CITY INVENTORY INSTRUCTIONS
(Updated as of 2015)

CITY STREETS

Street data should be submitted on all new streets owned by the cities, which are being maintained, open to traffic and not currently shown on the city map. In addition, please take special note of the streets shown in **green** on the map inside the city boundaries.   These are streets which have been identified as possible city streets within the city. If you agree that these are in fact city streets, please provide the same information. **IN ORDER FOR THE CITY MAP TO BE AS ACCURATE AS POSSIBLE IT IS IMPORTANT THAT YOU COMPLETE THE STREET DATA FORM FOR EACH NEW STREET. This data is required for all new road segments. Without this vital data will result in incomplete information in our system, and will impact other systems that rely on this data.**

It is not necessary to inventory Primary roads; however data should be submitted for adjacent frontage roads that are city streets. If a street is shown on the map that is not a city-owned street or is not open to traffic, cross out that portion of the street to be removed and note on the map if the street is private, an alley, or closed. Please note: For this purpose, farm to market routes within cities under 500 in population should be included as though they are city streets.

COLLECTING DATA

- The general direction of inventory will be from south to north (northbound) or west to east (eastbound). **The south or westbound column on the form should not be used unless the route is considered a divided route with a raised median in the segment being inventoried.** Please note that the shaded areas on the south or westbound column will not need to be completed for the segments with medians.
- One-way streets and ramps will be inventoried in the direction of the traffic flow.
- **If any one of the following conditions occurs, we ask that you be as specific as possible in your descriptions so that we can determine where best to make attribute breaks**. **Note: If a copy of the construction plan is available, it would be helpful to attach a copy of the pavement typicals or copies of the road detail to the back of the inventory form. You are also welcome to hand draw a diagram of the roadway with any pertinent details.**

    1. The street stops or is disconnected from its next section
    2. Surface type changes
    3. Intersection with a primary road
    4. Street name changes
    5. Type section changes
    6. Two feet or more change in surface or roadway width
    7. Major traffic volume change
    8. Parking type change
    9. More than 3 railroad crossings
    10. Curb/shoulder type changes
    11. Number of lanes change
    12. If the road changes from a divided to a non-divided segment or vice versa

Please submit complete data for each segment of roadway and describe the beginning and ending location of the segment in the "Inventory Description" field. **NOTE: All descriptions below with an "*" indicate there is a drop down box available on the Data Form with attribute coding.**

STREET NAME: We are asking for the Official E911 Name. If the posted street name is different from the E911 name, please make a note of this in this column and supply both names.

*TYPE SECTION: The type section refers to the direction of travel.

>   0 - Normal section, two-way
>   1 - One-way, main direction of travel northbound or eastbound
>   2 - One-way, off direction of travel southbound or westbound

*MEDIAN TYPE: The characteristics of the median on all road sections are entered using the following criteria. If median has a curb, the curb is placed on inside shoulder. A painted median is not considered a median for this purpose.
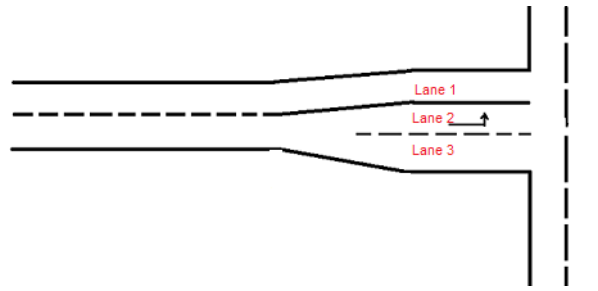
>   **Rating**

>   0 - No median
>   1 - Hard surface without barrier
>   2 - Grass surface without barrier
>   3 - Hard surface with barrier (cable guards, crash cushions, etc)
>   4 - Grass surface with barrier (cable guards, crash cushions, etc)
>   5 - Barrier (A barrier is a median greater than 6 inches high or any type of obstruction not easily crossed by traffic, i.e., a 9 inch curb or a Jersey Barrier).

