

Nebraska Department of Transportation

Lane Mile Report/City Annexation Guidelines

Process FAQ, Navigation, & Instructions



NEBRASKA
DEPARTMENT OF TRANSPORTATION

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Introduction and Overview

This document provides extensive information for completing and submitting Lane Mile report and City Annexation documentation necessary to complete the Lane Mile reporting for the Nebraska Department of Transportation. Included in this document are frequently asked questions for the Lane Mile Reporting process (i.e. completing the actual report), instructions to access the Department of Transportation Materials and Research Division portal where the required document(s) are uploaded and submitted, as well as FAQs on the portal and upload process. The City Clerk is responsible for uploading the required Lane Mile Reports and supporting documents for each of their designated municipalities. The collection of roadway information may be completed by the City Street Superintendent or delegated authority.

The document covers common scenarios, but cannot address all potential outcomes. For answers to questions not covered within this document, please contact the Department of Transportation by sending an email to the M&R help desk at ndot.mrechelp@nebraska.gov.

Section I – Lane Mile Reporting Frequently Asked Questions (FAQ)

This FAQ section contains common questions pertaining to completing the Lane Mile report. A second FAQ section covering the online portal used to upload documents to the Department of Transportation can be found in Section V at the end of this document.

Q: *What types of streets should be included on the Lane Mile Report?*

A: The Lane Mile Report should capture all streets that are within the corporate boundaries of a city that are existing, dedicated, public, maintained, and open to traffic 24 hours a day.

Q: *Can roads that are considered part of the ‘Interstate Highway System’ be included?*

A: No.

Q: *Can roads that are considered part of a ‘Freeway Access Control’ be included?*

A: No.

Q: *Can roads that are considered an ‘alley’ be included on the Lane Mile Report?*

A: No.

Q: *How is ‘travel way width’ determined?*

A: The ‘travel way width’ is a measurement perpendicular to the centerline of the roadway. It is used to define the typical location where vehicles travel. The width is measured using the face of the curb, which is at the bottom inside of the curb. The back of the curb cannot be included in the measurement. A paved street with back of curb-to-back of curb measurement of 31’ with 8” thick curbs would be listed as 29’. Do not round up any measurements. Example: 29’8” would be reflected as 29’ on the report, not 30’.

Q: *How is travel way width determined if parking is included within the street?*

A: If parking is included within the street, measure from the face of the curb to the face of the opposite curb. The resulting width determines how many lanes are counted.

Q: *How are medians to be handled when determining travel way width?*

A: Median width includes the left (or inside) shoulders. Do not include curbed, depressed or barrier medians. Measure the travel way width only. Measure the two travel way sides and add together to determine the total width.

Q: *Can paved shoulders be included in the travel way width?*

A: No.

Q: *Can turning lanes be included in the travel way width?*

A: Yes. Include all turning lanes regardless of length.

Q: *How are lane credits determined for paved roads?*

A: Paved streets (bituminous, asphalt, concrete and brick) receive credit using the following guidelines:

Width	Lanes
Under 20' wide	1 lane
20' – 29' wide	2 lanes
30' – 39' wide	3 lanes
40' – 49' wide	4 lanes
50' – 59' wide	5 lanes
60' – 69' wide	6 lanes
70 – 79' wide	7 lanes
80' – 89' wide	8 lanes
90' – 99' wide	9 lanes

Q: How are lane credits determined for gravel roads?

A: Gravel roads receive 2-lane credit regardless of width.

Q: How are lane credits determined for earth roads?

A: Earth roads receive 2-lane credit regardless of width.

Q: Are there examples of how to determine travel way width?

A: Yes; See Section II.

Q: How are numeric streets to be reflected on the Lane Mile Report?

A: Either a numeric format (1st, 2nd, 3rd, etc.) or a spelled format (First, Second, Third, etc.) is acceptable. However, the format of the numeric street should be consistent throughout the Lane Mile Report for that city and reflect the official street name.

Q: How are directional streets to be reflected on the Lane Mile Report?

A: Either an abbreviated format (W, E, N, S, SW, etc.) or a spelled format (West, East, North, South, Southwest, etc.) is acceptable. Directional indications may be at the beginning or end of a street name, as appropriate for your city (W Main St or West Main St; Main St W or Main St West). However, the format of the directions should be consistent throughout the Lane Mile Report for that city.

Q: How are unnamed streets to be referenced on the Lane Mile Report?

A: If a public road does not have an official street name, it can be noted as Unnamed AA, BB, CC, DD, etc. However, these names will appear on official maps. For this reason, it is important that the lane mile report indicates either the 9-1-1 road name designation or street sign name, if possible.

Q: How are new streets to be reflected on the Lane Mile Report?

A: New streets that have been built and opened need to be added to the report. The new streets also need to be shown on a city map that is enclosed with your lane mile report.

Q: How are annexations reported?

A: If there have been any recent revisions or annexations to the corporate limits of a city, two documents are required to be submitted for each annexed area. The first document is a copy of the approved council resolution containing the legal description of the annexed area. The second document is a surveyor's plat map of the annexed area. It is important to indicate the dates that

these two documents were completed. Both documents are needed to substantiate the annexation for proper lane mile credits.

Q: *How are roads on the boundary of an annexed area to be reflected on the report?*

A: If an area has been annexed since September 2, 1977, or with any future annexations, any roads abutting the annexation are considered inside the corporate limits, including state or US highways. For annexations prior to September 2, 1977, if the corporate boundary was the centerline of an existing street, the city receives credit for half the width. This should be noted on the lane mile report indicating the entire width of the street and the “C” referenced in the boundary column.

