

POWELL BILL MAP INFORMATION AND INSTRUCTIONS

****At this time Internet Explorer 8,9,10, or 11 Is the only browser that will support The Powell Bill Reporting System****

PLEASE READ CAREFULLY AND PROVIDE WHOEVER PREPARES YOUR MAP A COPY OF THESE INSTRUCTIONS.

Certified Powell Bill Map should contain the following:

- **DATE THAT MAP WAS LAST CERTIFIED**
- a legend;
- **legible street names**;
- a directional arrow;
- map should be all on 1 page if possible;
- **shade in or outline all of your municipality's corporate limits in a distinct color** (If your corporate limits run along any street, please make sure that our office can determine if this street is inside or outside those limits.);
- an outline of any incorporated satellite areas outside your corporate limits in a distinct color and a point-to-point location on your map;
- an outline of any unincorporated areas inside the corporate limits in a distinct color;
- no plats;
- **Powell Bill Streets, State system streets, private streets and ineligible municipally-maintained streets in four distinct colors. Use contrasting colors on map no black or navy.**

****A digital certified map may be attached through *EBS*, instead of a paper copy.****

The deadline to submit the completed package (certified statement, street listing, and map) is July 21st of each year. This office will check your map carefully. You will be notified if revisions are necessary; any revisions will have to be made before your municipality can qualify for, or receive, its allocation on October 1.

Streets You Can Claim for Powell Bill:

G.S. 136-41.1 (Powell Bill law) limits mileage claimed for Powell Bill funding to streets which are maintained by a municipality and 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 30 of each year, before street(s) may be claimed for the Fiscal Year Powell Bill allocations.

Measurements, 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. Attached is the Department of Transportation's diagram policy on measuring streets. Final total mileage figures should be to hundredths of a mile, such as 41.62 miles, 0.16 mile, etc.

*****IF NO CHANGES IN SYSTEM STREETS*****

Certified Statement

The Mayor and Clerk of the municipality will certify the Certified Statement **ONLY IF NO CHANGES** have occurred in street lengths, street system status or corporate limits since **last year**. The certified statement will be generated in *EBS* by the municipality using the same mileage from last year, if no changes. Once completed, the certified statement has to be printed for the Mayor and the Clerk to sign, affix municipal seal, and date. **The certified statement must be signed, sealed, and dated July 1, 2XXX or after.** The certified statement will then be scanned and attached in *EBS*.

Map

If no changes have been made, a map will not be required to be sent in or attached in *EBS*. The map we already have on file will be sufficient.

Street Listing

Also, you will need to attach a complete street listing of the Powell Bill streets and their individual lengths with an ending total of certified miles in *EBS* (You can attach the 2016 street listing). **Certified Statement mileage and street listing mileage should total the same.**

Street listing should list streets in alphabetical order, length of street (example: Claymore Rd. 0.45)

*****The above information needs to be submitted through EBS by July 21st of each year.*****

Please make sure all documents have been properly signed, sealed, and dated before attaching and submitting.

Powell Bill information and forms will be posted in *EBS* and on our webpage, which can be accessed at:

www.ncdot.gov/ncpowellbill

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

IF YOU HAVE ANY QUESTIONS, PLEASE CALL, POWELL BILL PROGRAM MANAGER,
AT (919) 707-4586 or PowellBillHelp@ncdot.gov TO PREVENT THE DELAY IN SUBMITTAL.

****2017 INSTRUCTIONS - IF CHANGES HAVE BEEN MADE IN SYSTEM STREETS****

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 acquire and enter the mileage provided from the Registered Professional Engineer or Land Surveyor into *EBS* to generate the certified statement. **The certified statement must be signed, sealed, and dated July 1, 2017 or after, by a Registered Professional Engineer or Land Surveyor, Mayor and Clerk. After all required signatures and seals are obtained, the certified statement must be scanned and attached in *EBS* and submitted.** ****A digital certified map may be attached in *EBS*, instead of a paper copy. A paper copy is required to be mailed in, if a digital map cannot be attached in *EBS*.**

Map

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, then a **new Powell Bill Map** is required. It must be **newly certified** by the **Registered Professional Engineer or Land Surveyor** and be **signed, sealed, and dated July 1, 2017 or after.**

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 use the "streets added/deleted" sheet, in *EBS*, to list these streets, and attach, and submit with your Certified Statement of Mileage and Powell Bill Map.** The total on the add/delete sheet should reflect the difference in mileage from last year to this year.

Street Listing

Attach a complete street listing of Powell Bill streets and their individual lengths with an ending total of certified miles in *EBS*. **Certified Statement mileage and street listing mileage should total the same.**

****Street listing should list streets in alphabetical order, length of street (example: Claymore Rd. 0.45); and ending total should be same as total on certified statement.****

*****The above information needs to be submitted through *EBS* by July 21st.*****

Please make sure all documents have been properly signed, sealed, and dated before attaching and submitting.

Powell Bill information and forms will be posted in *EBS* and on our webpage, which can be accessed at:

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

IF YOU HAVE ANY QUESTIONS, PLEASE CALL SHANNA MOYE, POWELL BILL PROGRAM MANAGER, AT (919) 707-4586 or slmoye@ncdot.gov TO PREVENT THE DELAY IN SUBMITTAL.