



# FLINT HILLS AREA TRANSPORTATION AGENCY

## Bus Stop Request / Modification Form

*This form is intended to standardize the request for the addition, elimination, modification, or relocation of a bus stop.*

**Check one:**

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

\_\_\_\_ Request for new bus stop

Proposed Site Location:  
(include street address, site map, if available):

\_\_\_\_\_

\_\_\_\_ Request for relocation of stop currently located at:

\_\_\_\_\_

Move to:

\_\_\_\_\_

Reason:

\_\_\_\_\_

\_\_\_\_ Request to eliminate existing bus stop

Reason:

\_\_\_\_\_

### Requestor Contact Information:

Name:

\_\_\_\_\_

Address:

\_\_\_\_\_

Phone:

\_\_\_\_\_

Email:

\_\_\_\_\_

*All new fixed-route bus stops and amenities (bus shelters, etc.) must:*

- *Meet accessibility requirements in compliance with the ADA law;*
- *Conform to the design criteria outlined in the Bus Stop Design Guidelines created by the Flint Hills Area Transportation Agency; and*
- *Be approved for use by either the City of Manhattan, City of Junction City, and or the Kansas Department of Transportation; or have an easement agreement with landowner (private lands).*

Please complete and return form to our Facility by Mail at the below address or Email to Kazi Jahan at [kjahan@rileycountyks.gov](mailto:kjahan@rileycountyks.gov).

Flint Hills Area Transportation Agency  
5815 Marlatt Avenue  
Manhattan, KS 66503-8125

*Your request will be reviewed and evaluated by our staff for their recommendations in terms of safety, bus routing and operations, and any other considerations in the best interest of the public.*