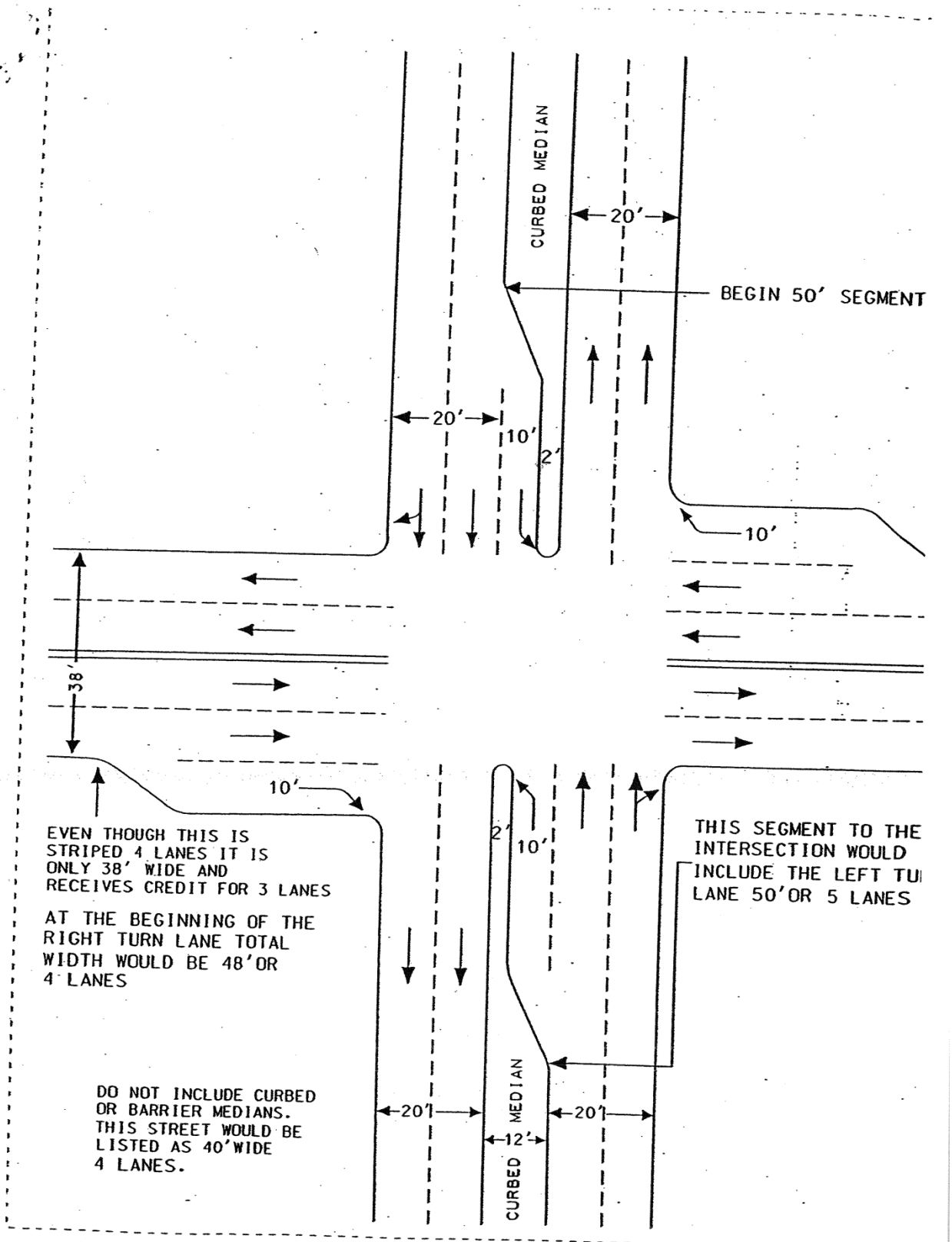
Q: *When does the Lane Mile Report need to be received at the Department of Transportation?*

A: July 31 of the current year.

