

## CTP Maps – Adopt by MPO

### Description

The purpose of this procedure is to ensure that the Comprehensive Transportation Plan (CTP) maps meet the appropriate standards and deadlines for the CTP maps to be presented for adoption by the Metropolitan Planning Organization (MPO).

### Responsibility

*Local MPO Staff* – coordinate with the TPB Engineer during the CTP maps adoption.

*TPB Management* - to review maps for correctness and consistency.

*TPB Engineer* - to work with the Local MPO Staff to develop maps, coordinate the review by the Group Supervisor, Unit Head, and Branch Manager, and obtain a copy of MPO adoption for the file.

### Scheduling and Time Constraints

- The required public involvement process for the MPO must be followed.
- The Draft CTP maps must be reviewed and approved by the Group Supervisor, Unit Head, and the Branch Manager prior to them being submitted for MPO adoption according to the [CTP Management Approval Checklist](#).
- The MPO may request to review the Recommendations Chapter prior to adopting the CTP. If this is the case, the Group Supervisor will need two weeks to review this chapter prior to the Local MPO Staff receiving a copy.

### Procedure

Step	Action
1	<p>The TPB Engineer coordinates with the Local MPO Staff to determine when the Draft CTP maps will be presented to the MPO for adoption and added to the agenda. It should also be determined:</p> <ul style="list-style-type: none"> <li>• Who will lead the presentation of the Draft CTP maps. (Although it is acceptable for it to be either the TPB Engineer or the Local MPO Staff, a joint effort is encouraged).</li> <li>• Some MPOs may require the CTP maps to go before the local governments in the MPO prior to its presentation to the MPO for adoption. A local area within the MPO may adopt the plan, but it is not required.</li> <li>• If a PowerPoint presentation is requested, the TPB Engineer must inquire as to whether a computer, projector, and screen will be provided. The TPB Engineer is responsible for obtaining the appropriate equipment if it is not available from the MPO.</li> </ul>
2	<p>The TPB Engineer submits the Draft CTP maps to the Supervisor for review (see <a href="#">CTP Maps - Internal Review</a> procedure). The Draft CTP maps shall be included in a packet along with the following information:</p>

	<ul style="list-style-type: none"> <li>• <b>CTP Management Approval Checklist;</b></li> <li>• Draft CTP maps (at an appropriate scale for review);</li> <li>• Draft CTP Documentation: Chapter 1 Draft, Appendices A-I Draft, Documentation of Analysis Tool.</li> </ul>
3	Upon completion of Step 7 of the <b>CTP Maps - Internal Review</b> procedure, the TPB Engineer presents the Draft CTP to the MPO for adoption. If requested, the TPB Engineer may prepare handouts for the MPO agenda packet. The Local MPO Staff determines the deadline for the handouts.
4	Some MPOs want to read the Recommendations Chapter of the CTP report, road inventory, have a copy of the cross-sections, and the definitions of each facility type to gain a better understanding of what they are adopting, while other MPOs do not want this information. If requested, the TPB Engineer may prepare handouts for the MPO to go into the agenda packet. The Local MPO Staff determines the deadline for the handouts to go into the agenda packet. The Group Supervisor must review the Recommendations Chapter (Chapter 2), which takes two weeks, prior to being sent to the Local MPO Staff for inclusion in the agenda packet.
5	The TPB Engineer will provide a draft of the local adoption resolution to the MPO for adoption of the CTP to the MPO. The Local MPO Staff will finalize the resolution and place it on the MPOs agenda for adoption.
6	<p>Either the TPB Engineer or the Local MPO Staff may present the Draft CTP maps to the Technical Coordinating Committee (TCC) and Transportation Advisory Committee (TAC).</p> <p>a) When the MPO TAC adopts the CTP maps, the Local MPO Staff has the TAC Chairman sign <b>two (2)</b> resolutions adopting the CTP. (Refer to <b>MPO Adoption Resolution Sample</b>). The Local MPO Staff will retain <b>one</b> resolution for their files and <b>one</b> copy will be mailed to the TPB Engineer.</p> <p>b) If the MPO TAC does not adopt the CTP maps, or makes any changes to the CTP maps, the TPB Engineer will coordinate with the Local MPO Staff to resolve issues with the Draft CTP.</p> <p><b>Note:</b> The approval process must start over and a new management review must be completed prior to the CTP maps being presented to the locals again. NCDOT will not adopt a CTP without MPO adoption.</p>
7	After MPO Adoption, the TPB Engineer or Local MPO Staff will change the Adoption Sheet to state the date of the MPO adoption (see <b>CTP Maps - Internal Review</b> procedure).
8	The TPB Engineer will file a copy of the signed and sealed MPO resolution of adoption in the appropriate CTP project file, located in Room 447.
9	The TPB Engineer will begin the NCDOT CTP Adoption Process.

### **Policy, Regulatory, and Legal Requirements**

As written in [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**

- **CTP Maps - Internal Review** procedure

- **MPO Adoption Resolution Sample**

### **Background**

The MPOs public involvement process for adopting CTPs triggers this procedure. In order for the CTP to have legal standing for local implementation, the CTP must be mutually adopted by the MPO and NCDOT.

### **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.*

<b>Version</b>	<b>Section Affected</b>	<b>Description</b>	<b>Effective Date</b>
1.0	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
1.1	Steps 3 & 8	Procedure has been revised to reflect the CTP Maps – Internal Review procedure and new CTP files location.	06/14/2011
2.0	Whole Procedure	Procedure has been revised to reflect the CTP Maps – Internal Review procedure and the Template update.	08/6/2013

### **Flowchart**

Reliability