



IDAHO URBAN BOUNDARY CHANGE REQUEST FORM

PLEASE INDICATE: ITD District Request Local Agency Request

This form has been developed for use in all change/modification requests for Urban Boundaries. One form must be completed and submitted for each change.

AGENCY CONTACT INFORMATION

Agency Name:		Application Date:
Contact Person and E-mail Address:		Telephone Number:
Agency Address:		
Is this change request completely within or partially within an Urbanized Area? <input type="checkbox"/> No <input type="checkbox"/> Yes – If yes, concurrence from the MPO is required. Please complete the following information. Please indicate the name of the metropolitan planning organization (MPO):		
MPO Contact Person and E-mail Address:		Telephone Number:
MPO Address:		
Does requested change extend into another jurisdiction(s)? <input type="checkbox"/> No <input type="checkbox"/> Yes – If yes, a concurrence letter or resolution is required from the other jurisdiction(s). Please indicate the name of the other jurisdiction(s):		

URBAN BOUNDARY DESCRIPTION

Population (Census):	
Brief explanation for proposed changes:	
Census Boundary Square Foot:	Proposed Boundary Square Foot:
Existing Urban Boundary Classification (choose only one): <input type="checkbox"/> Rural Areas 0 – 4,999 <input type="checkbox"/> Small Urban Areas 5,000 - 49,000 <input type="checkbox"/> Urbanized Areas 50,000+ <input type="checkbox"/> Metropolitan Statistical Areas 250,000+	Proposed Urban Boundary Classification (choose only one): <input type="checkbox"/> Rural Areas 0 – 4,999 <input type="checkbox"/> Small Urban Areas 5,000 - 49,000 <input type="checkbox"/> Urbanized Areas 50,000+ <input type="checkbox"/> Metropolitan Statistical Areas 250,000+



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REMARKS

Written Description of Boundary *(general characteristics and how it relates to the surrounding area in terms of importance):*

A brief description why the proposed change is requested and justification for the change:

Additional remarks to fully explain the change request:

IDAHO CHANGE REQUEST SUBMITTAL CHECKLIST *(include with this request form):*

- Change Request Form
- Vicinity Map showing the proposed changes and existing *(include most recent Census boundary, city boundary and/or appropriate jurisdiction boundaries if applicable)*
- Original letter of recommended approval from Mayor, Chairman of the Board or other official responsible for the agency or a City/County Resolution adopted. If the request crosses jurisdictional boundaries, a letter of recommendation or City/County Resolution is required from all agencies which have authority over the road.
- Proof of Public Hearing *(if one was held)*
- MPO concurrence letter *(if within an Urbanized Area)*

Submit all of the above to the Idaho Transportation Department District in your area. If you have questions or need additional information, you may e-mail FunctionClass@itd.idaho.gov.



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For ITD District Use Only:

ITD District <input type="checkbox"/> D1 <input type="checkbox"/> D2 <input type="checkbox"/> D3 <input type="checkbox"/> D4 <input type="checkbox"/> D5 <input type="checkbox"/> D6	Application Received:
District Contact Person and E-mail Address:	Telephone Number:
District Application Recommendation to Planning Services: <input type="checkbox"/> Approval Request because: <input type="checkbox"/> Deny Request because:	

For ITD Planning Services Use Only:

ITD Recommendation to FHWA: <input type="checkbox"/> Approval Request because: <input type="checkbox"/> Deny Request because:
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IMPORTANT CONTACT INFORMATION		
CONTACT	OFFICE NUMBER	FAX NUMBER
Local Highway Technical Assistance Council (LHTAC)	(208) 344-0565	(208) 344-0789
ITD HQ Planning Services	(208) 334-8483	(208) 334-4432
ITD District One	(208) 772-1200	(208) 772-1203
ITD District Two	(208) 799-5090	(208) 799-4301
ITD District Three	(208) 334-8300	(208) 334-8917
ITD District Four	(208) 886-7800	(208) 886-7895
ITD District Five	(208) 239-3300	(208) 239-3367
ITD District Six	(208) 745-7781	(208) 745-8735
Bannock Transportation Planning Org. (BTPO)	(208) 233-9322	(866) 230-4709
Bonneville Metropolitan Planning Org. (BMPO)	(208) 612-8530	N/A
Community Planning Association of Southwest Idaho (COMPASS)	(208) 855-2558	(208) 855-2559
Kootenai Metropolitan Planning Org. (KMPO)	(208) 930-4164	N/A
Lewis-Clark Valley Metropolitan Planning Org. (LCVMPO)	(208) 298-1345	(208) 298-1339