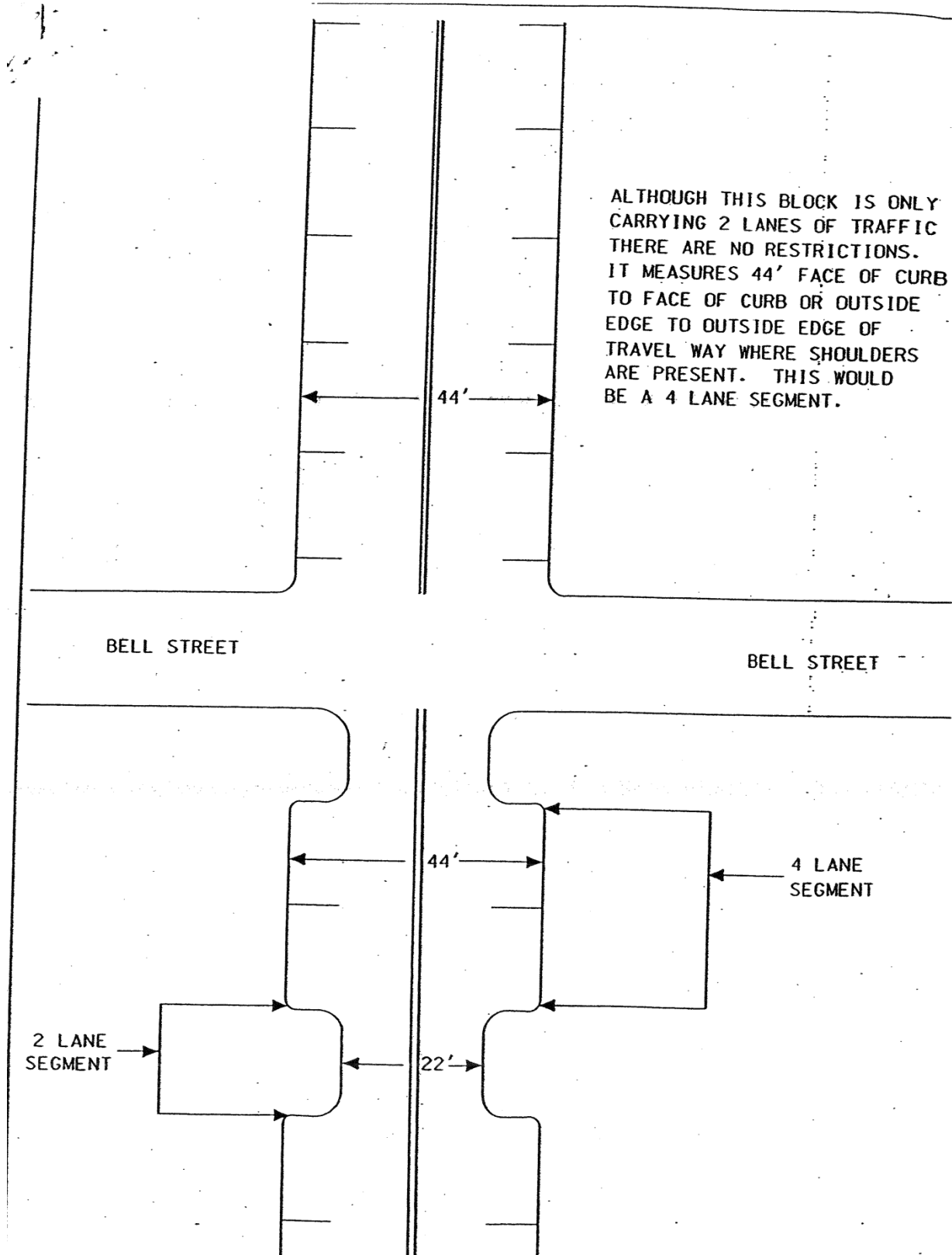
Q: *What happens if the Lane Mile Report is not received by July 31?*

A: If the report is not received at the Department of Transportation by July 31, we cannot guarantee that any updates will be reflected in your city’s road allocation information for the following year.

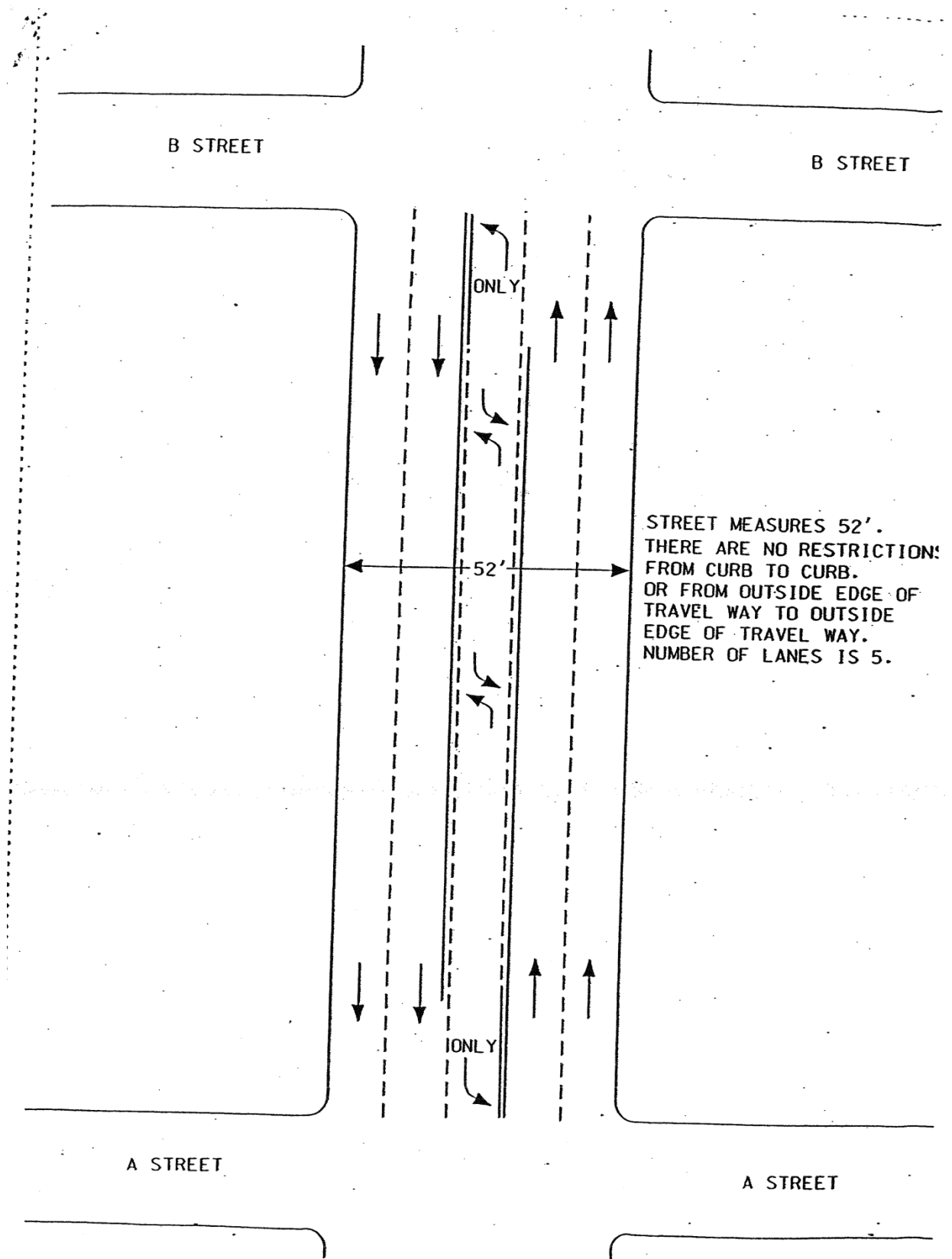
Section II - Examples of Travel Way Width Determinations



