to create an accurate and comprehensive annual update of this document. The greater availability of high resolution aerial photography and other review tools have aided efforts to improve the accuracy of the Local Highway Inventory from year to year.

NYSDOT utilizes many tools and references in its annual Local Highway Inventory reviews including:

- Geographic Information Systems (GIS)
- NYS Streets (vector file of public streets compiled by the state GIS Program Office)
- NYSDOT internal data and publications (e.g., *Highway Mileage Report*)
- United States Geological Service (USGS) 7.5-minute quadrangle maps
- NYSDOT 1:24000 and 1:9600 series planimetric maps
- Web mapping services (Google Maps & Google Earth, Bing Maps & Bird's Eye View)
- Panoramic street level image services (Google Street View, Bing Streetside)
- Remote sensing (aerial photography, orthophotomaps, satellite imagery)
- Commercial vendor maps
- County tax maps

<sup>1</sup> These test sites included NY 23A in the Catskill High Peaks, NY 73 in the Adirondack High Peaks, and NY 431, which ascends to near the summit of Whiteface Mountain - the state's fifth highest - at an elevation increase of about 450 feet per mile and a total elevation increase of over 2,500 feet.

## LOCAL HIGHWAY INVENTORY UPDATE PROCESS

### **Step One: Print and Distribute Materials**

The annual LHI update process begins in late summer each year with the printing of the LHI listings for each county and municipality by the NYSDOT Highway Data Services Bureau (HDSB). These listings are reports showing selected roadway details drawn from the more comprehensive Roadway Inventory System (RIS) maintained by HDSB. In addition to the listings, copies of the current year's LHI update instructions, blank Annual Certification of Local Highway Mileage forms, and templates to be used for adding new roads are printed (see the Appendix for samples of these materials). The LHI listings are broken into packages by NYSDOT Region and sufficient copies of the instructions and associated forms are added. The packages are then mailed to each NYSDOT Regional Office. [Region 11 – New York City only receives an electronic copy for internal reference; Region 11 and NYC do not participate in the same update process.] Each Regional Office then mails the listings to each county and municipality in their respective Regions. Please note that for villages that fall within two NYSDOT Regions, one Region will take the lead in the update effort so the villages do not have to send updates to two different offices. Each Regional Office will set its own deadline for response from the counties and municipalities that will enable them to do their reviews and other necessary processing with adequate time to return the materials to the Main Office.

### **Step Two: Review and Update by Counties and Municipalities**

Each county and municipality should review their listings with a primary focus on new or abandoned roadways, changes in pavement type or number of lanes, and length changes to existing roadways. Instructions will be provided to guide them through the review and new road templates to assist with providing the minimum data necessary to add roadways. More detailed listings showing additional attributes (such as bridge locations and RR crossings) are available as are additional details and guidance (such as this manual).

### **Step Three: Counties and Municipalities Complete Certification**

All counties and municipalities should return the update materials to the appropriate Regional Office. At a minimum the Annual Certification of Local Highway Mileage form (*the original, not a copy!*) should be completed and returned indicating what, to the best of their knowledge, constitutes the centerline and lane-mileage under their jurisdiction. In addition, completed new/extended road templates and accompanying resolutions and maps should be submitted for any new roadways. Maps should show the roadways location and limits (begin/end). Any pages from the LHI listings that show edits (in red) to attributes, names, or from/to descriptions on existing roadways should also be returned. Unedited pages need not be returned. Although NYSDOT will accept updates at any time, only those materials received by the requested deadline will necessarily be incorporated into the length and lane-mile totals provided to the CHIPS program area for use in the following state fiscal year.

**Step Four: NYSDOT Regional Office Review**

Regional staff review the submittals for completeness, accuracy, and consistency with LHI procedures. Field reviews to ascertain or verify selected details about the roadways or to ensure that the roadways are complete and currently open-to-the-public may also be conducted. The NYSDOT Regions submit completed materials to the Main Office as the reviews for each submittal from a county or municipality is complete.

**Step Five: NYSDOT Main Office Highway Data Services Bureau**

The Main Office staff will conduct a final review of materials submitted, primarily for adequacy and completeness. The corresponding Region will be contacted if any follow-up is required. New or extended roadways are then “built” in the GIS route network to determine an accurate route length to a precision of one hundredth (0.01) of a mile. The roadway data updates and new roadway lengths are entered into the NYSDOT roadway inventory database.