MEDIAN WIDTH: This field indicates the width of the median between the edges of traffic lanes recorded to the nearest one-tenth (0.1) of a foot.

NUMBER OF LANES: This field indicates the **number** of driving lanes. A typical road will have two lanes and those two lanes will normally be through lanes. A street with a right turn lane will have a total of 3 lanes. If the road is divided by a median, the total number of lanes on both sides should be indicated. Right or left turn lanes that allow straight through traffic should be considered through lanes.

*LANE Types: This field indicates attribute coding for up to 9 different types of lanes. The way this field gets coded is as follows: If the road is generally a North/South road, stand on the East side of the road facing North. If the road is generally an East/West road, stand on the South side facing East. The lane of the road that is furthest away from your left side is lane 1. The next lane closer to you is lane 2 and so on until you get to the closest lane to you which could be up to lane 8 if the road is 8 lanes wide. There are 9 different possibilities of the type of lane that each of the 1 to 9 lanes can be. They are listed below. Code each lane for the type of lane that it generally is. If there are only 2 lanes on the roadway, Code lanes 1 and 2 and leave the others blank.

1 - Through lane (lane is used for traffic continuing in main direction)
2 - Climbing lane (lane is signed for such use)
3 - Right turn lane (lane is constructed for right turns only)
4 - Left turn lane (lane is constructed for left turns only)
5 - Center turn lane (painted lane used by both directions for left turn)
6 - Exit lane
7 - Entrance lane
8 - Reversible lanes (electronically controlled lane direction)
9 - Other

Each lane indicated in the Number of Lanes field requires a code for the lane type.

GRADE SIGNAL: This field indicates the **number** of intersections with Automatic Traffic Signals on the inventoried route only. A signal is defined as having a green, yellow and red light. **Example**: the section of road you are collecting information on has two intersections that have traffic signals on this route, so you would enter a 2. **Note**: Flashing traffic signals near a school area are **NOT** to be counted as a signalized intersection.

GRADE STOP: This field indicates the **number** of intersections with stop signs on the inventoried route only.

GRADE OTHER: This field indicates the **number** of unprotected intersections or junctions on the inventoried route only. An intersection with yield signs **WILL** be counted as an unprotected intersection.

SEPARATION: This field indicates the **number** of separations on each road section. A separation occurs when the street being inventoried passes **UNDER** another road, railroad or pedestrian walkway. Locations where separations occur under railroads will also be included in the IOWA RRXING field.

OTHER-BRIDGE: Enter the **number** of bridges or culverts on the road segment. A bridge or culvert is defined as a structure with at least 20 feet or more in length crossing over another road, waterway, railroad, or other such feature. Locations where bridges occur over railroads will also be included in the IOWA RRXING field.

IOWA RRXING: This field indicates the **number** of active railroad crossings in each road segment or an inactive crossing if the tracks are still in place down the rail line, not just at the crossing. A set of tracks does not constitute a railroad crossing. A railroad crossing could be two or even three sets of tracks with or without signalization and signing. If a railroad sign or signal is between the tracks, then you would have a separate crossing.

ENTRANCE BUSINESS: This field indicates the **number** of business entrances on each street section. On segments that have medians, count the number on each direction and record the total. If the business has several drives in the particular road segment, count the business only once. If a business generates more than 500 turning movements a day it should not be counted here but should be counted in the **COM/IND/RECACC** field.

ENTRANCE PRIVATE: This field indicates the **number** of private entrances (not private streets) on each street section. Do not count an entrance more than once. On segments that have medians, count the number on each direction lane and record the total.

*TYPE AREA: This field indicates the type of area in which the municipal or urban road segments are located.