Examples of Travel Way Width Determinations, continued



Examples of Travel Way Width Determinations, continued



Section III – Clerk Registration

The link to register can be found on the NDOT website at <https://dot.nebraska.gov/business-center/materials/> under Roadway Asset Management.

The screenshot shows the Nebraska Department of Transportation website. The navigation bar includes links for HOME, TRAVEL, BUSINESS CENTER, PROJECTS, and ABOUT, along with a search bar. The main content area is divided into several sections:

- Materials and Research Lists, Manuals, Guidance**
 - Laboratory Quality System Manual
 - Surface Distress Survey Manual
 - Standard Test Methods Manual
 - Pavement Management Systems Manual
 - Geotechnical Policy & Procedures Manual
 - Pavement Design Manual
 - Determination Data Sheet for LPA
 - Pavement Design Guidance for LPA
 - Contractor/Consultant Sampling and Testing Certifications
 - Pavement Optimization Program - User Guide
 - Nebraska Highway Reference Post Log Book
- Estimated Volume Reduction Factor Tables for PG Binders and Asphaltic Oils**
 - Specific Gravity (60° F) range 0.8499 to 0.9659
 - Specific Gravity (60° F) range 0.9660 to 1.0760
- Geotechnical Section**
 - NDOT Moisture and Deflection Form
 - Field Bridge Pile Application
- Asphalt Links**
 - 2015 City County Meeting Presentation
 - 2014 City County Meeting Presentation
 - 2013 City County Meeting Presentation
 - Update of NDOT Mixes
 - Overview of QC/QA Program
- Roadway Asset Management** (highlighted in a red box)
 - City Lane Mile Clerk Registration Form
- Nebraska Qualified Material Vendors List**
 - Asphalt Producers List
 - Interground/Blended Cement
 - Luminaires
 - Pavement Marking Glass Beads
 - Pavement Marking Traffic Paint
 - Portland Cement Non-Blended: I, II, III
 - Reinforced Concrete Pipe, Flared End Section, and Precast/Prestressed Concrete Structural Unit Manufacturers
 - Ready Mix Producers List
 - Rock & Gravel Producers List
- Nebraska Qualified Consultant, LPA, and Contractor Laboratories**
 - List of Nebraska Qualified Laboratories
 - NDOT Consultant Laboratory Qualification Manual
 - NDOT Contractor Mix Design & Field Laboratory Manual
- Specifications/Reference Documents**
 - QC Superpave Software
 - SRM Asphalt Mix
 - Superpave Asphalt
 - Urban Superpave Asphalt
 - PG Binder
 - Leveling Course (LC)
 - Regular Leveling Course (RLC)
 - Thin Lift Overlay (SLX)
 - Concrete Batch Weights
 - Mix Design Submittal
 - Class-R Contractor (TAG) Production and Testing
 - Field Gradation Test of Aggregates
 - Maturity Curve Method of Development
 - NDOT Maturity Method Field Monitoring
 - Primers for Anchor Bolts Used With High Mast Light

A URL bar at the bottom of the screenshot shows: <https://dotqa.nebraska.gov/media/6370/field-pile-application-installation.msi>

When you enter the municipality you are a clerk of, **please type your municipality** instead of using the drop down menu. If you use the drop down menu it will try to load all the municipalities in Nebraska, which will take all day and you will probably have to reload the page. You don't have to know the census code, it will be filled automatically. If you are the clerk of multiple municipalities, you can use the add button in the upper right to add other municipalities to the registration form.

The screenshot shows the top portion of the registration form. It has a title bar that says "Lane-Mile Clerk Registration Form". Below the title bar is a light gray instruction box: "Please, add the municipalities you are certified to manage. You may add additional municipalities by clicking 'Add' -->". To the right of this box is an "Add" button. Below the instruction box are two input fields: "Municipality (Start typing the name) *" and "Census Code *". The Municipality field has a red "no" symbol over it. To the right of the Census Code field is a "Remove" button.

