

CTP Report – Prepare and Distribute

Description

The purpose of this procedure is to provide an overview for writing the report that documents a Comprehensive Transportation Plan (CTP) study, and to detail the process for review and distribution of the CTP Report.

Responsibility

The **Project Engineer (PE)** assigned to the CTP study to:

- document the study as it is underway,
- complete the Final Draft CTP Report within thirty (30) days of adoption of the CTP by the Department of Transportation,
- coordinate internal (TPB) and external review of the Draft CTP Report
- coordinate reproduction of the report and maps, and
- distribute the Final CTP Report.

The **Planning Group Supervisor (Supervisor)** to:

- verify that the study is being documented during the study process, and
- review the documentation for format, technical and grammatical accuracy, and completeness.

The **Unit Head and Branch Manager** to:

- review both the Initial Draft and Final CTP Reports within the time allotted, and
- provide comments to the Project Engineer.

The **Administrative Staff** to:

- coordinate reproduction of the report
- create distribution mailing labels
- mail out the CTP report.

Scheduling and Time Constraints

Draft CTP Documentation: the CTP Report Outline, Draft Chapter 1, Draft Chapter 2, and Draft Appendices must be completed and submitted for review during the Internal review of the Draft CTP Maps (Refer to "[CTP Maps – Internal Review](#)" procedure).

The Draft CTP Report must be submitted for the internal review prior to approval of the Recommended CTP Maps.

The Final Draft CTP Report should be completed within thirty (30) days following the NCDOT adoption of the CTP maps.

The Final CTP Report should be completed (ready for reproduction) within three (3) months of the NCDOT adoption of the CTP maps, and distributed within four (4) months of the NCDOT adoption of the CTP maps or completion of the study, if adoption does not occur.

Procedure

| Step | Action |
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| 1 | <p>Develop Draft CTP Report</p> <p>The Project Engineer (PE) shall use the Minimum CTP Standard Report Template to document the CTP study <u>while it is being conducted</u>.</p> <ul style="list-style-type: none"> • Following completion of CTP 1 (Develop CTP Vision), the PE shall set up the CTP report outline and complete the CTP Vision write-up in Appendix H. • Following completion of CTP 2 (Conduct Needs Assessment – Deficiency Analysis), the PE shall complete Chapter 1 Draft, Drafts of Appendices A-I, and documentation of the analysis tool. • Following completion of CTP 3 (Analyze Alternatives – Develop Draft CTP), the Draft CTP maps should be developed and Chapter 2 Draft (including the Problem Statements) should be completed. <p>Note: The previous CTP report elements must be complete prior to the initiation of the CTP Maps Internal Review procedure, which includes review of the draft CTP Documentation.</p> <ul style="list-style-type: none"> • Following completion of CTP 4 (Develop Final Plan – Draft CTP to Locals), the PE shall complete the Draft CTP Report and submit it for the Internal Review prior to the approval of the Recommended CTP Maps. |
| 2 | <p>Internal Review of the Draft CTP Report</p> <p>Documentation of the CTP study shall occur throughout the CTP study, with interim deliverables (see CTP Basic Schedules) reviewed as they are being developed (see CTP Maps Internal Review procedure).</p> <ul style="list-style-type: none"> • Once the Draft CTP maps have been presented to the locals (CTP 4 – Draft CTP to Locals), the PE shall submit the completed Draft CTP Report to the Supervisor for formal review of the documentation for format, technical and grammatical accuracy, and completeness. • Upon addressing all comments/questions the PE shall submit the CTP Review Memo and the Draft CTP Report for review to the Unit Head. • Upon addressing all comments/questions from the Unit Head review, the PE shall submit the CTP Review Memo and the Draft CTP Report for review by the Branch Manager. • Once final comments from the Branch Manager are received and addressed or after the internal review comment period has passed, the PE will complete the Draft CTP Report for external review. The Draft CTP Report is essentially complete with the exception of the mutually adopted CTP maps. <p>Note: Typically, each reviewer shall be given two (2) weeks from the date submitted to complete the review.</p> <ul style="list-style-type: none"> • This step should be completed by the NCDOT adoption date of the CTP maps. |
| 3 | <p>Completion of Final Draft CTP Report and External Review</p> <ul style="list-style-type: none"> • Once the CTP maps have been adopted by NCDOT, the PE adds the mutually adopted CTP Maps and compiles the Final Draft CTP Report, marking the cover |