**Step Six: CHIPS inputs finalized**

As of March of each year the Main Office Highway Data Services Bureau will calculate the centerline and lane-mileage under the jurisdiction of each county and municipality and submit this information to the CHIPS program office within NYSDOT. The CHIPS program office typically uses these totals as one of the inputs to the CHIPS distribution formulas for the following state fiscal year.

**Step Seven: Year End Reports**

Data from the LHI update is also used as input to the annual Highway Mileage Report and to the annual Highway Performance Monitoring System submittal to the Federal Highway Administration. Work on these reports is typically completed by the Highway Data Services Bureau in June and July.

**Step Eight: Final Entries**

After year-end reports, the Highway Data Services Bureau will complete any LHI updates that were submitted late and could not be completed by the CHIPS deadline or which came in off cycle. Preparations are also made to begin the next update cycle (Step One).

## LOCAL HIGHWAY INVENTORY DATA ITEMS

The data items printed on an LHI listing (as of 2017) include:

**DOT ID** – ID used by NYSDOT as a unique reference for a roadway or set of roadways

**State Route** – State route number when assigned to a local or county owned roadway

**County Road#** - County Road or County Route number

**Road/Street Name** – Road name

**Start of Section** – Description of the beginning of a road or segment of a road

**End of Section** – Description of the end of a road or segment of a road

**Beg MP** – Milepoint of the beginning of a road or segment of a road; “milepoint” is a measure in miles from the absolute beginning of a roadway

**End MP** – Milepoint at the end of a road or segment of a road

**Length** – Length of the segment to 1/100<sup>th</sup> of a mile (equals End MP minus Beg MP)

**Div Hwy** – A roadway with physically separated directions; a divided highway

**No. of Lanes** – Number of through travel lanes (excludes turn lanes and parking lanes)

**One Way** – One way roadway

**Pvt Type** – Type of pavement: A-Asphalt, O-Overlay, C-Concrete, U-Unpaved, B-Brick/block

**Pvt Width** – Width of the sum of the through travel lanes in feet (shoulders not included)

**Shldr Width** – Width of the right shoulder (in the direction of increasing milepoints) in feet

**Med Type** – Type of median for divided roadways (see codes on instruction sheet)

**Med Width** – Predominant width of a median on a divided roadway in feet

**Func Class** – functional classification (provided for information, only)

**NHS** – National Highway System (provided for information, only)

Additional items on a county road listing:

**Municipality** – municipality in which designated segment of a county road is located

**Traffic Count Station** – designation of a section of roadway for traffic counting

**Traffic Count (AADT)** – Annual Average of the Daily Traffic

**Traffic Count Year** – year in which the reported traffic count was taken

In addition to data on NYSDOT, Thruway Authority, toll facilities, and other non-local roadways, some of the additional data items found in the full NYSDOT roadway inventory includes:

Bridges

RR Crossings

Scenic Byway

Truck Routes

Speed Limits

Traffic Counts

Ramps

Pavement Data

Pavement Condition

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## ACKNOWLEDGEMENT

The Highway Data Services Bureau of the New York State Department of Transportation is responsible for the collection, compilation, and reporting of highway-related data used for the planning and analysis of transportation systems in the State of New York. This work is undertaken in cooperation with the United States Department of Transportation, local and county governments, and other departments and agencies of New York State. The United States Department of Transportation provides financial assistance for many of the functions of the Highway Data Services Bureau.

The *Local Highway Inventory Manual* and other information compiled by the Highway Data Services Bureau can be found on the Internet at: [www.dot.ny.gov/highway-data-services](http://www.dot.ny.gov/highway-data-services)

## New York State Department of Transportation Local Roads Listing

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Geocode: 0068  
NYSDOT Region: 1

