

## WHAT IS THE PROCESS?

- 1 Complete a [Notification of Local Road Activity form](#).
- 2 Prepare and attach [supporting documentation](#).
- 3 Mail or email the signed form and supporting documentation to OTD.

Office of Transportation Data (OTD)  
Georgia Department of Transportation  
600 W. Peachtree Street, NW  
9th Floor, Cubicle 953  
Atlanta, GA 30308

OR [OTDLocalGovtCoor@dot.ga.gov](mailto:OTDLocalGovtCoor@dot.ga.gov)

## WHAT SHOULD BE REPORTED?

Report the following types of public road changes to GDOT:

- Adding New Road(s)
- Changing Ownership(s)
- Extending Existing Road(s)
- Abandoning Road(s)
- Obliterating Road(s)
- Changing Surface Type(s)
- Changing Name(s)
- Adding Lane(s)

## WHAT FORMATS CAN BE SUBMITTED?

- Maps—Shapefiles or geodatabase
- Plats or Plans—MicroStation or AutoCAD
- Notification or Delegation of Authority—PDF or JPEG
- Meeting Minutes—PDF or JPEG
- City Annexation—PDF or JPEG
- Supporting Lists—Excel
- All—Can be mailed as a hard copy if desired

## WHAT IS A PUBLIC ROAD?

Federal regulation **23 C.F.R. § 460.2** defines a public road as any road open to public travel, which “means that the road section is available, except during scheduled projects, extreme weather or emergency conditions, passable by four-wheel standard passenger cars, and open to the general public for use without restrictive gates, prohibitive signs or regulation other than restrictions based on size, weight, or class of registration. Toll plazas on public toll roads are not considered restrictive gates.”

## WHAT ARE SOME OF THE LOCAL GOVERNMENT'S PUBLIC ROAD RESPONSIBILITIES?

According to Official Code of Georgia Annotated (O.C.G.A.) § 32-4-41 and § 32-4-91, counties and municipalities shall:

- **Notify GDOT within three (3) months after a road is added, modified or abandoned, and provide supporting documentation.**
- Plan, designate, improve, manage, control, construct and maintain an adequate road system.
- Control, administer and account for funds received for their road systems and other systems relating to local road.
- Keep a copy of their counties's GDOT-prepared transportation map available for the public to view.

## WHY DOES GDOT MONITOR LOCAL PUBLIC ROAD CHANGES?

GDOT is required to maintain a record of all public roads within the state (O.C.G.A. § 32-4-2).

GDOT works with local governments to get the most accurate road information possible. We do this because it helps us maintain the best inventory possible so we can provide the best information to both state and federal officials.

## HOW IS THE LOCAL PUBLIC ROAD DATA USED?

The road data is:

- Used to inform and support GDOT planning and decision making.
- Displayed on the official Georgia county maps published by GDOT, as well as city maps.
- Reported annually to the Federal Highway Administration (FHWA) via the Highway Performance Monitoring System (HPMS) Report, which is used by Congress to establish federal funding.
- Factored into the formula used for the Local Maintenance and Improvement Grant (LMIG) program. For more information about LMIG, visit: [dot.ga.gov/PS/Local/LMIG](https://dot.ga.gov/PS/Local/LMIG)
- Factored into the formula used for the Transportation Investment Act (TIA) program. For more information about TIA, visit: [ga-tia.com/](https://ga-tia.com/)