CTP Maps – Adopt by NCDOT

Description

The purpose of this procedure is to describe the steps for obtaining the North Carolina Department of Transportation (NCDOT) adoption of Comprehensive Transportation Plan (CTP) Maps, ensuring appropriate standards and deadlines are met.

Responsibility

The North Carolina Board of Transportation (BOT) to adopt the CTP Maps on behalf of NCDOT*.*

The TPB Staff Engineer to draft, obtain Branch Manager signature, and submit the Recommendation Memo with attachments to the BOT Secretary by the established deadlines (as well as post the recommended CTP maps and other content on the website).

The TPB Management to review maps for correctness and consistency. *The TPB Branch Manager* to review maps and to sign the Recommendation Memo to the BOT by established deadlines.

The TPB Engineer
- to develop the CTP maps,
- to coordinate the review by the Group Supervisor and Unit Head, and Branch Manager,
- to ensure that the Recommended CTP Maps are published on the *CTP website* at least two full weeks prior to the Board Meeting,
- to ensure that the CTP website is updated with the BOT adopted CTP Maps,
- to place a copy of the meeting minutes showing the BOT adoption (from the *NC Board of Transportation*) into the appropriate CTP files,
- to provide electronic copies of the Recommended CTP Maps to the Division Engineer and appropriate Board of Transportation Member(s) at least two weeks prior to the Board Meeting, and
- to submit the CTP Maps for the BOT agenda in correct format to the TPB staff engineer by the deadline.

Scheduling and Time Constraints

The CTP Maps must be reviewed and recommended by the Group Supervisor and the Unit Head prior to being submitted for local adoption. The Recommended CTP Maps, once finalized, must be sent to the TPB Staff Engineer to be uploaded to the CTP website and placed on the BOT agenda following the BOT deadlines. These deadlines are typically provided in an annual memo from the BOT Secretary titled 'BOT Project Item Due Dates'.

Procedure

Step	Action
1	After adoption by the local board(s) or an MPO, and RPO endorsement (if applicable) the *TPB Engineer* prepares the CTP maps for NCDOT adoption using the *CTP Maps - Internal Review* procedure.
2	Once the CTP maps are finalized and internal review is complete, the TPB Engineer: • emails the TPB Staff Engineer (cc'ing their Planning Group Supervisor and Unit Head) notification that the study is ready for adoption and places the following in a folder named by the CTP study on the share drive (S:\Shared\TPB Temporary\WEB_update): 1-Recommended CTP Maps (in color 11x17 .pdf format with each sheet as individual files) 2-Adoption Sheet in black and white (B&W) sized 8 ½ x 11 as .pdf format 3-Project List 4-CTP Management Approval Checklist Note: The deadline to submit items to the BOT follow a schedule developed by the Board Secretary and are generally 3 ½ weeks in advance of the BOT meeting. The TPB Staff Engineer shares these deadlines branch wide and also sends a reminder to the TPB Unit Heads and Branch Manager approximately a week in advance of the upcoming BOT deadline, then the items must be submitted to the TPB Staff engineer by COB 2 business days prior to the BOT deadline. • emails the Recommended CTP Maps to the appropriate BOT Member and Division Engineer. The accompanying memo should indicate that the CTP maps are recommended and will be presented at the next BOT meeting for adoption (use *Memo Sample 4* as a guide). **Note:** The Recommended CTP Maps <u>must</u> be sent to the BOT member and Division Engineer at least two weeks prior to the BOT meeting.
3	Once the CTP maps have been submitted to the TPB Staff Engineer, the TPB Staff Engineer: • posts the Recommended CTP Maps and Project List online (using *CTP – Web Page Development* procedure) and creates a memo to be submitted on behalf of the TPB Branch Manager for the BOT agenda, assigning the agenda item number that begins with the letter "T" followed by the appropriate number, corresponding to the order of the presentation of all CTP adoption/ amendment requests for that month. This item number should be included in the header of the memo. The Thursday date of the BOT meeting is placed in the footer of the memo (use *Memo Sample 1 -* BOT Agenda Memo - as a guide). The web link to the Recommended CTP Maps should be placed within the memo. • After obtaining the TPB Branch Manager's signature and scanning the memo, emails the memo (in scanned form and original unsigned Word document format) and the 8 ½ x 11 B&W .pdf copy of the CTP Adoption Sheet to the BOT Secretary by the deadline to be placed on the BOT agenda. If there are no CTP maps for BOT adoption, the TPB Staff Engineer will: • prepare a memo that states there are no T items for BOT approval with Item T-1 in the upper right hand corner and the BOT meeting date in the lower left hand

