

Instructions for Completing The HUTF Mileage Certification 2024



COLORADO
Department of Transportation
Division of Transportation Development

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GENERAL REPORTING REQUIREMENTS

The Highway Users Tax Fund (HUTF) annual mileage certification is required per Colorado Revised Statutes 43-4-201 – 43-4-218. It requires all eligible jurisdictions to certify the mileage they maintain each year to CDOT. The following document describes program components and requirements.

As part of the program, please review your jurisdiction’s existing HUTF roadway inventory for accuracy and then update that inventory to reflect its status as of December 31, 2024. Keep a copy of any documents needed for your records. Materials provided to CDOT will not be returned and will only be retained for three years. The deadline to report changes is February 3, 2025.

Input necessary changes to your jurisdiction’s HUTF roadway inventory through the online reporting site WebHUT. (www.webhut.codot.gov). Detailed instructions for using WebHUT can be found on the site’s page under the Resources tab in the top banner.

Viewing your, or another jurisdiction’s, HUTF roadway inventory, reviewing recorded edits, obtaining the required Signature Sheet, and submitting your HUTF report, as well as uploading documentation to CDOT can all be accomplished from functions within WebHUT under View/Submit Data.

Characteristic or descriptive changes made to your existing roadway inventory, including Route Name, From or To Features, Surface Types, Surface Condition, Surface Width, etc., can be made using the Edit single segment, Edit multiple segments, or Edit segments by file upload functions under Edit Existing Data within WebHUT. Functions to split, combine, and delete existing roadway segments are also found here.

Changes such as adding new roads, annexations, de-annexations, and jurisdictional boundary changes can be made using the functions under Add/Annex Data within WebHUT.

If there are no changes to report on your road system, simply download and complete the required Signature Sheet, write “NO CHANGES” on it, and email it to CDOT or upload it within WebHUT.

WebHUT Local Road Editor

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Welcome Travis of Bennett

I want to...

View / Submit Data	Edit Existing Data	Add / Annex Data
<ul style="list-style-type: none">✓ View my segments✓ View other segments✓ Show HUTF changes✓ Signature Sheet / Submit✓ Upload/download data	<ul style="list-style-type: none">✓ Edit single segment✓ Edit multiple segments✓ Edit segments by file upload✓ Split segments✓ Combine segments✓ Realign segment✓ Delete or Abandon segment	<ul style="list-style-type: none">✓ Add new segment✓ Add annexation✓ Remove annexation✓ Recover deleted segment✓ Add land annexation✓ Remove land annexation

Supporting documentation in the form of GIS data, plats, or maps is required for major changes to include new roads, annexations, road realignments, and significant road length changes. If supplying a map to locate new roads within your jurisdiction, please circle the newly added roads and assign a map change number as shown in the below image. This number will need to correspond to the Map Change Number field that is required in WebHUT for new or annexed roads. If supplying supporting GIS data, the Map Change Number field can be utilized to number your edits, and the Plat Name field can reference that GIS data.



Additionally, jurisdictional boundary changes should be reported regardless of any changes to roadway maintenance responsibilities that may, or may not have, occurred in the annexed area. However, annexed roads must still be recorded through WebHUT reporting procedures. Again, supporting documentation in the form of GIS data, plats, or maps is required to properly identify and locate these areas.

HUTF Report Preparation Checklist (for jurisdiction use, not to be returned)	
Activity	Completed
1) Review existing HUTF inventory within WebHUT	
2) Update existing HUTF inventory as needed (route name, surface type, condition, width, etc.)	
3) Add or remove records from inventory for new roads, abandonments, annexed or de-annexed roads within WebHUT	
4) Review mileage in Signature Sheet/Submit WebHUT function, and download Signature Sheet	
5) Compile supporting materials: maps, plats, and GIS data to support recorded significant edits	
6) Upload completed Signature Sheet and supporting materials to Upload/download data function within WebHUT	
7) Click on Submit data in the Signature Sheet/Submit WebHUT function.	

Roadway Characteristics Requirements

The following fields of information can be updated within WebHUT. Please familiarize yourself with the criteria for each as there may only be certain values that the software will accept:

A. Route

A county specific designation if different from Route Name. For example: Route - 27.0, Route Name - 27th Av. Will auto-populate with Route Name for non-county routes.

B. Segment Prefix

Cardinal direction associated with a route. Not required but value must be North, South, East, West if input.

C. Route Name

A route's named designation or a county route alias. Changes will also require references to the name change in other segments' From-To descriptions to be updated. Be sure to use the suffix abbreviation as provided in table below.

