

OVERVIEW OF ROUTE JURISDICTION TRANSFER (RJT) PROCESS & TIMELINE

Authority considering whether to make additions, deletions, or other changes to the state highway system is under RCW 47.01.425. The process and criteria are found in WAC 468-710 and RCW 47.17.001, with RCW 47.01.425 directing the Commission to receive and review written requests from cities, counties, or the Department of Transportation requesting any addition or deletion from the state highway system. The Commission manages the request and provides a complete evaluation and assessment of the request, with the Transportation Improvement Board providing independent engineering support to the Commission's process. Once a thorough evaluation is completed, the Commission provides a final finding to the Chairs of the HTC/STC Chairs, which will include a recommendation. If the RJT meets the criteria a Bill is drafted and submitted to the Legislature for final action on the transfer request.

TIMELINE AND TASKS DURING RJT PROCESS

ESTIMATED DATE	TASK
Request letter must be received by February 1	RJT request is received from city, county, or WSDOT
Upon Receipt of Request	Confirm jurisdiction and timeliness
Meets RJT criteria send confirmation letter	Send letter to applicant, acknowledging receipt of request
Fails criteria send	If request is not in the RJT jurisdiction send letter stating such to applicant Process stops here.
February – July	Perform an initial assessment of request and forward copy of all documents to TIB engineering staff for evaluation. Request reviewed by Commission Subcommittee
February	Establish a list of initial parties of record <ul style="list-style-type: none"> • The requesting agency provides an initial list of stakeholders' names and addresses that may be affected by the route transfer • This list may be added to and needs to include affected local & state agencies and elected officials (Legislators, WSDOT, County Commissioners, Public Works Director)
March – April	Conduct technical analysis and develop a Preliminary Finding by: <ul style="list-style-type: none"> • Determining which criteria apply to the transfer request • Analyze the criteria • Request letter of Concurrence from WSDOT Regional Administrator
April	Commission as a whole approve the recommended Preliminary Finding
May	Mail panel ad notifying interested parties of comment period by sending to appropriate newspapers (in local area of transfer request)
May	Written notice and Preliminary Finding is mailed out to interested parties to begin 30-day comment period
June	At end of 30-day comment period, any comments received are added to the RJT file and shared with Commission
June	Determine need for public hearing (public hearings are optional) <ul style="list-style-type: none"> • Need for hearing is based on local interest (held in area of transfer request) • If only affected agencies comment, there may not be a need for a public hearing
July – August	If public hearing is necessary, panel ad notifying interested parties of public hearing is sent to appropriate newspapers [20-day notice]

July – August	If public hearing is necessary, written notice is sent to interested parties [20-day notice]
August – September	Hold public hearing on Preliminary Finding Email notification to stakeholders that action will be taken by Commission
September	Final Finding recommendation approved by Commission
October	Final Finding recommendation sent out to interested parties
November	Final Finding recommendation is sent to HTC/STC Chairs
December	Bill is drafted and filed for the RJT The bill will be heard in the next legislative session