Municipality: Town of Berne  
Albany County

Jurisdiction: Town

DOT ID	State Route	County	Road/Street Name	Start of Section	End of Section	Req MP	End MP	Length	DIV Hwy	No. of Lanes	One Way	Pvt Type	Pvt Width	Shldr Width	Med Type	Med Width	Func Class	NHS
100971			BEAVER RD	BRADT HOLLOW RD	CR13	0.00	1.86	1.86		1		U	10	3	None		9	
100972			BETTS LA	SR 157	END	0.00	0.06	0.06		2		A	20	2	None		9	
100973			BLUE FARMER LA	SR443	END	0.00	0.13	0.13		1		U	12	3	None		9	
100974			BOERCHER LA	SR443	END	0.00	0.34	0.34		2		U	14	2	None		9	
100975			BOLSTER LA	CR6	END	0.00	0.60	0.60		1		U	13	3	None		9	
100976			BRADT HOLLOW RD	PEASLEY RD	SR443	0.00	5.80	5.80		2		U	16	5	None		9	
100977			BRIDGE RD	ALB CL	BRADT HOLLOW RD	0.00	0.93	0.93		2		A	18	4	None		9	
100978			BROOKHAVEN DR	CR14	SR443	0.00	1.25	1.25		2		A	16	5	None		9	
259058			BROOKHAVEN EXT	BROOKHAVEN DR	SR443	0.00	0.15	0.15		2		A	14	2	None		9	
100979			BUSH DR	ELM DR	CR 303	0.00	0.75	0.75		2		A	18	5	None		9	
100981			CAMP LA	DEAD END	CR14	0.00	0.34	0.34		2		U	14	3	None		9	
100980			CANADAY RD	SCHOHARIE/ALB C	CR9 BRADT HOLOW	0.00	0.41	0.41		2		U	18	4	None		9	
100982			CASS HILL RD	CR412	BERNE TL	0.00	1.15	1.15		2		A	18	4	None		9	
100983			CHASE RD	SR157A	RABER RD	0.00	0.14	0.14		1		U	16	3	None		9	
100984			CHRYSLER RD	END	KAEHLER	0.00	0.10	0.10		1		U	10	3	None		9	
100985			CHURCH RD	WESTERLO TIL	CR 1	0.00	0.57	0.57		2		A	20	4	None		9	
100986			CIRCLE DR	END	CR303	0.00	0.14	0.14		2		A	15	3	None		9	
100987			COOGAN RD	CR1	END	0.00	0.30	0.30		1		U	10	2	None		9	
100988			COOK HILL RD	CR10	BRADT HOLLOW RD	0.00	1.96	1.96		1		U	12	3	None		9	
100989			CRAIG RD	SR157A	END	0.00	0.51	0.51		1		U	12	2	None		9	
100990			DUCK HILL RD	GULF HILL RD	BERNE T/L	0.00	0.23	0.23		1		U	12	3	None		9	
100991			DUTCH SETLMNT PT 1	KNOX TN LN	KNOX TN LN	0.00	0.10	0.10		2		A	14	3	None		8	
262758			DUTCH SETTLEMENT PT 2	BERNE TN LN	CR 9	0.00	0.05	0.05		2		A	14	3	None		8	
100992			DYER RD	SR 443	END	0.00	0.72	0.72		1		U	10	3	None		9	
100993			E HILL RD	ALB CL	CR12	0.00	0.74	0.74		2		A	18	5	None		9	
100994			E SHORE DR	CR 303	END	0.00	0.43	0.43		1		A	12	3	None		9	
257710			ELM DR	CR303 BEAVERDAM	BUSH DR	0.00	0.83	0.83		2		A	18	4	None		9	
257710			ELM DR	BUSH DR	CR303 WOLF HILL	0.83	2.99	2.16		2		A	18	5	None		9	
100995			ERWIN DR	SR 157	BEAVER DAM RD	0.00	0.34	0.34		2		A	18	3	None		9	
100996			FILKINS HILL	WOODSTOCK RD	CR 443	0.00	1.75	1.75		2		A	18	5	None		9	
100997			FURMAN LA	SWITZKILL RD	END	0.00	0.15	0.15		1		U	10	0	None		9	
100998			GAME FARM RD	SWITZKILL RD	END	0.00	0.66	0.66		1		U	14	3	None		9	
100999			GERRY RD	ELM DR	END	0.00	0.61	0.61		1		U	12	2	None		9	
101000			GIFFORD RD	RENSSELAERVILLE	CR1	0.00	2.27	2.27		2		U	18	3	None		9	
101001			GLENWOOD DR	WEST SHORE DR	END	0.00	0.18	0.18		1		U	10	3	None		9	
101002			GRIPPY RD	END	WOODSTOCK RD	0.00	0.65	0.65		2		A	16	3	None		9	





