

The following letter is an example of a functional classification revision request. The blue text is what the agency (PennDOT Engineering District, MPO, RPO, or Independent County) should provide to PennDOT Central Office HPMS Staff for review.

Please be sure to reference the [Functional Classification, National Highway System, and Intermodal Connector Revision Procedures](#) prior to completing a revision submittal.

If you have questions concerning functional classification revisions please contact:

Patrick McVeigh – HPMS Coordinator East – [pmcveigh@pa.gov](mailto:pmcveigh@pa.gov) or (717) 772-0567

John Moloney – HPMS Coordinator West – [jmoloney@pa.gov](mailto:jmoloney@pa.gov) or (717) 787-2187

EXAMPLE

*Date*

Mr. Laine Heltebridle, Director  
Pennsylvania Department of Transportation  
Bureau of Planning and Research  
P.O. Box 3555  
Harrisburg, PA 17105-3555

Dear Mr. Heltebridle:

The PennDOT Engineering District/MPO/RPO/Independent County is requesting the Addition/Deletion of Cumberland Valley Avenue and East Second Street in Borough/City/County name to the Federal-Aid System.

Attached is a Functional Classification map showing the proposed Addition/Deletion and a copy of Engineering District District #-'s/MPO/RPO/Independent County concurrence. This request will add .94 miles to the Federal Aid System.

**ADDITIONS**

**STREETS:**

**East Second Street** is an existing local street. The portion to be added begins at Clayton Avenue (SR 0997) and ends at East Main Street (SR 0016). It is a proposed Urban Collector with a length of .70 miles.

**Cumberland Valley Avenue** is an existing local street. The portion to be added begins at West Main Street (SR 0016) and ends at King Street. It is a proposed Urban Collector with a length of .24 miles.

**JUSTIFICATION:**

**East Second Street.** Three urban collectors tie into East Second Street, as it serves as the major access street to the elementary school, high school, fire department, shopping areas, and a medical facility. It has an average daily traffic count of 3,762 vehicles that includes 50 buses transporting students and a small percentage of delivery trucks.

**Cumberland Valley Avenue.** This section is located in an industrial corridor and provides access to a large manufacturing facility. It has an average daily traffic count of 1,457 vehicles with one (1) percent very heavy truck traffic transporting shipments to and from the facility throughout each day.

If you have any questions concerning this request or require additional information, please contact Contact Name at Phone Number or e-mail address.

Sincerely,

PennDOT District Executive/MPO, RPO, Independent County Director