> 1 - <u>Central Business District's</u> primary land use is for intense business activity. This is characterized by a large number of pedestrians, commercial vehicles loading goods and people, a heavy demand for parking space and a high parking turnover.
> 2 - <u>Fringe Area</u> immediately outside the central business district in which there is a wide range of business activity. This would include small business, light industry, warehousing, auto service activities, and intermediate strip development, as well as some concentrated residential areas.
> 3 - <u>Outlying Business District</u> normally separated geographically by some distance from the central business district and its fringe area, in which the principle land-use is for business activity. This type of area has its own local traffic circulation superimposed on through movements to and from the central business district, a relatively high parking demand and turnover and moderate pedestrian traffic. Compact off-street shopping developments entirely on one side of the street are not to be included in the scope of this definition.
> 4 - <u>Residential Area</u> is an area within the influence of a municipality in which the dominant land use is residential development, but small business may be included. Characterized by few pedestrians and low parking turnover.
> 5 - <u>Rural Area</u> serves a sparsely developed area primarily devoted to agriculture or conservation usage.

INVENTORY DESCRIPTION: This field indicates the street segment's description from beginning to end. Example: from Stanton Avenue to 0.020 mi east of Lynn Avenue. Descriptions need to be clear and concise with no generalities. **This information is very important in helping to locate the segment**.

LENGTH OF SEGMENT: This is the length of each road segment expressed to the nearest one-thousandth (0.001) of a mile. If using plans to determine the length, please verify the design units used on the plan and convert from feet or meters if necessary.

*SURFACE TYPE: This field indicates the surface type of the roadway. Below is a list of the most common surfaces and their definitions:

> 03 - <u>Graded and Drained Earth Road</u>
> > A road of natural earth aligned and graded to permit reasonable convenient use by motor vehicles. This type road should be drained by longitudinal and transverse

systems, natural or artificial, sufficiently to prevent serious impairment of the road by surface water.

20 - <u>Gravel or Stone Road</u>
A road that the traveling surface consists of gravel, slag, crushed rock, disintegrated rock or gravel or other similar fragmented material coarser than sand.

31 - <u>Bituminous Road</u>
A bituminous surface is a cold mix consisting of a layer of oil then a layer of rock, usually rolled in. A seal coat is a thin surface treatment used to waterproof and improve a road. A seal coat may or may not be covered with rock.

60 - <u>Asphaltic Concrete</u>
Asphaltic concrete is a hot mix surface laid with a paving machine. A pavement consisting of a surface course of mineral aggregate coated and cemented together with asphalt cement on supporting courses such as asphalt bases; crushed stone, slag, or gravel; or on Portland cement concrete or brick pavement.
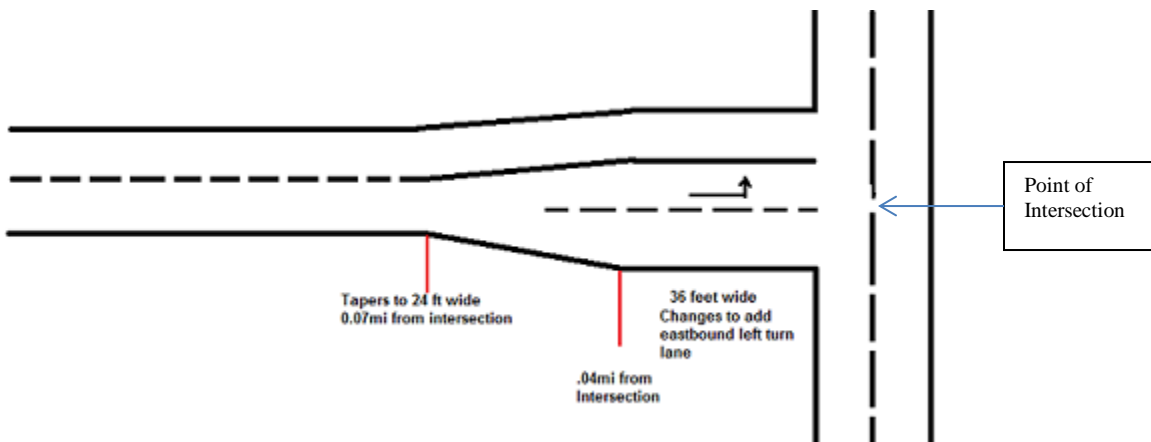
70 - <u>P. C. Concrete</u>
A Portland cement concrete road on a graded and drained earth base.