New York State Department of Transportation  
County Roads Listing

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ALBANY County

NYS DOT Region: 1

DOT ID	Municipality	State Route	City	Road/Street Name	Start of Section	End of Section	Req.MP	Env.MP	Length	Div. Hwt.	No. of Lanes	One Way	Ext. Type	Strut	Yoth	Med. Type	Med. Class	MHS Station	Traffic Counts	Year	
100889	T. Westerlo	1	1	SWITZKILL RD	NY 143	CR402 LWR CHPL HIL	0.00	0.30	0.30		2		A	20	4	None	8	6807	4,485	2001	
100889	T. Westerlo	1	1	SWITZKILL RD	CR402 LWR CHPL HIL	NY 85	0.30	2.45	2.15		2		A	20	4	None	8	6807	4,485	2001	
100889	T. Westerlo	1	1	SWITZKILL RD	NY 85	CR 2 COLE HILL RD	2.45	3.39	0.94		2		A	20	4	None	8	8011	907	2010	
100889	T. Westerlo	1	1	SWITZKILL RD	CR 2 COLE HILL RD	BERNE T/L	3.39	4.07	0.68		2		A	20	4	None	8	8012			
100889	T. Berne	1	1	SWITZKILL RD	BERNE T/L	CR408 FRANCHER RD	4.07	4.43	0.36		2		A	20	4	None	8	8012			
100889	T. Berne	1	1	SWITZKILL RD	CR408 FRANCHER RD	CR 3 WILSIE RD	4.43	5.74	1.31		2		A	20	4	None	8	6829	545	2014	
100889	T. Berne	1	1	SWITZKILL RD	CR 3 WILSIE RD	CR13 SICKLE HILL R	5.74	9.84	4.10		2		A	20	4	None	8	8013			
100889	T. Berne	1	1	SWITZKILL RD	CR13 SICKLE HILL R	CR 9 CANADAY HILL	9.84	10.46	0.62		2		A	20	4	None	8	8013			
100889	T. Berne	1	1	SWITZKILL RD	CR 9 CANADAY HILL	NY 443	10.46	11.04	0.58		2		A	20	4	None	8	6717	420	2016	
100889	T. Berne	1	1	SWITZKILL RD	NY 443	CR254 ROCK RD	11.04	11.25	0.21		2		A	20	4	None	9	8014	233	2010	
100890	T. Westerlo	2	2	COLE HILL RD	CR 1	BERNE T/L	0.00	0.43	0.43		2		A	24	3	None	8	6832	449	2016	
100890	T. Berne	2	2	COLE HILL ROAD	BERNE T/L	NY 443	0.43	4.78	4.35		2		A	24	3	None	8	6832	449	2016	
100891	T. Berne	3	3	WILLSEY RD	CR 1	CR 2	0.00	2.63	2.63		2		A	24	2	None	9	8031	114	2010	
100892	T. Rensselaerville	6	6	RAVINE RD	NY 85	BERNE T/L	0.00	1.56	1.56		2		A	20	4	None	9	6831	106	2016	
100892	T. Berne	6	6	RAVINE ROAD	BERNE T/L	CR 1	1.56	5.74	4.18		2		A	20	4	None	9	6831	106	2016	
100893	T. Berne	9	9	BRDT HLLW RD/CN	KNOX T/L	DUTCH SETTLEMENT R	0.00	0.05	0.05		2		A	20	4	None	8	6715	585	2014	
100893	T. Berne	9	9	BRDT HLLW RD/CN	DUTCH SETTLEMENT R	CANADAY HILL RD	0.05	1.23	1.18		2		A	20	4	None	9	6715	585	2014	
100893	T. Berne	9	9	CANADAY HILL RD	CANADAY HILL RD	CR1 SWITZKILL RD	1.23	3.29	2.06		2		A	20	4	None	9	6716	202	2014	
100893	T. Berne	9	9	CANADAY HILL RD	CR1 SWITZKILL RD	NY 443	3.29	3.82	0.53		2		A	20	4	None	9	8051			
100894	T. Rensselaerville	10	10	HUNTERS LAND RD	CR 353	BERNE T/L	0.00	2.66	2.66		2		A	20	4	None	8	2101	177	2016	
100894	T. Berne	10	10	HUNTERS LAND RD	BERNE T/L	RAPP RD	2.66	3.69	1.03		2		A	20	4	None	8	8061	187	2010	
100894	T. Berne	10	10	HUNTERS LAND RD	RAPP RD	HIGH POINT	3.69	4.82	1.13		2		A	20	4	None	8	6790	191	2010	

