



POWELL BILL REPORTING SYSTEM (PBRs)

Powell Bill Certified Statement (CS) and Map Information

Guidelines for the Powell Bill map

- The map has to be signed, sealed and dated by the Professional Engineer or Land Surveyor
The date must be July 1, 20XX (current year) or after
- The map must have a legend and a North indicating directional arrow
- All street names are legible
- Be in a digital format and on one (1) page
- The municipality's corporate limits have to be indicated in a distinct color and included in the map legend
- An outline of any incorporated satellite areas outside your corporate limits in a distinct color, included in the legend and a point-to-point location on your map
- An outline of any unincorporated areas inside the corporate limits in a distinct color
- Powell Bill Streets, State system streets, private streets, and ineligible streets in four distinct colors. These need to be indicated in the map legend also. Please use contrasting colors on map no black or navy.
- No plats



** A digital certified map needs to be attached in the PBRs **
You may also load your GIS shape files.

The deadline to submit the completed package (certified statement, street listing, and map) is July 21st of each year. The map will be reviewed to see that it meets the criteria above. If it does not meet the above criteria, the certified statement will be returned, noting the revisions that are necessary; any revisions will have to be made and approved before your municipality can qualify for, or receive the allocation on October 1st.

Street Definition

G.S. 136-41.1 (Powell Bill statute) states that the street miles claimed for Powell Bill funding are maintained by a municipality, open to use by the general public, and having an average width of not less than 16 feet; are within the corporate limits (be careful with those streets where the corporate limits run down the centerline of said streets); and are not on the State System.

NOTE: Changes of maintenance responsibilities from State to Municipal or vice versa are subject to formal approval by the North Carolina Board of Transportation by June 30th of each year, before mileage/street(s) may be claimed.

Measurement, Additions and Deletions of Municipal Streets

The accuracy of measurements should be within 1% error, i.e. 0.01 of a mile per mile. Bridge length may be considered the same as street lengths and need not be separated. Please see the Powell Bill Map Measurements document that can be located on the Powell Bill website if you need further information on measuring streets. Final total mileage figures should be to hundredths of a mile.

If there is a change in the municipally maintained/Powell Bill street mileage and/or corporate limit

Certified Statement

If there have been changes to your system streets, such as abandoned streets, added streets, street lengths, system transfers, or corporate limit changes during the past year, the municipality will need to report the mileage change in the current certified statement, street listing and include an Add/Delete sheet (one can be located on the Powell Bill website). When a mileage change is indicated on the certified statement, page 2 of the certified statement will be generated. Page 2 will need to be signed, sealed and dated by the Professional Engineer or Land Surveyor who created the certified map. The certified statement must be signed, sealed, and dated July 1st. After all required signatures and seal are obtained, the certified statement must be scanned and attached in PBRS and then submitted.

Street Listing

Attach a complete street listing of the Powell Bill streets and their individual lengths with an ending total of certified miles in PBRS. The Certified Statement mileage and Street Listing mileage should total the same. Street listing should list streets in alphabetical order with the surface type (Dirt, Soil/Stone/Gravel or Hard surface) and length to second decimal place.

- Example: Claymore Road – Hard surface - 0.45

Map

If there have been changes to your municipally maintained/Powell Bill streets, such as abandoning streets, added streets, street lengths, system transfers, or corporate limit changes during the year, then a new digital, certified map is required. If there has not been any changes in the aforementioned information then a new map is required only every 5 years.

Add/Delete Sheet

You will need to attach a list of those streets, or portions thereof that have either been added to or deleted from your municipal street system since last year's filing. Please submit an Add/Delete sheet, in PBRS, to list these streets and submit with your certified statement, street listing and a digital, certified, Powell Bill Map. The total on the add/delete sheet should reflect the difference in mileage that was submitted last year to this year.

If there are no changes in municipally maintained/Powell Bill street mileage and/or corporate limit

Certified Statement

If there are no changes to the municipally maintained/Powell Bill street mileage and/or no changes to the corporate limit, then the mayor and municipal clerk will sign and date the certified statement. The certified statement will be generated in PBRS by the municipality using the same mileage from last year, if no changes. The certified statement must be signed and dated July 1st or after each year. The certified statement will then be scanned and attached in PBRS.

Street Listing

Attach a complete street listing of the Powell Bill streets and their individual lengths with an ending total of certified miles in PBRS. The Certified Statement mileage and Street Listing mileage should total the same. Street listing should list streets in alphabetical order with the surface type (Dirt, Soil/Stone/Gravel or Hard surface) and length to second decimal place.

- Example: Claymore Road – Hard surface - 0.45

Map

If no changes have been made, a map will not be required to be attached in PBRS. The map we already have on file will be sufficient. Otherwise, the map needs to be updated every five years.

Powell Bill program information, examples and forms can be located on the Powell Bill webpage, which can be accessed at <https://connect.ncdot.gov/municipalities/State-Street-Aid>

*** PBRS can be accessed on July 1st of each year by authorized users. ***