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| | <p>as "DRAFT".</p> <ul style="list-style-type: none"> • CTP maps need to be labeled as Figures prior to inclusion in the CTP report. • Go to Insert > text > type in "Figure 1 – Sheet 1 of 5" for the Cover Sheet and click "okay". It would be "Figure 1 – Sheet 2 of 5" for the Highway map and so forth. If there is more than one map for the highway, public transportation and rail, bicycle or pedestrian maps, those figures in the report are "Figure 1 – Sheet 2A of 5" and "Figure 1 – Sheet 2B of 5", etc. The letters are used only for insets in large areas. • The PE reproduces the Final Draft CTP Report. The number of copies needed is based upon the CTP Report Distribution list. The PE shall double-check page numbering prior to submitting the report for reproduction. (Electronic copy of the Print Request Form and the report could be mailed to DOT.PrintingServices@ncdot.gov) • The PE prepares a memorandum to the appropriate NCDOT contacts (see Sample 1) and a letter to the local staff (see Sample 2) for the distribution of the Final Draft CTP Report. The PE provides the memorandum, the letter, the Final Draft CTP reports and list of recipients (including addresses) to the Administrative Staff for distribution. • The PE should discuss the review time with the local area to ensure they have adequate time. Typically, a review time of two (2) to four (4) weeks should be allowed (take into account the time it will take for the Administrative Staff to process the draft reports and get them in the mail). • The Administrative Staff paper clips each memorandum or letter to the Final Draft CTP Report and highlights each recipient's name on the memorandum or letter. • The Administrative Staff types the addresses on labels and places a copy of the Draft CTP Report with a copy of the memorandum/letter attached in each packet for mailing, and then mails or distributes the packets. A copy of the memorandums and letter is placed in the appropriate CTP files in the library room 447. <p>Note: In the event that NCDOT and local area are not able to mutually adopt the CTP, the Supervisor shall notify the PE, the Unit Head and the Branch Manager in writing that the study is considered complete and the study should be closed out once the CTP Report is complete.</p> |
| <p>4</p> | <p>Internal Review of the Comments on the Final CTP Report</p> <p>Upon completion of the external review, the Final CTP Report, which encompasses the comments from the external review, is given to the Regional Planning Group Supervisor for review. The Supervisor has two (2) weeks to comment on the Final CTP Report. The review period with the Supervisor and PE will continue until there is an agreement that the CTP report is finalized and no more comments are made. The Supervisor shall send the PE an email or memo indicating that he/she has completed their review and the CTP report is complete and ready for Unit Head and Branch Manager Review, if necessary (see note below).</p> <p>The PE may choose to only have the portions of the Final CTP Report reviewed by the Unit Head and Branch Manager that had substantive changes during the external review process. This should be coordinated with the Supervisor. The PE reproduces two (2) copies of the CTP report (or portions that changed during the</p> |