	corner (use *Memo Sample 2* - BOT agenda Memo 'No Agenda Items' as a guide) and e-mail to the BOT Secretary.
	Note: There are no changes allowed after submission to the BOT secretary, but items can be pulled from the agenda if there are errors.
4	The CTP maps are reviewed by the Finance and Programming Committee of the BOT on Wednesday as part of the agenda review (agenda item T). At the BOT meeting on Thursday morning, the BOT adopts the CTP maps with the other agenda items on behalf of NCDOT. Check the *NC Board of Transportation* website for BOT Minutes and Action items to confirm adoption of items.
5	Following adoption, the TPB Engineer makes the following changes to the CTP maps: • The word "RECOMMENDED" is removed • The NCDOT adoption date is added to the Adoption Sheet (Sheet 1)
6	The TPB Engineer will file a copy of the BOT minutes and the Adopted CTP Maps in the appropriate CTP project file, located in Room 447.
7	To complete the process: • The TPB Engineer will email the TPB Staff Engineer (cc'ing their supervisor) and place the Adopted CTP Maps (in .pdf format) in the CTP study folder on the share drive (S:\Shared\TPB Temporary\WEB_update). The TPB Staff Engineer will post the maps online (using the *CTP – Web Page Development* procedure) and email the TPB Engineer notifying them when the maps are posted. • The *TPB Engineer* will write a memo for NCDOT Employees News (use *Memo Sample 3* as a guide) that includes the web address of the adopted CTP Maps. After review by the Group Supervisor, the TPB Engineer will submit the memo to NCDOT Employee News via email at employeenews@ncdot.gov and cc: the Branch Manager, Unit Head and Group Supervisor. This will take the place of any internal CTP map distribution. • The TPB Engineer will send an email to the MPO, RPO, FHWA and the local governmental entities notifying them of the CTP Map adoption and will attach a .pdf copy of the adopted CTP maps. The email will also indicate the web address for the adopted CTP maps. • The TPB Engineer will mail out a memo (use *Memo Sample 5* as a guide) and 1 copy of the CTP maps to each of the local entities that adopted the CTP.

Policy, Regulatory, and Legal Requirements

NC G.S. 136-66.2. (b), "After completion and analysis of the plan, the plan shall be adopted by both the governing body of the municipality or MPO and the Department of Transportation as the basis for future transportation improvements in and around the municipality or within the MPO."

Resources

- *NC Board of Transportation*
- CTP Maps - Internal Review procedure
- CTP Management Approval Checklist
- CTP Maps Preparation Points and Checklist
- CTP – Web Page Development

- *Memo Sample 1* – BOT Agenda Memo
- *Memo Sample 2* – BOT Agenda Memo (No Agenda Items)
- *Memo Sample 3* – NCDOT Employee News Memo
- *Memo Sample 4* – Recommended CTP Maps Memo (Division Engineer & BOT Member)
- *Memo Sample 5* – BOT Adopted CTP Maps Memo (Mail to Local adoption entities)

Background

This procedure is triggered by:

- the adoption of the CTP maps by a local area(s) (municipality and/or a county) (refer to *CTP Maps – Adopt by Locals (non MPO)* procedure) and endorsement by the appropriate Rural Planning Organization (RPO) (refer to *CTP Maps – Endorse by RPO* procedure), or
- the adoption of the CTP maps by Metropolitan Planning Organization (MPO) (refer to *CTP Maps – Adopt by MPO* procedure) (local area(s) adoption is not required for the CTP maps within the MPO).

In order for the CTP maps to have legal standing for local implementation, the municipality and/or county, or the MPO and the DOT must mutually adopt them.

Record of Revision

The information contained in this procedure is deemed accurate and complete when posted. Content may change at any time without notice. We cannot guarantee the accuracy or completeness of printed copies. Please refer to the online procedure for the most current version. Contact TPB Staff Engineer with all the questions about this procedure.

Version	Section Affected	Description	Effective Date
2	Responsibility & Procedures	Procedure has been revised to reflect the Policy Change for N.C. Board of Transportation Committee Meetings (reduce paper and waste).	07/17/2009
2.1	Procedures – Step 5	Added Sample Memo 4	12/16/2009
2.2	Resources & Tools	Updated link for in-house approval checklist. Added link for FHWA Planning & Program Development Group.	03/24/2010
2.3	Resources & Tools and Step 15	Updated link for NCDOT Employee News Memo and NC BOT Approved Maps distribution Memo.	07/22/2010
2.4	Step 15	Updated NCDOT Employee News Memo and distribution procedure.	01/20/2011
3.0	Major revision	Changed Reviewing Technician to Branch Manager, added "CTP Maps" where missing, updated links, CTP project files location-room 447.	6/13/2011
3.1	Procedures – Steps 4,5,7	Changed requirements on PDF and color copies to present to the Branch Manager before BOT adoption. Minor language corrections.	9/2/2011

4.0	Procedures – Step1-10	Procedure has been simplified to correspond to the CTP Maps – Internal Review procedure. Administrative Staff duties were eliminated. Procedure steps for PE didn't change. New email address for NCDOT Employee News has been added.	1/23/2012
4.1	Whole Procedure	Template Update	8/6/2013
4.2	Whole Procedure	Fixed broken links	9/26/2013
4.3	Whole Procedure	Updated BOT submittal process	7/7/2017

Flowchart

None