Street Type Suffix Abbreviations			
Abbreviation	Text	Abbreviation	Text
AL	Alley	PA	Path
AV	Avenue	PL	Place
BD	Boulevard	PT	Point
BY	Byway	PY	Parkway
CD	Cul De Sac	RD	Road
CI	Circle	RN	Run
CR	County Rd	SQ	Square
CT	Court	ST	Street
CV	Cove	TE	Terrace
DR	Drive	TR	Trail
EX	Expressway	VI	View
LN	Lane	WY	Way
LP	Loop		

D. From & To Features

Each segment should have a clear and accurate description of its extent and direction of travel, preferably from South to North, West to East, SW to NE or SE to NW. Frequently used description abbreviations are listed in the table below.

From/To Description Abbreviations			
Abbreviation	Text	Abbreviation	Text
BARR	Barrier	NMON	National Monument
BDRY	Boundary	NOCHG	Number Change
BGN	Begin	NP	National Park
CBD	Central Business District	OPERCH	One-way/Two-way Change
CDS	Cul De Sac	OWNCHG	Gov Level Ownership Change
CG	Cattle Guard	PCG	Posted Cattle Guard
CL	City Limits	PG	Posted Gate
COLI	County Line	PRK	Park
CRK	Creek	RRX	Railroad Crossing
ECL	East City Limits	RVR	River
END	End of Road	SCL	South City Limits
GLCH	Gulch	SH	State Highway
HOVCH	Begin/End HOV Lanes	SPLIT	Jurisdictional Split
HPMS	Begin/End HPMS Sample	SRFCH	Surface Change
LG	Locked Gate	STP	State Park or Rec. Area
LNCHG	Change in # Thru Lanes	STR	Structure/Bridge
NAAQBDRY	Nonattainment Area Bdry	SYSCH	System Change
NCL	North City Limits	TG	Toll Gate
NFOR	National Forest	URBDRY	Urban Boundary
NGL	National Grassland	WCL	West City Limits
NMCHG	Name Change	WIDCH	Width of Surface Change

E. Segment Direction

Cardinal (N, S, E, W) or ordinal direction (NW, NE, SW, SE) that describes a segment's direction of travel to coincide with From and To features.

F. Segment ID

A route's unique sequence number. If introducing a new segment that occurs within an existing route, segment ID should be given a value that will fall into the proper location with respect to the existing route's segmentation order and direction of travel.

G. Forest Route

US Forest Service route designation, if applicable. May also be used for other reference.

H. County FIPS Code

To identify the county in which described segment of road resides. WebHUT will provide a drop-down listing of all counties to choose from.

I. Length

Length of the described segment. Not to exceed a thousandth of a mile (0.000). Measurement schematics can be found in **Figure 1** of this document.

J. Surface Type

This characteristic should reflect the current status and is a coded field. See domain definitions in **Table 1** of this document.

K. Surface Condition

This characteristic should reflect the surface condition current status and is a coded field. Ratings of Good, Fair, Poor are utilized and further defined in **Table 2** of this document.

L. Surface Width

To be measured in feet between toes and curb pans. If curbs are not present, measure the width of the driving lanes from edge-of-oil to edge-of-oil. On unpaved roads, measure the width of the driving lanes. For divided streets, measure total width of driving lanes in the primary and secondary direction excluding median width. For undivided streets, measure the total width. For further details, refer to the Roadway Schematics in **Figure 2** of this document.

M. Through Lane Quantity

This is to represent the number of lanes that continue through the segment described and exclude turn and merge lanes.

N. Through Lane Width

Width in feet of a single through lane.

O. Operation

To indicate one-way or two-way flow of traffic.

P. Overlay Thick

Depth of overlay pavement, if added. Please only report this field if the material applied is ½ inch or greater. Project Year should also be updated when Overlay Thick is updated.

Q. Inspection Year

To be populated with the year of the most recent visual inspection of roadway characteristics.

R. Project Year

To be populated with the year the road was most recently resurfaced or improved (but not built). Should be more recent than Built Year and could indicate an update to Overlay Thickness.

S. Built Year

To be populated with the year initial construction or major reconstruction. Reconstruction typically requires the complete removal and replacement of the old surface, and oftentimes the base material as well.

T. Administrative Classification

Determined by local officials. Only roads with an Administrative Classification of 1 or 2 are eligible for HUTF funding. HUTF eligible roads in the inventory should be open to the public, maintained, passable by a typical vehicle. Do not report any alleys or driveways in the inventory.

Administrative Classification Definitions	
Classification Code	Definition
0	Overlapping miles, non-chargeable. Not represented in CDOT GIS
1	Arterial Service (receives HUTF funding)
2	Local Service (receives HUTF funding)
4	Future local road, under construction or not yet maintained
6	Toll road
7	Future segment of National Highway System (CDOT use only)
8	Open road maintained by another entity (e.g., private, federal)
9	Primitive, not maintained, including all Surface Type 13

U. Functional Classification

A CDOT or FHWA assigned coded value to describe functional design. These values cannot be updated by local jurisdictions without initiating a change request through FHWA.