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| | <p>external review process).</p> <p>The PE shall distribute the copies to the Unit Head and the Branch Manager with a memo/letter indicating the date comments are due. Typically, this shall be two (2) weeks from the date the copies are distributed.</p> <p>Note: The Supervisor and PE will determine if there are substantial differences between the Draft CTP Report that was reviewed internally (Step 2) and the Final CTP Report to determine if another review by the Unit Head and Branch Manager are necessary. If a second review by the Unit Head and Branch Manager is not necessary, the PE shall notify the Unit Head and Branch Manager via email of this determination.</p> |
| 5 | <p>After incorporating final comments, the PE prepares and submits the Final CTP Report for reproduction. The number of copies needed is based upon the CTP Report Distribution list. The PE shall double-check page numbering prior to submitting the report for reproduction. (Electronic copy of the Print Request Form and the report should be mailed to DOT.PrintingServices@ncdot.gov)</p> <p>Note: The Final CTP Report should not be bound during this step. In order to limit the cost for reproduction, every effort should be made to limit the amount of color figures in the CTP documentation. For the electronic and web version it is acceptable to use color in the figures. The following figures will be reproduced in black and white: Deficient Bridges and Crash Locations.</p> |
| 6 | <p>When copies are ready, the PE shall perform a random quality control check on the reproduced documents to ensure that the reports have been correctly assembled. If the documents are assembled correctly, the Administrative Staff shall take the documents to reproduction for binding.</p> |
| 7 | <p>The Administrative Staff picks up the final bound copies of the CTP report from reproduction and delivers them to the PE.</p> |
| 8 | <p>The PE prepares an external memorandum to the appropriate planning partner contacts (see Sample 3) and a letter to the local staff (see Sample 4) for the distribution of the Final CTP Report per the CTP Report Distribution list.</p> |
| 9 | <p>The PE creates a CD label (see Sample 5) and burns copies of the Final CTP Report in Adobe (.pdf) format per the CTP Report Distribution list.</p> |
| 10 | <p>The PE delivers the memorandum and letter, Final CTP Reports, CDs and list of recipients (including addresses) to the Administrative Staff.</p> |
| 11 | <p>The Administrative Staff paper clips each memorandum or letter to the Final CTP Report and/or CD and highlights each recipient's name on the memorandum or letter.</p> <p>The Administrative Staff types the addresses on labels and places a copy of the Final CTP Report, CD (if applicable), and a copy of the memorandum or letter in each packet for mailing, and then mails and distributes the packets. A copy of the memorandum and letter is placed in the appropriate files in the TPB CTP files in the library room 447.</p> |
| 12 | <p>The PE submits the Adobe (.pdf) version of the Final CTP Report to the TPB Web Designer to be placed on the TPB web page per the "CTP Report Distribution" list. (See CTP – Web Page Development procedure)</p> |
| 13 | <p>The PE writes a memorandum (see Sample 6) for NCDOT Employee News announcing the location of the Final CTP Report on TPB's web site. After review by</p> |

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| | the Supervisor and Unit Head, the PE will submit the memo to NCDOT Employee News via email at employeenews@ncdot.gov and copy (CC) Branch Manager, Unit Head and TPB Staff Engineer (currently Elena Talanker). |
| 14 | The PE removes the old Thoroughfare Plan or CTP reports from the magazine file boxes (library room 447) and replaces them with five (5) bound copies of the new CTP report per the CTP Report Distribution list. |
| 15 | One bound copy, one unbound copy of the CTP report and 1 CD are placed in the locked filing cabinet (library Room 447) per the CTP Report Distribution list. Old unbound Thoroughfare Plan reports and old CTP reports are NOT removed from the filing cabinet. |

Policy, Regulatory, and Legal Requirements

North Carolina General Statute [§136-66.2](#) provides overall requirements for Comprehensive Transportation Plans.

Federal regulations for MPOs are included in MAP-21. Other supporting legislation such 23 CFR 450, and guidance from FHWA (*LRTP*, *STIP*, *TIP*) provide documentation requirements for Long Range Transportation Plans (LRTPs). LRTPs are considered to be subsets of CTPs.

Any CTP adopted during or after the July 2009 NCBOT meeting is required to use the minimum documentation standards.

Any CTP Study underway shall use this procedure, which includes interim CTP Report deliverables.

Resources

- [CTP Report Distribution 09/1/2014](#)
- [Print Request Form](#)
- [CTP Draft Review Memo](#)
- [CTP Report Quick Tips 03/18/2013](#)
- [CTP Basic Schedules](#)
- [Sample 1 – Draft CTP Report Distribution Memorandum \(NCDOT\)](#)
- [Sample 2 – Draft CTP Report Distribution Letter \(local staff and RPO\)](#)
- [Sample 3 – CTP Report Distribution Memorandum \(planning partners\)](#)
- [Sample 4 – CTP Report Distribution Letter \(local staff\)](#)
- [Sample 5 – CTP CD Label Template](#)
- [Sample 6 – NCDOT Employee News Memorandum](#)

Background

A CTP is a set of multi-modal transportation plan maps that identify necessary improvements to provide a safe and efficient transportation system based on future anticipated travel demand. A CTP may be developed for a small urban area (could be several municipalities together), Metropolitan Planning Organization (MPO) area, or a county. The study that leads to the development of the CTP is documented in the CTP report.