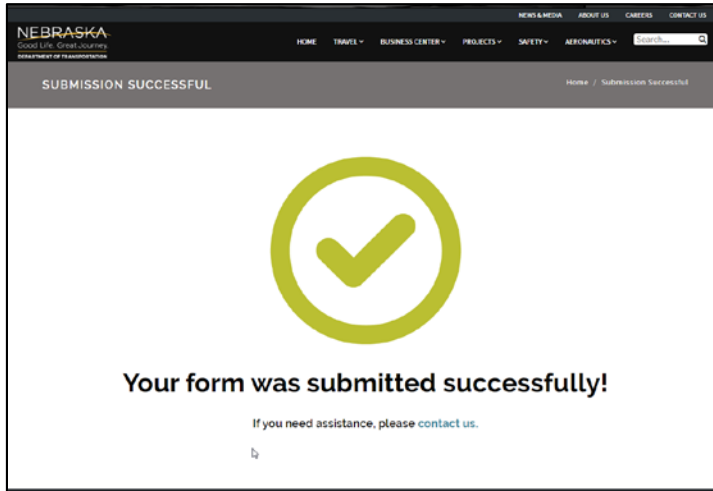
This screenshot shows the personal and address information sections of the form. It is divided into several sections:

- Name:** Includes fields for First Name *, Middle Name, Last Name *, and Suffix.
- Primary Address:** Includes fields for Street Address 1 *, Street Address 2, City *, State * (with a dropdown menu showing "NE"), and Zip Code *.
- Secondary Address (Optional):** Includes fields for Street Address 1, Street Address 2, City, State * (with a dropdown menu showing "NE"), and Zip Code.
- Contact Information:** Includes fields for Primary Email Address *, Secondary Email Address, Primary Phone Number *, Secondary Phone Number, and Fax Number.

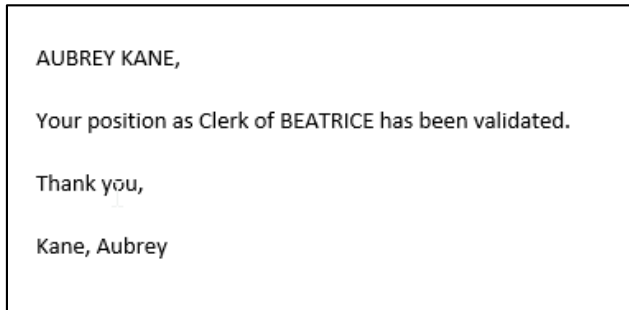
For the lane mile clerk credential please submit a document or several that prove that you are the clerk of a municipality. Some examples of these documents might include an appointment letter, city/village meeting minutes, or other documents clearly stating your name and position as clerk. This is to deter fake requests and help us speed up approval.

The screenshot shows the "Credentials" section of the form. It has a title bar that says "Credentials". Below the title bar is a light gray instruction box: "Lane-Mile Clerk Credential *". Below this box is a button that says "Attach Lane-Mile Clerk Credential". At the bottom of the section is a "Submit" button.

When the form is submitted successfully you will see this green check mark.

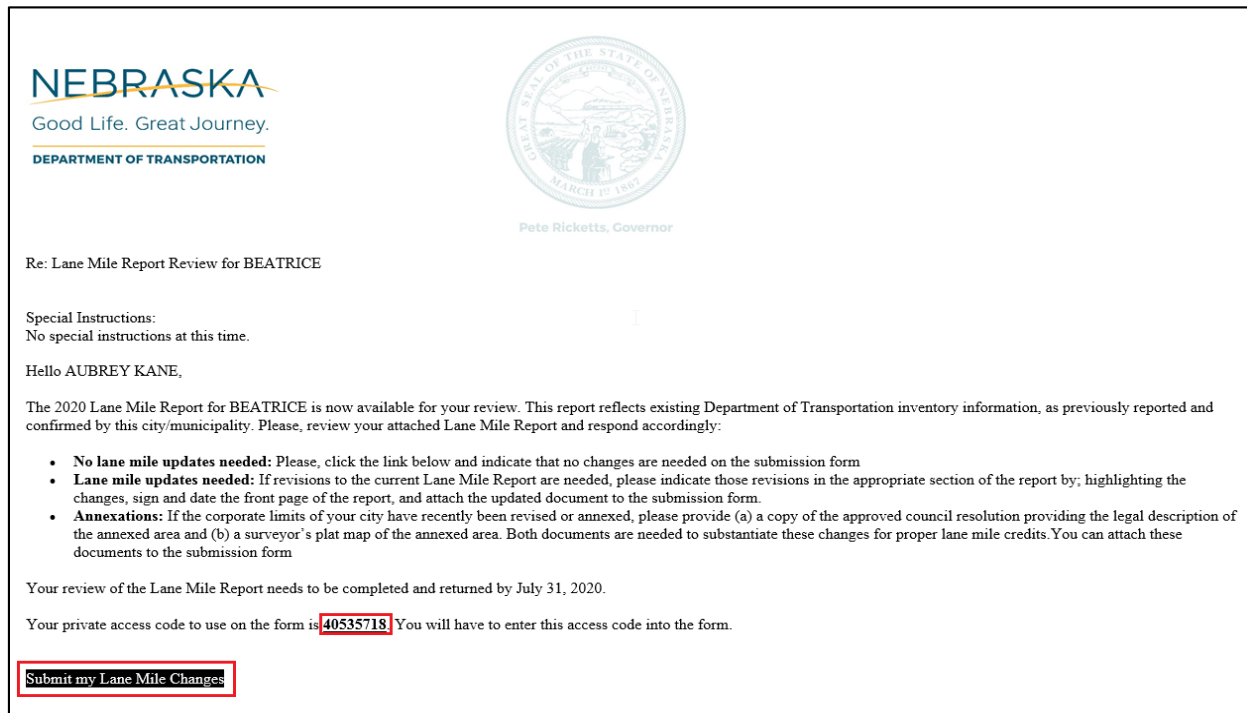


After your submission has been approved you will receive an email like the one below letting you know.