Functional Classification Definitions	
Classification Code	Definition
1	Interstate
2	Principal Arterial – Other Freeways or Expressways
3	Principal Arterial – Other
4	Minor Arterial
5	Major Collector
6	Minor Collector
7	Local

V. Jurisdictional Split

Used to identify scenarios where two jurisdictions share maintenance responsibilities on a road; typically represented by half of the shared road's length being assigned to each jurisdiction's inventory as an Admin Class 1 or 2 road. The other half may be represented in each jurisdiction's inventory as an Admin Class 0 record.

Jurisdictional Split Definitions	
Split Code	Definition
0 or Blank	No jurisdictional split
1	County & County jurisdictional split
2	City & County jurisdictional split
3	City & City jurisdictional split
5	State line split with neighboring state jurisdiction

W. HOV Type

A brief description of any available managed access lanes. Field may remain blank to also indicate no HOV lanes present.

HOV Type Definitions	
HOV Code	Definition
0	No HOV lanes
1	24-hour exclusive lanes
2	Through lanes used for HOV
3	Shoulder / parking used for HOV

Tables & Figures Section

Table 1 – Surface Type

Surface Type and Definitions	
Unpaved Surfaces	Definition
13 = Primitive	An unimproved public road where no maintenance is performed.
14 = Unimproved	A road using the natural surface and maintained as barely passable for vehicles, but not conforming to the requirements for a graded and drained road. The road may have been bladed and had minor improvements.
15 = Graded & Drained	A road of natural earth aligned and graded to permit reasonably convenient use by vehicles and having drainage systems (natural and artificial) sufficient to prevent serious impairment of the road by normal surface water. It is with or without dust palliative treatment or a continuous course of special borrow material to temporarily protect the roadbed, and to facilitate immediate traffic service.
16 = Soil, Gravel, or Stone	A road with a surface consisting of mixed soil, stabilized soil, gravel, or stone. Gravel or stone surfaces may also be stabilized.
0 = No Data	No information available. Not to be used with AdminClass 1 or 2.
Paved Surfaces	Definition
1 = Asphalt	Pavement type characterized by having asphalt from the base layer of the pavement structure to the driving surface. This includes asphalt that is overlaid with asphalt, milled, and overlaid asphalt, and recycled asphalt. This also includes asphalt with surface seals such as chip seals, micro surfaces, sand seals, etc.
2 = Asphalt Over Concrete	Pavement type characterized by having asphalt driving surfaces on top of concrete.
3 = Concrete	Pavement type characterized by having concrete from the base layer of the pavement structure to the driving surface. This includes concrete that is overlaid with concrete, and diamond ground concrete surfaces.
4 = Concrete Over Asphalt	These pavements are concrete driving surfaces on top of asphalt including white topping.
11 = Other	Brick, block, or other combination not included in the other surface type codes, consisting of paving brick, stone, asphalt, wood and other block, steel, or wood with or without bituminous wearing surface less than 1 inch in compacted thickness. Includes roads with combination of wearing surfaces.

Table 2 – Surface Condition

Surface Condition and Definitions	
Unpaved Surfaces	Definition
Good	Has adequate width for safe passage of large vehicles, uniformly graded with a crown and ditches for drainage. The surface is smooth with no washboards, rutting or soft areas; vehicles can safely travel at the posted speed limit. There is adequate and uniformly spread gravel. The road supports traffic in wet weather.
Fair	Has adequate width for safe passage of full-size vehicles, with varying cross section and inconsistent crown. Ditches and drainage are inadequate. The surface has occasional washboards and ruts, but irregularities do not interfere with safe vehicle operation at the speed limit. Gravel is present but lacking in the wheel paths or in short stretches. During wet weather, puddles develop; the road is slippery but will support normal traffic.
Poor	Two vehicles cannot safely pass. Cross section varies. There is no crown or ditches, and water does not drain from the road. The surface has washboards, ruts, soft areas; vehicles must slow to less than the speed limit. Gravel is sparse or nonexistent; vehicles cannot safely travel during wet weather.
Paved Surfaces	Definition
Good	Smooth pavement with little if any surface deterioration. Asphalt may be beginning to show evidence of rutting and fine cracks. Concrete may be beginning to show evidence of slight surface deterioration, such as minor cracks and spalling. Random cracking or patching should not be more than 20% of the roadway surface being evaluated. Cross section is uniform. There is positive drainage with good curb and gutters or ditches. All pavements constructed or resurfaced in the last 12 months should be rated in this category.
Fair	Ride quality is noticeably inferior to roads in the good category. Asphalt defect may include rutting, cracking, and patching. Concrete may have a few joint failures, faulting and cracking and some pumping. Cracking or patching should not be more than 60% of the roadway surface being evaluated. Cross section is not uniform. Water puddles in areas; curbs and gutters or ditches may be present, but drainage is inconsistent. Pavements that are 1-9 years in age may fall into this category.
Poor	Ride quality is noticeably inferior to roads in the fair category and are not tolerable for high-speed traffic and may be uncomfortable for medium speed traffic. Asphalt defects may include extensive rutting, cracking, and extensive patching. Concrete may have several joint failures, faulting and cracking, and major areas of severe pumping. Cracking or patching will be greater than 60% of the roadway surface being evaluated. Cross section varies. Water puddles throughout; curb and gutters or ditches do not function or do not exist. Pavement has deteriorated to an extent that resurfacing, or if extremely deteriorated, reconstruction is needed. Pavements that are 9 or more years in age may fall into this category.

