

## **NOTICE OF PROPOSED GUIDANCE DOCUMENT**

### **DTIM -BSHP2**

Pursuant to Wis. Stat. s. 227.112, the Wisconsin Department of Transportation is hereby seeking comment on DTIM-BSHP2 86.302(1) a proposed guidance document.

### **PUBLIC COMMENTS AND DEADLINE FOR SUBMISSION**

Comments may be submitted to the Wisconsin Department of Transportation for 21 days by:

1. Department's website: <https://appengine.egov.com/apps/wi/dot/guidance-docs?guidDocId=DTIM-BSHP2>

2. Mailing written comments to:

Division of Transportation Investment Management  
Wisconsin Department of Transportation  
4822 Madison Yards Way  
PO Box 7913  
Madison, WI 53707-7913

### **WEBSITE LOCATION OF FINAL GUIDANCE DOCUMENT**

The final version of this guidance document will be posted at [wisconsin.dot.gov](http://wisconsin.dot.gov) to allow for ongoing comment.

### **AGENCY CONTACT**

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[DOTDTIMGuidanceDocs@DOT.WI.GOV](mailto:DOTDTIMGuidanceDocs@DOT.WI.GOV)

**WisDOT Division of Transportation Investment Management**

Bureau of State Highway Programs  
P.O. Box 7913  
Madison, WI 53707-7913

**Governor Tony Evers  
Secretary Craig Thompson**

[wisconsindot.gov](http://wisconsindot.gov)  
Telephone: (608) 266-2865  
FAX: (608) 267-0294  
[wislinfo@dot.wi.gov](mailto:wislinfo@dot.wi.gov)



August 15, 2019

To: County Highway Commissioners

*Subject: Miles of Public Highway Open and Used for Travel as of January 1, 2020*

We are beginning our annual local road certification of Wisconsin, via Section 86.302 (1) of the Wisconsin State Statutes. The annual certification of road mileage may be used to determine the distribution of transportation aids. Please follow the enclosed instructions so that we can accurately certify the number of miles in your municipality. Mileage changes may result from new road construction, road abandonment, annexations, incorporations, and jurisdictional transfers. This annual certification period is from January 1, 2019 to December 31, 2019 for all the reporting on the forms.

As mandated by the Wisconsin Statutes, "...the board of every town, village and county, and the governing body of every city shall file with the department note later than December 15 of every year, a certified plat of the municipality or county showing the highways under its jurisdiction and the mileage thereof to be open and used for travel as of the succeeding January 1. The department may use the plats in making computations of transportation aids...".

Return the necessary certification materials for submittal to WisDOT by October 11, 2019 in the enclosed envelope. Although Wisconsin Statutes allow for a December 15 deadline, prompt return of all required documents will eliminate delays with your certification processing. Document delays may affect the transportation aids for those roads.

**Wisconsin Information Systems for Local Roads (WISLR) Online**

Consider logging on to the WISLR web site to view local road information. **Not a WISLR user?** Your packet contains the **Local Unit of Government Tools Quick Guide**. The guide contains instructions on how to request access and navigate in WISLR online.

**New Construction?** Please be sure to submit a Certified Survey Map (CSM), a Legal Description, or a Final Plat Map with all new construction, including new round about(s) in your county.

If you have questions or need assistance, **please leave a message on the WISLR HELPLINE, (608) 266-2865**, with the following information:

1. Your name
2. Municipality and County Name
3. Phone number
4. A brief description of your question

Thank you for your cooperation,  
*Statewide Local Road Coordinator*