Section IV – Submitting Lane Mile Reports and uploading documents

When it is time to submit the lane mile report the City Clerk will receive an email from the NDOT requesting that clerks to submit a Lane Mile Report. The email will have a city lane mile report with the roads we currently have in our system. To submit your lane mile report click “Submit my Lane Mile Changes” at the bottom of the email. This will bring you to the submission form. You will need the private access code to confirm your information.



Enter your private access code into the form and press Tab.

Nebraska Department of Transportation – Lane Mile Request

As part of the Lane Mile process, you will receive an access code via the preferred email address registered by the municipality. If you did not receive an access code, or your access code does not work, please, [contact us](#).

Access Code (Enter the number and press TAB) *

40535718

Municipality Information

Clerk First Name * <input type="text"/>	Municipality Name * <input type="text"/>	Lane Mile Calendar Year * <input type="text"/>
Clerk Last Name * <input type="text"/>	Census Code * <input type="text"/>	
Email Address * <input type="text"/>		

Once you've entered your private access code and pressed Tab, the form will automatically fill in your information, and a new section will appear for you to attach your documents.

Municipality Information

Clerk First Name * <input type="text" value="AUBREY"/>	Municipality Name * <input type="text" value="BEATRICE"/>	Lane Mile Calendar Year * <input type="text" value="2020"/>
Clerk Last Name * <input type="text" value="KANE"/>	Census Code * <input type="text" value="195"/>	
Email Address * <input type="text" value="AUBREY.KANE@NEBRASKA.GOV"/>		