Figure 1 – Roadway Schematics: Length

ROADWAY SCHEMATICS

FIGURE 1A

TYPICAL ROADWAY LENGTH MEASUREMENT
(LENGTH OF SECTION)

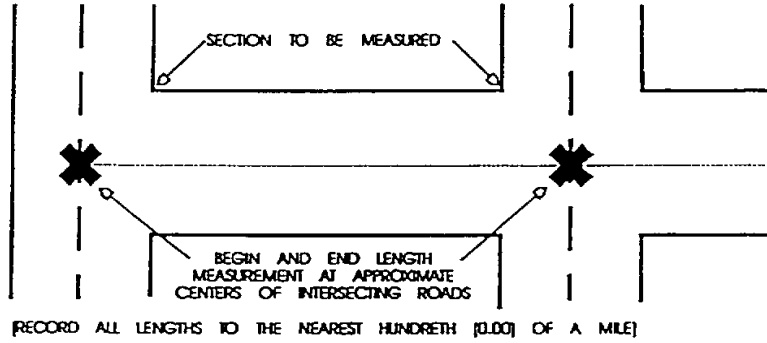


FIGURE 1B

TYPICAL ROADWAY LENGTH MEASUREMENT
(LENGTH OF SECTION)

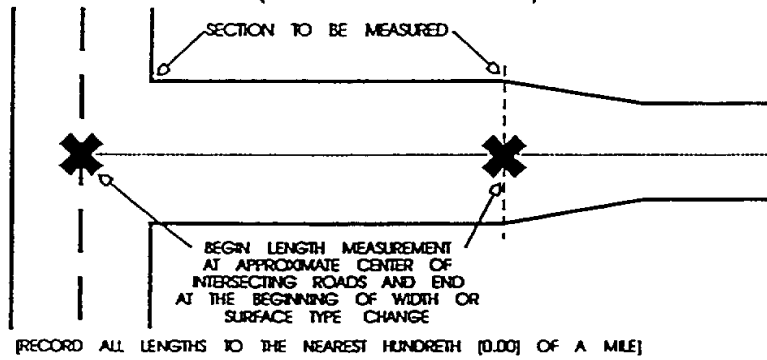


FIGURE 1C

TYPICAL ROADWAY LENGTH MEASUREMENT
CUL - DE - SAC (LENGTH OF SECTION)

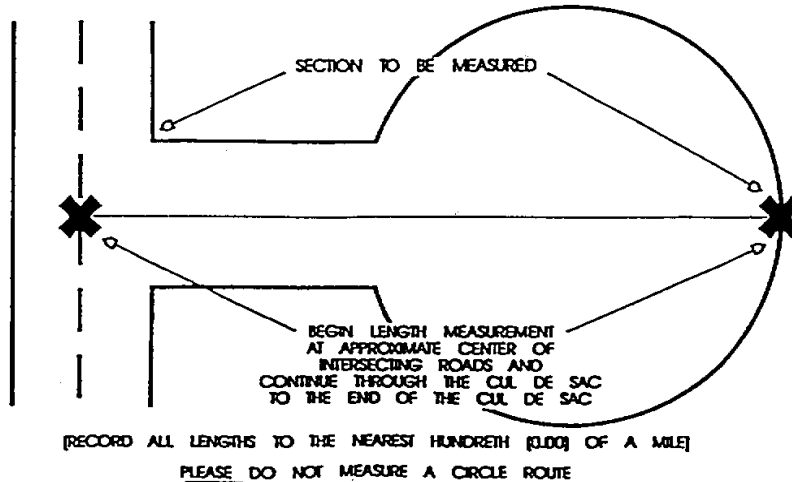


Figure 2 - Roadway Schematics: Width

