

Local Road Activity (LRA) Reporting Steps

The Georgia Department of Transportation (GDOT), pursuant O.C.G.A. § 32-4-2, must maintain records of all public roads within Georgia. Local governments are required to assist GDOT in complying with the state code by participating in the Local Road Activity (LRA) Process. Below are the steps to the LRA Process and a checklist to help facilitate the process.

1. **All updated roads must be adopted in meeting minutes.** All added, modified, and/or abandoned roads must be adopted during an official city council/county commission meeting (minutes should include new/modified/abandoned road name(s), segment(s), and length(s) (e.g. "Doe Street, from John Drive to Jane Court, with a length of 4,500 linear feet"); reference of approved plat(s)/as-built(s) preferred).
 - For mass road updates, the provided **excel spreadsheet** (see #3, below) may be completed and referenced in place of individual road identifications. The council/commission must be sure to publically acknowledge all route characteristics as detailed in the excel template.
2. **Create a list of all the roads that were added, modified, or abandoned.** The following are examples of updates to include on the list:
 - Abandoned road
 - Transferring ownership of a road
 - Re-naming of a road
 - New road constructions
 - Paving of previously unpaved roads (that weren't named or are renamed)
 - Lengthening or shortening of a road
 - Paving of previously unpaved roads
 - Widening of a road
3. **Complete the GDOT Notification of Local Road Activity Report for each road that is added, modified, or abandoned.**
 - For small road updates complete and submit the provided **LRA Form**
 - a. <http://www.dot.ga.gov/DriveSmart/Data/Documents/LocalRoadActivityForm/LocalRoadActivityForm.pdf>
 - For mass road updates complete and submit the provided complete **LRA Form** (generic fields completed) and **Excel Spreadsheet**
 - a. <https://georgiamap21.org/node/62>
 - b. <http://www.dot.ga.gov/DriveSmart/Data/Documents/LocalRoadActivityForm/LocalRoadActivityForm.pdf>

4. **Create a file report of the updated roads.** The following list are file formats that can be submitted to GDOT, in the order of preference:
 1. Shapefiles or geodatabase files
 2. MicroStation files
 3. AutoCAD files
 4. Plats
 5. Google Earth files
 6. Adobe Acrobat files
 7. Microsoft Excel files
 8. Microsoft Word files

5. **Create a map or plat of all new updated roads**

Deliverables Checklist: *Submit the following documents*
Check the box when completed

- Adopted county commission/city council meeting minutes wherein said local public road change(s) were adopted (include excel spreadsheet, if referenced); (refer to step 1 of the *Local Road Activity (LRA) Reporting Steps*)
- Completed GDOT Local Activity Form and/or excel spreadsheet (step 3 of the *LRA Steps*)
- One file report format of the updated roads (step 4 of the *LRA Steps*)
- Map or plat depicting location and alignment of updated local roads

Additional Notes:

- ❖ Notify GDOT of any **added** or **modified** road **within 90 days**, following completion of the road project or declaration of public ownership.
- ❖ Notify GDOT of any **abandoned** road **within 90 days** of abandonment (must be in adopted minutes).
- ❖ Please follow the above Local Road Activity (LRA) reporting steps and submit all documentation **each time** an update is made.
- ❖ Send deliverables via email or mail to:
 - Office of Transportation Data
 - 600 West Peachtree Street, NW
 - 19th Floor, Room 1934 Atlanta, Georgia 30308
 - 404-347-0706 | FAX: 404-631-1136
 - e-mail: OTDLocalGovtCoor@dot.ga.gov