81 - <u>Brick</u>
A brick surface on a non-rigid base.

SURFACE WIDTH: This field indicates the width of a road section (**not right of way width**) expressed to the nearest foot. On paved surfaces it is the distance from edge of slab to edge of slab. On gravel surfaces it is the distance from top of fore slope to top of fore slope, less the shoulder width for each side. On curbed segments it is the distance from **inside** edge of curb to **inside** edge of curb. Descriptions including mileage points indicating where Tapers/Flairs in the surface width begin and end will help us determine where a road segment should break.   You're welcome to use the back of the form to add a sketch of the road section that changes.

Tapers to 24 ft wide
0.07mi from intersection

36 feet wide
Changes to add
eastbound left turn
lane

.04mi from
Intersection

Point of
Intersection

*SHOULDER TYPE LEFT: This field indicates the left side or inside shoulder type for the roadway

       0 - No Shoulder
       1 - Earth
       2 - Gravel
       6 - Paved
       7 - Paved and Earth
       8 - Paved and Gravel
       9 - Paved and Paved

*SHOULDER TYPE RIGHT: This field indicates the right side or outside shoulder type for the roadway. Attribute Codes are same as above.

LIMIT MPH: Record the lowest posted speed limit on the road segment. Leave the field blank if the limit is not posted and the default of 25 mph will be used. Restrictive curves are not to be included.

SHOULDER WIDTH LEFT: This field indicates the width (to the nearest foot) of the left side or inside shoulder from the outside edge of the shoulder to the edge of the travel lane.

SHOULDER WIDTH RIGHT: This field indicates the width (to the nearest foot) of the right side or outside shoulder from the edge of the travel lane to the outside edge of the shoulder.

CURBED LEFT: This field indicates if the left side or inside shoulder has a curb. Code **Y** for yes and **N** for no. In most cases segments will not have this field as "Y" along with shoulder types and widths.

CURBED RIGHT: This field indicates if the right side or outside shoulder has a curb. Code **Y** for yes and **N** for no. In most cases segments will not have this field as "Y" along with shoulder types and widths.

RUMBLE LEFT: This field indicates if a rumble strip exists on the left side or inside shoulder. Code **Y** for yes and **N** for no.

RUMBLE RIGHT: This field indicates if a rumble strip exists on the right side or outside shoulder. Code **Y** for yes and **N** for no.

COM/IND/RECACC: This field indicates the number of Commercial, Industrial or Recreational Accesses on the road segment. These accesses usually have 500 or more vehicles per day. If the business has several drives in the particular road segment, count the business only once. **If a business is counted here it should not be included back in the Entrance Business field.**

*TYPE PARKING: This field indicates the type of parking using the codes:

1 - Signed 'no parking'
2 - Parallel one side - no parking other side
3 - Parallel one side - diagonal other side
4 - Parallel both sides
5 - Diagonal one side - no parking other side
6 - Diagonal both sides
7 - Parallel or diagonal on one shoulder
8 - Parallel or diagonal on both shoulders
9 - Diagonal center - parallel on sides

Bike/Ped Inventory Data:

