



Mid-Region Metropolitan Planning Organization (MRMPO) Long Range Systems Maps Update Policies and Procedures – Long Range Transit Network (LRTN) Map

Local entities, agencies, and members of the public may request a change or update on a future or proposed transit route at any time. MRMPO staff will make updates to the map (if any are requested) to reflect any approved changes once per year in December. More frequent updates may be made at the discretion of MRMPO staff.

- 1) Requested changes to a future route:
 - a) Requested changes to the LRTN for a proposed route by the jurisdiction in which the route is located will be reviewed by the Congestion Management Process (CMP) Committee and MPO staff.
 - b) If another entity wants to update or change a future or proposed transit route that is not under their jurisdiction, the entity must first discuss with the local entity where the project is located and work together to make a request. *A request will not be accepted without the approval of the municipality or agency.*
 - c) MRMPO staff will accept requests to the future and proposed network from the public. These requests must be reviewed and approved by the appropriate agency staff in order for the change to be reflected on the LRTN. (MRMPO will provide the member of the public with contact information for a staff member at the jurisdiction. It will be up to the member of the public to obtain the jurisdiction's approval.).
 - d) MRMPO staff may make minor edits as appropriate (e.g., changes to symbology, legend titles, minor alignment fixes, etc.) without the approval of the CMP Committee. The jurisdiction where the facility is located shall be notified.
- 2) Once a request to change a future or proposed transit route is received and approved by the appropriate municipality or agency, the request is reviewed by the CMP Committee and MPO staff.
- 3) The request for future or proposed transit routes will be evaluated based on the following:
 - a) Direct access to regionally significant destinations
 - b) Filling critical gaps in the existing priority transit system
 - c) Balanced with upgrades to existing services

- 4) Consensus agreement on the approval of the change or update for future designations will be finalized by the CMP Committee. If consensus cannot be reached, the request will be submitted to MRMPO’s Transportation Coordinating Committee (TCC).

Approvals Table for Future Route Designation	
<i>If change is requested by:</i>	<i>Approvals Needed From:</i>
MRMPO Staff	Jurisdiction, CMP
General Public	Jurisdiction, CMP
Jurisdiction in which the facility is located	CMP
Another member agency or jurisdiction	Jurisdiction, CMP

CMP=Congestion Management Process Committee

- 5) MRMPO will accept requests for changes to the LRTS long range systems maps on an on-going basis per the instructions in the Mid-Region Metropolitan Planning Organization (MRMPO) Long Range Systems Map Update Policies and Procedures documents. Calls should be made for any needed updates to the LRBS, LRTN, and LRRS once per year, ideally in November or December. Desired locations should be denoted in the following ways, listed in the order of preference:

1. GIS data of the facilities for inclusion
 - a. Shapefile, feature class, KML/KMZ, and all other GIS formats are acceptable and preferred
2. Digital map depicting the completed facility
 - a. PDF, image file, or online map
3. Annotated map describing location and extent
 - a. Such as a Google Maps screenshot with additional information
4. Written description including, in as much detail as possible:
 - a. To/from extents
 - b. Side of street (if applicable)
 - c. Type of facility
5. If an agency cannot provide any of the above, the GIS Team will work with them to produce an accurate representation of the facility for inclusion in the LRTN.

- 6) Changes that are accepted and/or approved should be made in a timely manner afterwards to the online interactive maps located on the MTP LRTS page here: <https://www.mrcog-nm.gov/544/Long-Range-System-Maps>.

If substantial changes are made to the online interactive map, the accompanying static (PDF) map should also be updated as well. *The online interactive maps serve as the most current long range system maps.*