No Changes to Lane Mile Report

Submit Lane Mile Changes

Lane-Mile Report *

Attach Lane-Mile Report

No Annexations

Annexation and City Plat

City Plat *

Attach City Plat

Annexed City Plat *

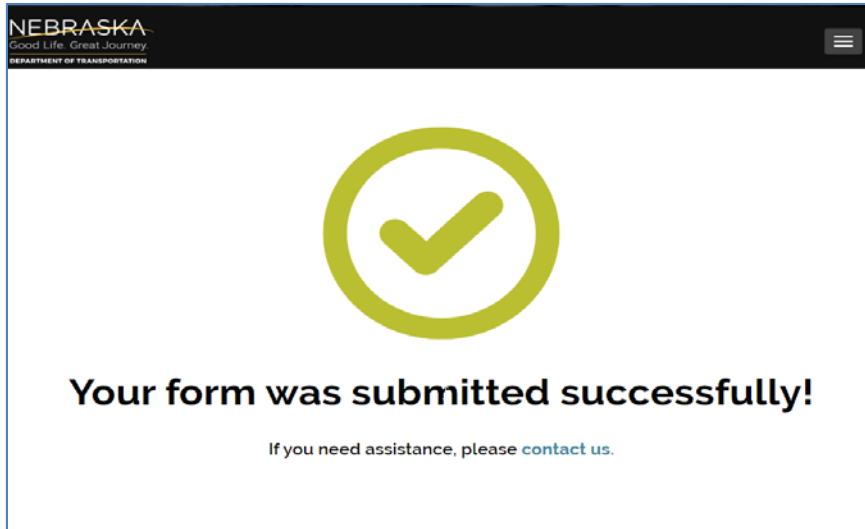
Attach Annexed City Plat

Ordinance of Annexation *

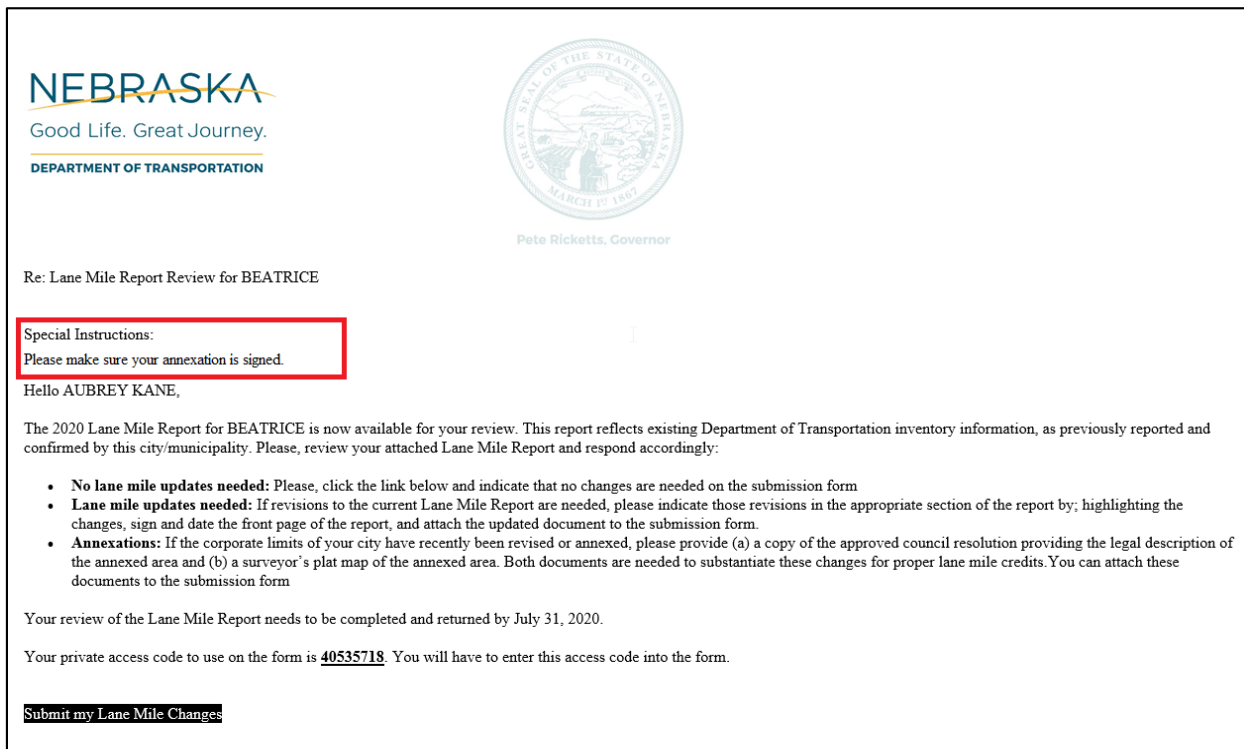
Attach Ordinance of Annexation

Submit

Attach any documents you need for this year’s lane mile report. Once you’ve submitted your form successfully you will get the green check mark again.



If there are any problems with your documents or we need any additional information, you will receive an email like the one sent to request your documents initially, but it will have special instructions for what you need to change. Follow the same steps as before.



Section V: LMR Submission Frequently Asked Questions (FAQ)

This FAQ section contains common questions pertaining to accessing, navigating, and using the online document submission system. Answers to questions regarding the actual report (and how to complete them) can be found in Section I at the beginning of this document.

Q: *What if I have no changes to make?*

A: If the roads are the same as last year, click the “No Changes to Lane Mile Report” button. If you have no new annexations or city plats to send in this year, click the “No Annexations” button. Then click submit.

Q: *How do I make changes to my Lane Mile Report?*

A: Save the City Lane Mile attachment from the E-mail. Modify the documentation as needed and save, or create a new document such as an excel sheet that is in the same format as the City Lane Mile Report. Upload in lane mile submission system where it says Attach Lane-Mile Report.

Q: *Why is the submit button not available?*

A: Each section has required actions that must be finished to allow submission.

- Top section- Requires a Lane Mile Report in the Attach Lane-Mile Report section, or a checkmark in the box indicating no changes before Submit is active.
- Bottom Section- Requires Documents uploaded to at least one of the sections, or a checkmark in the box indicating no annexations before Submit is active.

Q: *I received notification my submission was rejected?*

A: Review email message received for details of rejection reason. To re-upload your documents follow the directions above for entering the lane mile submission system, and then submit the documents with the changes we requested. **Please submit all your documents again.** For instance, if an annexation ordinance was not signed and we need you to submit another one, you must also submit your lane mile report again. Please submit all of the documents each time.

Q: *Can I submit more than one Annexation?*

A: Yes. The bottom section will allow multiple imports of paired annexation and legal description documents.

Q: *Can I delete my Lane Mile Report or other documents?*

A: No. If you find errors in your Lane Mile Report or any other documents after you submit them, please email ndot.mrecmhelp@nebraska.gov and we will send you another request to submit your documents. You can make any changes you need and submit the corrected documents.

Q: *How can I tell the status of my submission?*

A: If you have submitted all your documents for the year, you can assume everything is fine. If there are any issues you will receive an email letting you know.

Q: I received the error message: “An Error Occurred While Processing Request”

A: This message typically indicates that the user has timed out from the current session. Reload the page and enter your information again to submit.

Q: Who do I contact for assistance?

A: For any questions regarding clerk registration, uploading documents or detailed questions regarding the Lane Mile Report process, please send email to the NDOT helpdesk at ndot.mrecmhelp@nebraska.gov. We are always happy to help you.

Section VI: Lane Mile Report Examples

Because you get your previous years LMR from us as a pdf, it’s hard to edit it properly so you can submit the changes each year. Here are some examples of how to make the LMR document you submit.

If there are only minor changes to make, like changing the surface type or width of existing roads, the easiest option is to just write in the changes, like below.

N THIRD STREET									
1003' W/REYNOLDS AVE	REYNOLDS AVE	BIT	GRAV	22	16	0.19	2	0.38	LOCAL
N 14	264' E/N 14		GRAV	24		0.05	2	0.10	LOCAL
264' E/N 14	GERMAND ST		GRAV	20		0.04	2	0.08	LOCAL
GERMAND ST	FULLER ST		GRAV	20		0.26	2	0.52	LOCAL
FULLER ST	BROADWAY ST		BIT	22		0.08	2	0.16	LOCAL
BROADWAY ST	ESTHER ST		BIT	22		0.08	2	0.16	LOCAL
ESTHER ST	265' E/ESTHER ST		BIT	42		0.05	4	0.20	LOCAL
265' E/ESTHER ST	IDA ST		BIT	24		0.03	2	0.06	LOCAL
						<u>0.78</u>		<u>1.66</u>	

For more extensive changes or for adding new roads we suggest crossing off the roads with major changes and adding them and any new roads to an excel spreadsheet that you can put at the end of your document.