Bicycle Facilities (same pavement as roadway, painted separation for bike lane)
- Bike Lane (Y/N)
- Lane Width (feet)
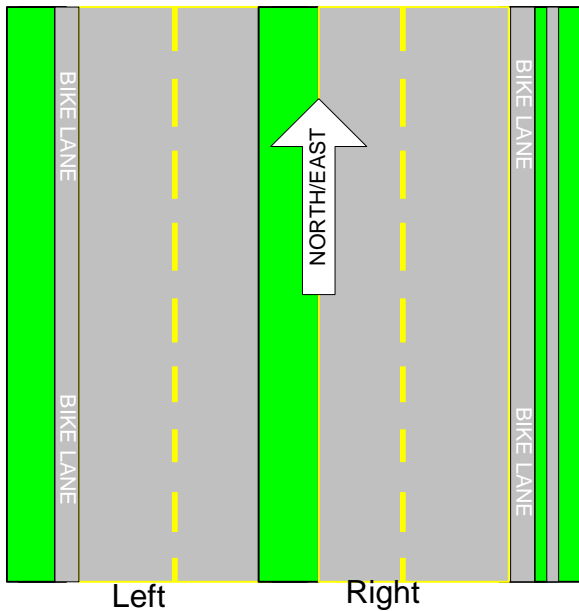- Signed Route**(Y/N)

Separated Paths/Sidewalks
- Left Side*
  - Path/Sidewalk Present (Y/N)
  - Width (feet)
  - Surface Type (AC/PC/Granular)
  - Signed Route** (Y/N)
- Right Side*
  - Path/Sidewalk Present (Y/N)
  - Width (feet)
  - Surface Type (AC/PC/Granular)
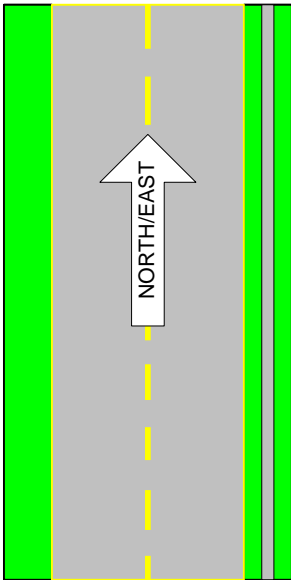 - Signed Route** (Y/N)

* While looking along the road in a northward or eastward direction. Left would be the opposite side of the roadway. Right would be the near side of the road way
** A signed route is defined as any facility signed with a specific trail name and/or the generic green and white Bike Route signs. The specific trail name signs would include both local trail names (Neal Smith Trail, Heart of Iowa Trail, etc.) and/or national designations (American Discovery Trail, Mississippi River Trail, etc.)
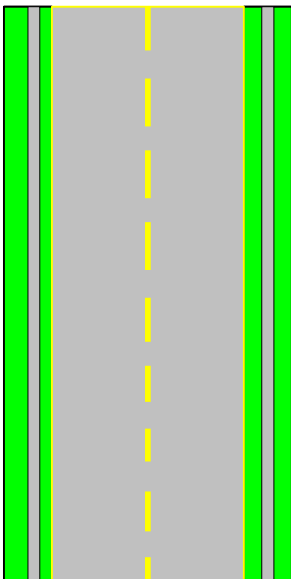Examples of Coding:

Bike Lane:	Y
Lane Width:	6
Signed Route:	N
Left Side	
Path/Sidewalk Present:	N
Width:	
Surface Type:	
Signed Route:	
Right Side	
Path/Sidewalk Present:	Y
Width:	4
Surface Type:	PC
Signed Route:	N

LEFT RIGHT

Bike Lane:	N
Lane Width:	
Signed Route:	
Left Side	
Path/Sidewalk Present:	N
Width:	
Surface Type:	
Signed Route:	
Right Side	
Path/Sidewalk Present:	Y
Width:	4
Surface Type:	PC
Signed Route:	N

LEFT RIGHT

Bike Lane:	N
Lane Width:	
Signed Route:	
Left Side	
Path/Sidewalk Present:	Y
Width:	4
Surface Type:	PC
Signed Route:	N
Right Side	
Path/Sidewalk Present:	Y
Width:	4
Surface Type:	PC
Signed Route:	N

LEFT RIGHT

Bike Lane:	Y
Lane Width:	8
Signed Route:	N
Left Side	
Path/Sidewalk Present:	N
Width:	
Surface Type:	
Signed Route:	
Right Side	
Path/Sidewalk Present:	N
Width:	
Surface Type:	
Signed Route:	