

**NORTH CAROLINA
DEPARTMENT OF TRANSPORTATION**

**Honorary Naming and Designations of State
Transportation Assets/Employee Memorial
Program**



Effective Date: February 7, 2019



***Honorary Naming and Designations of State Transportation
Assets/Employee Memorial Program***

Approved By:

The North Carolina Board of Transportation

2/7/2019

Date of Approval

A handwritten signature in black ink, appearing to read "James H. Trogdon", written over a horizontal line.

James H. Trogdon
Secretary of Transportation

2/7/2019

Date of Approval

A handwritten signature in black ink, appearing to read "Michael S. Fox", written over a horizontal line.

Michael S. Fox, Chairman
Board of Transportation

Person Responsible for Policy:

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**HONORARY NAMING AND DESIGNATIONS OF STATE
TRANSPORTATION ASSETS / EMPLOYEE MEMORIAL
PROGRAM**

**NCDOT POLICY (#)
A.09.0100**

Business Category: Secretary's Office		Business Area: Governance / North Carolina Board of Transportation	
Approval Date: 2/7/2019		Last Revision Date: 12/6/2018	
		Next Review Date: 11/1/2021	
Authority: North Carolina General Statute (NCGS) § 136-18(8) Select all that apply: <input type="checkbox"/> N/A <input checked="" type="checkbox"/> Requires Board approval <input type="checkbox"/> Requires FHWA approval <input type="checkbox"/> Requires other external agency approval: Click here to enter external agency name(s) .		Policy Owner: Transportation Mobility and Safety Director	
Definitions: In this policy, unless otherwise provided, the following terms will have the following meanings: <ol style="list-style-type: none"> 1) "Board" shall mean the North Carolina Board of Transportation. 2) "Department" shall mean the North Carolina Department of Transportation (NCDOT). 3) "Committee" shall mean the Road, Bridge and Ferry Naming Committee of the North Carolina Board of Transportation. 4) "Local Government" shall mean county or municipality in whose jurisdiction the facility lies. 5) "Quorum" shall mean a simple majority of committee members or of the full board. 6) "North Carolina (NC) Resident" shall mean a person who filed NC taxes and/or is registered to vote as a NC resident. 7) "Designation" shall mean to provide honorary status to a facility in which the Department only installs signs recognizing the honorary status (i.e. Lieutenant Commander Geddie R Herring Highway) 8) "Naming" shall mean to give or change the name of a road as per NCGS § 136-18 (8) in which the postal address is reflected by the name (i.e. S.R. 1007 is named All-American Freeway"). When the Board names a road, municipalities or counties cannot rename that section of highway. Naming also applies to the title given to Ferries as they are established per NCGS § 136-82. 9) "Overlay" shall mean that a portion of a highway is given an honorary designation, but another honorary designation may also be included along that same / part of the section of highway (i.e. Blue Star Memorial Highway). This is typical for a section of highway longer than 5 miles. 			
Policy: Pursuant to NCGS §136-18(8) and NCGS § 136-82 , the North Carolina Board of Transportation may name roads, bridges, or ferries. Policy and procedures approved by the North Carolina Board of Transportation for carrying out said road, bridge or ferry naming are detailed below.			
I. Roles and Responsibilities of the Board of Transportation's Road, Bridge, and Ferry Naming Committee <ol style="list-style-type: none"> a. Committee acts in response to local resolutions. b. North Carolina Department of Transportation Secretary and Board Chairman are co-chairs of the committee, who call meetings and approve the agenda. c. A quorum is necessary for approval of resolutions. 			

d. Committee makes a recommendation to the Board regarding approval of requested:

- road naming
- road designation
- bridge designation
- ferry naming
- Blue Star Highways
- additions to the designation overlay
- NCDOT Employee Memorial Program

II. Criteria for Nominee for Road or Bridge Designation In order to have a road or bridge designated

a. In honor of an individual, that individual:

- (1) Must be either living or be deceased longer than one year but fewer than 75 years.
- (2) Must not be currently serving or pursuing a term as an elected official (local, state, or federal).
- (3) Must be or have been a NC resident. Proof of residency shall be provided by the requesting party at the time the formal resolution is submitted.
- (4) Must have made notable local, state, and/or national contributions and/or have significant accomplishments.
- (5) Must not already have another state-owned road or bridge for him/her. The Board does not name more than one facility for the same individual. Requests for duplicate family members reviewed on case by case basis.
- (6) If solely for Law Enforcement and Emergency Responders, the individual must have been killed in the line of duty, if this is the only basis for nomination.
- (7) Must have strong local support with regard to the road or bridge; it is the Board's preference that resolutions passed by municipal councils and county commissions are unanimous. The Board does not mediate local disagreements.
- (8) Must have the support of the family with regard to the road or bridge designation.
- (9) If solely for military service, the individual must be a recipient of a valorous individual decoration during combat operations as designated by the Department of Defense.
 - (a) Listed below are eligible levels of individual decorations for road or bridge designations as the sole basis for nomination:
 - (i) Medal of Honor
 - (ii) Distinguished Service Cross
 - (iii) Silver Star
 - (iv) Navy Cross
 - (v) Air Force Cross
 - (b) Verification of the individual decoration shall be provided by the requesting party at the time the formal resolution is submitted.
 - (c) Medal of Honor recipients are eligible for interstate designations; other levels should be US or NC routes.

b. Specific criteria for road or bridge designations

- (1) The Board will consider designating roads and bridges (not buildings).
- (2) The road or bridge to be designated must be already constructed or within 3 months of its expected construction completion date.
- (3) For roads, the distance of dedication should be 5 miles or less.
- (4) Municipal employees should seek designations on municipal facilities within municipal limits first. Consideration may be given for state-maintained facilities if adequate municipal facilities are unavailable or unsuitable.

- (5) Law Enforcement Officers and Emergency Responders will be honored with bridge designations.
- (6) Signs may include up to one title, one first name, one initial, one last name, and one suffix for individuals to be designated by the local governing body, as long as length limits are met. The Department will communicate to the local governing body applicable text length limits. (The entire name is limited to one line of text; the font size of the text depends on the design speed of the road where the sign is to be installed.)

III. Criteria for Nominee for Road or Ferry Namings. In order to have a road or ferry named for an individual:

- a. Must have strong local support from the affected municipality and/or county with regard to the naming; it is the Board's preference that resolutions passed by municipal councils and county commissions be unanimous. The Board does not mediate local disagreements.
- b. Must provide acknowledgement in the resolution(s) and/or minutes that by changing the name of a road, the address will also change from the current name to the new name and this will affect all businesses and residents along that section of road.
- c. Should follow county / municipal road naming requirements (i.e., directionals and numbers not allowed, punctuation not allowed, duplications within their jurisdiction not allowed, limits in characters, etc).
- d. Counties / municipalities are responsible for the installation of the street signs and may need to reimburse the Department for additional costs incurred by the Department for installing any signage.
- e. Roads names can be duplicated outside of the county or municipal limits.
- f. May be named for individuals and will follow the same criteria as listed in Part II of this policy.
- g. Ferries are generally named after municipalities and regions that the ferry service will support.

IV. Submitting a Road, Bridge or Ferry Designation or Naming Application Request

To access specific steps needed to submit a road, bridge or ferry designation or naming application request please see [Submittal Steps for Honorary Designation Request](#). The following documentation and information are required before any naming request will be considered by the Board.

- a. **Background Information on Nominee:** Sufficient information must be provided to explain why the naming or designation is warranted; for example, significant contributions and accomplishments at the local, state, and/or national level. If the designee is recently deceased, the request will be reviewed after a one year waiting period unless the nomination package (resolution and letters of support) have been received by the Department. A fatality resulting from a crash, while tragic, is alone not sufficient to qualify for a naming or designation. See *Section VII: Alternatives* for other available options for honoring an individual.
- b. **Resolutions:** Local government must unanimously adopt resolutions in a public forum and in sufficient detail to adequately justify the request. The road, bridge, or ferry proposed for naming or designating must be entirely within the jurisdiction of the requesting governing body or bodies. If the facility lies between multiple municipality and county limits, resolutions are required from all affected local governments.
- c. **Character Certification Form:** Local government must attest, to the character of the honoree, using the [Character Certification Form](#) provided by the Department.
- d. **Public Input and Support:** Cite the opportunity for public input. Local governing bodies shall provide a minimum of three recommendation letters from civic, service, or business organizations to demonstrate the degree of public support for the honoree. For road namings, they must include the acknowledgement that the associated addresses on the named section of road will change with the change in name.
- e. **Family Support:** The requesting party shall have the family's support for the road, bridge, or ferry naming or designation request including agreement with the requested location of the dedication.
- f. **Minutes from the Local Government Meeting(s) where the Resolution was passed:** The minutes substantiate that the resolution was passed in a public forum, and that the body was unanimous in its support. For road namings, the minutes and/or resolution must provide acknowledgement that by changing the name of a road, the address will also change from the current name to the new name and this will affect all businesses and residents along that section of road. The minutes should also indicate that they follow the local government's road naming policies or procedures.