NYS DOT Geocode

Copy Geocode from Road Listings

NEW YORK STATE  
DEPARTMENT OF TRANSPORTATION

ANNUAL CERTIFICATION OF LOCAL HIGHWAY MILEAGE

**2017**

Town  
 County  
 City  
 Village

of \_\_\_\_\_  
\_\_\_\_\_ County

Attached is the highway listing updated for the calendar year noted above with indicated changes reflecting corrections, additions and deletions including a description (name or number) of the highways owned by this jurisdiction. To permit conformance with Subdivisions 13 and 15 of section 10 of the Highway Law and with the Transportation Systems Assistance and Financing Act of 1981, as amended, which created the Consolidated Local Street and Highway Improvement Program (CHIPS), I hereby certify that I have reviewed, and updated where necessary, the local highway inventory information contained in this listing, and that it is an accurate representation of such information.

Total centerline miles (xxxx.xx) of roads owned by this jurisdiction

\_\_\_\_\_

Total lane miles (xxxx.xx) of roads owned by this jurisdiction

\_\_\_\_\_

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Title

\_\_\_\_\_  
Local Contact Person (Print or Type)

(\_\_\_\_) \_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
E-Mail Address

**CHECK ONE**

No changes to listing

Minor changes, no mileage change

Mileage changes, additions or deletions; Map(s) and resolution(s) required for new roads, extensions, abandonments or transfers.

NYS DOT Regional Review by

\_\_\_\_\_  
(Please print name or initials)

\_\_\_\_\_  
Date



- Obtain the signature of the responsible official (highway superintendent, public works director) and enter his/her official title on the Annual Certification of Local Highway Mileage.
- Enter the Geocode on the Certification Form in the box in the upper right corner.
- If there are changes to the inventory, return the original listing (only the pages with updates in red) attached to the completed Annual Certification of Local Highway Mileage Form. Do not return the inventory listing if there are no changes. Make a copy of the Certification Form and/or the inventory listing if you wish to keep them for your records. **Return the original Certification to NYSDOT, not a copy.**

**Return the following to the NYSDOT Regional Office:**

- The signed Annual Certification of Local Highway Mileage Form (return the **original** colored copy with the signature).
- Any edited inventory listings showing the changes in RED ink.
- The completed New and Extended Road Template(s) and the required resolutions and maps for any new, extended, abandoned, or transferred roads.

**\* RETURN ALL MATERIALS TO THE NYSDOT REGIONAL LHI COORDINATOR BY THE DATE SPECIFIED BY THE COORDINATOR IN ORDER TO RECEIVE CREDIT FOR ANY INVENTORY CHANGES IN THE CHIPS FUNDING PROGRAM.**

### New York State Department of Transportation Local Highway Inventory (LHI)

#### Local Highway Inventory (LHI) Instructions

Follow these instructions carefully. Please follow one of the options below.

- 1). **No changes (no additions, deletions, corrections, or revisions).**
  - Complete the Annual Certification of Local Highway Mileage.
  - Enter the total centerline and lane miles from the current listing.
  - Check "NO CHANGES TO LISTINGS" in the lower left corner of the form.
- 2). **Only Minor changes or corrections (spelling, pavement type, width, name correction, etc.)**
  - Note the changes in RED ink on the LHI listing and then:
  - Complete the Annual Certification of Local Highway Mileage.
  - Enter the total centerline and lane miles from the current listing.
  - Check "MINOR CHANGES, NO MILEAGE CHANGES" in the lower left corner of the form.
- 3). **Major Revisions, Additions, or Deletions**
  - Complete the New and Extended Road Template using the instructions provided.
  - Submit **resolutions** from the municipality or county legislative body releasing or accepting responsibility for all new, extended, abandoned or transferred roads. This is a requirement due to CHIPS funding implications.
  - Submit maps showing the roads with location and length.
  - Complete the Annual Certification of Local Highway Mileage with the new total centerline and lane miles of roads noted.
  - Check "MILEAGE CHANGES/ADDITIONS/DELETIONS" on the form.

**NOTE:** Milepoints and road segment lengths should NOT be edited on the listings unless actual changes have been made to the road or the current listings have significant errors.

Roads must be completed and open to the public without restriction in order to be eligible for placement on the LHI.

#### **FOR ALL CASES:**

- Enter the name, telephone number and e-mail address of the person completing the form.