BROADWAY STREET								
KENWOOD ST	CARL ST	ASPH	23	0.13	2	0.26		LOCAL
CARL ST	BERNARD ST	ASPH	23	0.06	2	0.12		LOCAL
BERNARD ST	SEVENTH ST	ASPH	23	0.09	2	0.18		LOCAL
SEVENTH ST	SIXTH ST	ASPH	23	0.08	2	0.16		LOCAL
SIXTH ST	FIFTH ST	ASPH	23	0.07	2	0.14		LOCAL
FIFTH ST	FOURTH ST	ASPH	65	0.08	6	0.48		LOCAL
FOURTH ST	THIRD ST	ASPH	65	0.08	6	0.48		LOCAL
THIRD ST	SECOND ST	ASPH	65	0.08	6	0.48		LOCAL
SECOND ST	FIRST ST	ASPH	65	0.08	6	0.48		LOCAL
FIRST ST	N SECOND ST	BIT	32	0.07	3	0.21		LOCAL
N SECOND ST	N THIRD ST	BIT	32	0.08	3	0.24		LOCAL
N THIRD ST	N FOURTH ST	BIT	32	0.08	3	0.24		LOCAL
N FOURTH ST	N 535TH ST	BIT	32	0.27	3	0.81		LOCAL
						1.25	4.28	
CANE STREET								
N 14	DIVISION ST	BIT	22	0.16	2	0.32		LOCAL
DIVISION ST	IRVING ST	BIT	22	0.10	2	0.20		LOCAL
IRVING ST	FULLER ST	GRAV	20	0.08	2	0.16		LOCAL
FULLER ST	BROADWAY ST	ASPH	34	0.08	3	0.24		LOCAL
BROADWAY ST	ESTHER ST	BIT	22	0.08	2	0.16		LOCAL
ESTHER ST	IDA ST	ASPH	22	0.07	2	0.14		LOCAL
						0.57	1.22	

Carl Street								
N 14	Division St	BIT	22	0.16	2	0.32		Local
Division St	Irving St	BIT	22	0.1	2	0.2		Local
Irving St	Fred St	GRAV	20	0.04	2	0.08		Local
Fred St	Fuller St	GRAV	20	0.04	2	0.08		Local
Fuller St	Smallway St	ASPH	34	0.02	3	0.06		Local
Smallway St	Broadway St	ASPH	32	0.06	3	0.18		Local
Broadway St	Esther St	BIT	22	0.08	2	0.16		Local
Esther St	Ida St	ASPH	22	0.07	2	0.14		Local
						0.57	1.22	
Fred Street								
Kenwood St	Carl St	ASPH	30	0.13	3	0.39		Local
Carl St	Bernard St	ASPH	30	0.06	3	0.18		Local
Bernard St	Seventh St	ASPH	22	0.09	2	0.18		Local
Seventh St	Sixth St	ASPH	22	0.08	2	0.16		Local
Sixth St	Fifth St	ASPH	32	0.07	3	0.21		Local
						0.43	1.12	

If a road no longer exists, please cross it off and write a note so we know that it's gone.

IRVING STREET								
CARL ST	BERNARD ST	ASPH	24	0.06	2	0.12	LOCAL	
BERNARD ST	SEVENTH ST	ASPH	24	0.09	2	0.18	LOCAL	
SEVENTH ST	SIXTH ST	ASPH	24	0.08	2	0.16	LOCAL	
SIXTH ST	FIFTH ST	BIT	22	0.08	2	0.16	LOCAL	
FIFTH ST	FOURTH ST	BIT	22	0.08	2	0.16	LOCAL	
FOURTH ST	THIRD ST	BIT	22	0.08	2	0.16	LOCAL	
THIRD ST	SECOND ST	BIT	35	0.07	3	0.21	LOCAL	
SECOND ST	FIRST ST	BIT	22	0.08	2	0.16	LOCAL	
FIRST ST	N SECOND ST	BIT	22	0.08	2	0.16	LOCAL	
N SECOND ST	N SECOND ST	BIT	22	0.02	2	0.04	LOCAL	
N SECOND ST	N THIRD ST	BIT	22	0.06	2	0.12	LOCAL	
N THIRD ST	N FOURTH ST	BIT	22	0.08	2	0.16	LOCAL	
N FOURTH ST	686' N/N FOURTH ST	GRAV	20	0.13	2	0.26	LOCAL	
686' N/N FOURTH ST	MCCLELLAN ST	GRAV	24	0.12	2	0.24	LOCAL	
MCCLELLAN ST	N 535TH ST	GRAV	24	0.01	2	0.02	LOCAL	
					<u>1.12</u>	<u>2.31</u>		
IRVING STREET								
KENWOOD ST	MALCOLM ST	BIT	29	0.06	2	0.12	LOCAL	
MALCOLM ST	CARL ST	BIT	29	0.07	2	0.14	LOCAL	
CARL ST	BERNARD ST	BIT	29	0.06	2	0.12	LOCAL	
BERNARD ST	SEVENTH ST	BIT	29	0.09	2	0.18	LOCAL	
SEVENTH ST	SIXTH ST	BIT	29	0.08	2	0.16	LOCAL	
SIXTH ST	FIFTH ST	BIT	29	0.08	2	0.16	LOCAL	
FIFTH ST	FOURTH ST	BIT	29	0.07	2	0.14	LOCAL	
THIRD ST	158' N/THIRD ST	BIT	35	0.03	3	0.09	LOCAL	
158' N/THIRD ST	SECOND ST	BIT	23	0.05	2	0.10	LOCAL	
SECOND ST	FIRST ST	ASPH	24	0.08	2	0.16	LOCAL	

----END OF GUIDELINES----