This procedure primarily applies to non-MPO areas. For the most part, MPOs have taken on the responsibility for preparing and distributing their transportation planning documents.

However, there are times when the Transportation Planning Branch (TPB) may take a role (lead or supporting) and these procedures may apply.

There may also be circumstances in which a non-MPO area takes the lead in developing a CTP. In this instance, NCDOT would encourage the local area to use this procedure to develop and distribute the CTP report, but it would not be required. TPB will not be responsible for distributing the CTP report unless it is agreed to at the initiation of the CTP study.

Documentation of the CTP study shall occur throughout the CTP study (see CTP Basic Schedules); therefore this procedure is officially triggered by the Study Initiation Letter. The CTP report completion date is triggered by the adoption of the CTP maps by NCDOT or completion of the study if the local area does not adopt the CTP maps.

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 | Entire Procedure | This procedure combines two previously published procedures, "CTP Document – Prepare" and "CTP Document – Distribute," into one procedure. Major revisions have occurred throughout the document. | 09/15/2008 |
| 3 | Procedures Resources & Tools | Revisions made to incorporate new minimum standard template and to modify/streamline procedure steps. | 07/01/2009 |
| 3.1 | Procedures (Step 2) and Resources & Tools | Updated link in the Comprehensive Transportation Plan Report Distribution file. Updated Sample 5 – CTP CD Label Template with an editable version. Linked <u>Guidelines for CTP and Documentation Standards</u> in step 2 and under Resources and Tools. | 09/11/2009 |
| 4 | Procedures – Step 1 and Resources & Tools | Finalized Minimum CTP Standard Report Template linked to document. A new template was added for TDM documentation. | 02/03/2010 |
| 4.1 | Resources & Tools | Updated Appendix C of the Minimum CTP Standard Report Template | 02/26/2010 |
| 4.2 | Resources & Tools | Minor updates to the Minimum CTP Standard Report Template (Cover/Acknowledgements, TOC, Chapter I, Chapter II, Appendix A and Appendix B and Appendix D) | 05/19/2010 |
| 4.3 | Resources & Tools | Minimum CTP Standard Report Template: Appendix B – Clarified definition of "Sidewalk-Recommended" | 06/02/10 |

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| 4.4 | Resources & Tools | Minor update to the CTP Standard Report Template: Appendix B – Clarified speed limit of Minor Thoroughfares' | 06/14/10 |
| 5 | Procedures Resources & Tools Throughout | 1 - Incorporated interim documentation requirements into procedures in accordance with <u>CTP Basic Schedules</u> 2 - Changed concurrent review by Unit Head and Branch Manager to sequential review in accordance with PDA metrics 3 - Incorporated PDEA review of full Problem Statements and added sample memo Major updates to Minimum CTP Standard Report Template and CTP Report Distribution list, Added <u>CTP Basic Schedules</u> Removal of responsibilities for Engineering Technician and Substantial streamlining throughout document | 01/3/2011 |
| 5.1 | Procedure | Updated Steps 13-15 with the NCDOT Employee News Distribution and added CD for Clearinghouse distribution on the CTP Report Distribution list according to their request. | 1/20/11 |
| 5.2 | Procedure | Updated Step 2 with PDEA Regional Map. | 2/18/11 |
| 5.3 | Procedure step | Updated Step 11, 14 with new TPB library location room 447 | 6/14/11 |
| 5.4 | Procedure steps | Step 2, removed review with PDEA since it is part of the Internal Review process Step 3 added guidance on how to label maps as Figures. | 11/18/11 |
| 5.5 | Procedure steps | Scheduling and Time Constraint and Step 1: added requirement for Draft CTP Report review during Draft CTP maps internal review, according to the CTP Management Approval Checklist. | 12/20/11 |
| 5.6 | Procedure step 13 | Employee news email address has been updated. | 1/20/2012 |
| 5.7 | Procedure step 3 | Labeling maps as figures has been simplified. | 2/23/2012 |
| 5.8 | Procedure step 3&5 | Electronic form for Print request form provided. | 4/2/2012 |
| 5.9 | Entire Procedure | Updated template and web links. | 10/10/2014 |

Flowchart