Instruction Guide	
"New and Extended Roads Template"	
(Used to add a new road or extend an existing road to the LHI listing.)	
Geocode or Muni Code	NYSDOT code for a specific municipality.
County or Local Rd (check one)	Indicates county or local (city, town, or village) ownership.
County	The county in which the road is located.
Municipality Name & Type	Ex. - City of Albany or Town of Malta.
Municipal Code	This is a combination of the NYSDOT Region County codes and geo codes. See separate list.
Road/Street Name	Please limit to 20 characters. Suggested abbreviations: Street (ST), Avenue (AVE), Boulevard (BLVD), Drive (DR), Highway (HWY), Court (CT), Road (RD), Lane (LA), Circle (CIR), Parkway (PKWY), Terrace (TER), City line (CL), Village line (VL), Town (TN), County (CO).
Road No. (if applicable)	County road number for county-owned roads.
DOT ID Number	A unique ID used by NYSDOT. Do not change the assigned number in the listing. Insert the number from the listing if extending a road or "NEW" for a new road.
Start-of-Section	Description of what marks the beginning of a section in the road, i.e. name of intersecting street. This does not need to be filled in if the start of a section is due to an item such as a change in pavement type/width. Roadways should begin (0.00 milepoint) at the westernmost or southernmost point, unless the entire road is a one way.
End-of-Section	Description of what marks the end of a section. See start-of-section description.
Starting Milepoint (xx.xx)	Record to nearest hundredth of a mile. Milepoints should not be changed unless an actual change in road length or a distinct error has occurred. Length discrepancies can be checked in GIS.
Ending Milepoint (xx.xx)	Record to nearest hundredth of a mile. See starting milepoint description.
Section Length (xx.xx)	Record to nearest hundredth of a mile.
Number of Lanes	Enter number of through travel lanes. Exclude parking and turning lanes.
One-Way	Enter a "Y" if the road is actually signed one-way. "N" if not. A one-lane road is not always one-way.

Divided Highway	Enter "Y" if divided, "N" if not.																					
Pavement Type	A Asphalt (flexible) B Brick/Block C Concrete O Overlay U Unpaved																					
Median Type	1 None or unprotected median of less than 4 ft. 2 Unprotected - grass/gravel/paved & no curb 3 Curbed 4 Positive Barrier - unspecified 5 Positive Barrier - flexible 6 Positive Barrier - semi-rigid 7 Positive Barrier - rigid 8 Continuous center turn lane - does not include exclusive left or right turn lanes 9 Flush																					
Pavement Width	Enter the total width of all travel lanes in both directions (excluding shoulders) to the nearest foot. Parking and turn lanes are not included in the pavement width.																					
Shoulder Width	Enter right shoulder width only to the nearest foot. Parking lanes should not be included in the shoulder width. Shoulder width is "0" when parking is present.																					
Median Width	Enter the predominant width, including shoulders, measured between the inside edges of the through roadways to the nearest foot.																					
Primary Direction	Primary direction of the road. North-Bound (travel is generally from south to north) or East-Bound (travel is generally from west to east).																					
For informational purposes below are items in the listing that are not coded on the template:																						
Functional Classification:	<table border="0"> <tr> <td>Interstate</td> <td>1</td> <td>11</td> </tr> <tr> <td>Principal Arterial- Expressway Freeway</td> <td>2</td> <td>12</td> </tr> <tr> <td>Principal Arterial- Other</td> <td>4</td> <td>14</td> </tr> <tr> <td>Minor Arterial</td> <td>6</td> <td>16</td> </tr> <tr> <td>Major Collector</td> <td>7</td> <td>17</td> </tr> <tr> <td>Minor Collector</td> <td>8</td> <td>18</td> </tr> <tr> <td>Local</td> <td>9</td> <td>19</td> </tr> </table>	Interstate	1	11	Principal Arterial- Expressway Freeway	2	12	Principal Arterial- Other	4	14	Minor Arterial	6	16	Major Collector	7	17	Minor Collector	8	18	Local	9	19
Interstate	1	11																				
Principal Arterial- Expressway Freeway	2	12																				
Principal Arterial- Other	4	14																				
Minor Arterial	6	16																				
Major Collector	7	17																				
Minor Collector	8	18																				
Local	9	19																				
Federal Aid eligibility under the Surface Transportation Program (STP) is determined by functional classification. Roadways with a classification of 8, 9, or 19 are not eligible for funding under STP.																						
NHS	Coded "Y" if roadway is part of the National Highway System.																					

REVISIONS	
Initial publication	August 2017
Clarifications; added requirements for 16 ft. minimum width	April 2018