- g. **A willingness of the Local Government or sponsor to pay an administrative fee of \$2000 to offset cost of the program:** The fee is not due unless and until the Board approves the requested designation. Ferry namings do not require the \$2000 fee since they will not be installing associated signs. Local government is responsible for name changes on the street signs per 19A NCAC 02B .0216.
- h. **Approval:** A designation or naming request recommended by the Committee shall be reviewed by the Chairman of the Board prior to being considered by the Board.

V. Blue Star Memorial Highway: The Department has over 1,300 miles designated as the Blue Star Highway Network including all interstates, US routes, and most NC routes. This extensive network honors all veterans and military groups in the state. Requests for honorary designations for specific groups such as Bladen County Veterans or 100th Infantry, or a particular branch of the military are considered honored with the Blue Star Highway network. New interstate designations and segments are typically monitored by the Board and are automatically added to the Blue Star Highway as completed. The Blue Star Memorial Highway is considered an “Overlay Designation” meaning that the Board of Transportation can designate or name additional facilities on top of the Blue Star Memorial Highway.

US and NC additions must be submitted to the Board through the Committee and only the affected local government resolutions are required. The Blue Star Memorial Highway should remain a continuous highway, so requests that do not connect to the current network should be coordinated with associated governments to maintain the continuous network.

VI. NCDOT Memorial Program NCDOT employees killed in the line of duty may be honored through a specific memorial program.

- a. **Purpose** The purpose of the NCDOT Employee Memorial Program is to honor the lives of transportation employees who passed away while performing their job duties in service to the Department and the citizens of North Carolina.
- b. **Eligibility Criteria**
 - (1) At the time of death, the employee was an active permanent or temporary, full-time or part-time employee of the NCDOT; and
 - (2) It is determined that the death was the result of an on-the-job or work-related accident or injury.
 - (3) It is determined the employee’s actions were not contributory to his/her death.
 - (4) It is determined the employee was not under the influence of alcohol or drugs or other impairing substances.

VII. Alternatives In the event the requested naming or designation does not meet the criteria, or is not approved by the Board for any reason, options are available to honor the individual, including, but not limited to:

- a. **Adopt a Highway** Local governments could consider the “Adopt a Highway” program as an alternative method of honoring an individual or group.
- b. **Municipal road or bridge.** Municipalities may designate municipally owned roads or bridges in honor of individuals. This does not require review or approval by the Department or the Board.
- c. **Welcome To Signs.** Municipalities and counties may use their “Welcome To” Signs to display an honoree as part of their slogan on an official highway sign. Requests for optional “Welcome To” signs should be directed to the appropriate Division Engineer and shall include required resolutions. The design must be reviewed and approved by the Division Engineer. All costs associated with administration, designing, fabricating, erecting, inspection, and maintaining any approved “Welcome To” signs will be the responsibility of the requesting party. An agreement between the requester (responsible party) and the Department is required and is written and executed by the Division. Only one installation of a welcome sign or sign assembly is permitted per direction of roadway.

Related Documents:

[Blue Star Memorial Highway Program](#), [NCDOT Employee Memorial Program](#), [Submittal Steps for Honorary Designation Requests](#), [Road, Bridge or Ferry Naming Application](#), [Character Certification Form](#)

Revision History		
Revision Date	Revision Number	Description
11/1/2016	1	Convert policy to template and include new information for honoring individuals through road naming
12/05/2018	2	Update policy to include additional terms of reference and definitions for naming, designating, and overlays; expand the policy to include emergency responders and all law enforcement who were killed in the lined of duty to be eligible designations; provide criteria for designations and namings; clarify criteria for ferry namings; expand on the Alternative Option, the "Welcome To Sign"; expand on the Blue Star Memorial Highway; and provide general grammatical and formatting clarifications