



POWELL BILL REPORTING SYSTEM (PBRs)

Powell Bill Certified Statement and Map Information and Instructions

CERTIFIED POWELL BILL MAP SHOULD CONTAIN THE FOLLOWING:

- **Date That Map Was Last Certified**
- A legend and directional arrow
- **Legible street names**
- All on one (1) page if possible
- **Shade in or outline all of the municipality's corporate limits in a distinct color.** (If the 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 needs to be attached 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. 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 1st.

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, 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 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 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 PBRs to generate the certified statement. **The certified statement must be signed, sealed, and dated July 1 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 PBRs and submitted.** ** A digital certified map may be attached in PBRs, instead of a paper copy. A paper copy is required to be mailed in, if a digital map cannot be attached in PBRs. **

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 1st or after each year.** **Otherwise, the map needs to be updated every five years.**

STREETS ADDED/DELETED 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 PBRs, 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 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 length of the street.

- Example: Claymore Road – 0.45



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 PBRs 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 1st or after each year.** The certified statement will then be scanned and attached in PBRs.

MAP:

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

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 length of the street.

- Example: Claymore Road – 0.45

The above information needs to be submitted through PBRs 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 PBRs and on our 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. ****

Please feel free to contact the Powell Bill Unit at NCDOT_PowellBill@ncdot.gov or call (919) 707-4586 anytime you have questions.