

## CTP Maps – Endorse by RPO

### Description

The purpose of this procedure is to ensure that the Comprehensive Transportation Plan (CTP) maps meet the appropriate standards and deadlines to ensure their endorsement by the Rural Planning Organization (RPO).

### Responsibility

The *Local RPO Staff* – to coordinate local review, facilitate local public involvement and assist with RPO endorsement.

The *Local Staff* – to coordinate local review and approval by county or municipality

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

The *TPB Engineer* - to work with the Local RPO Staff to develop maps; coordinate the review by the Group Supervisor, Unit Head, and Branch Manager; and obtain a copy of the RPOs endorsement of the CTP for the CTP file.

The *TPB RPO Coordinator* – to assist the *TPB Engineer* in coordinating the review, endorsement and approval of the CTP.

### Scheduling and Time Constraints

- 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 RPO endorsement according to the [CTP Management Approval Checklist](#). Some RPOs meet quarterly, which may be problematic in a timely adoption process.
- The RPO 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 Staff receiving a copy.
- The TPB Engineer will coordinate with the local area(s) to ensure that the CTP is adopted locally and then endorsed by the RPO. In some cases, due to time constraints, the RPO may choose to endorse the Draft CTP prior to local area(s) adoption. The RPO must understand that if the local area(s) changes anything, the RPO will have to review those changes and re-endorse the CTP. It is preferred for the local area(s) to adopt the CTP before RPO endorsement, but due to time constraints the latter may be done. If the RPO endorsement is completed first, then the CTP maps must have gone through the CTP Map review process.

### Procedure

Step	Action
1	The TPB Engineer informs the TPB RPO Coordinator for the area that the Draft CTP maps have been adopted by the local area(s) (county/municipality). The TPB RPO Coordinator will facilitate the RPO endorsement process.

2	The TPB RPO Coordinator will inform the TPB Engineer of the next two Technical Coordinating Committee (TCC) meetings and the next two Transportation Advisory Committee (TAC) meetings. The TPB RPO Coordinator will facilitate the RPO endorsement process.
3	The TPB Engineer will coordinate with the TPB RPO Coordinator and will contact the RPO Staff asking that the RPO endorsement of the CTP maps be placed on the TCC agenda. The TPB Engineer must remember to notify the RPO Staff at least one week before the agenda packet is mailed out per RPO bylaws. The TPB Engineer will discuss with the RPO Staff the type of presentation for the adoption process. If a PowerPoint presentation is preferred, remember to ask the RPO Staff if equipment will be provided such as a projector, computer, and screen. The TPB Engineer is responsible for obtaining the appropriate equipment if it is not available from the RPO and for presenting the CTP maps.
4	The TPB Engineer ensures the resolution of endorsement of the CTP maps is prepared. Typically, the TPB Engineer provides a sample endorsement resolution to the RPO, who may format or modify it to meet their needs. (Refer to <a href="#">RPO Endorsement Resolution Sample</a> ).
5	<p>The TPB Engineer or the Local RPO Staff presents the Draft CTP maps to the RPO TCC and the TAC for endorsement.</p> <ol style="list-style-type: none"> <li>When the RPO's TAC endorses the CTP maps, the RPO staff has the TAC Chair sign <b>two (2)</b> resolutions endorsing the CTP. (Refer to <a href="#">RPO Endorsement Resolution Sample</a>). The RPO will retain <b>one</b> copy and the other <b>one</b> will be mailed to the TPB Engineer.</li> <li>If the RPO's TAC does not endorse the CTP after adoption by the local area(s), the TPB Engineer will coordinate the RPO's concerns with the local area(s) to resolve issues. The RPO should assist in facilitating discussions between the Local Staff and other interested parties. If there are changes to the CTP maps, it must go back through the local adoption process.</li> <li>If the RPO TAC does not endorse the CTP maps before adoption by the local area(s), the TPB Engineer will coordinate the RPO's concerns with the local area to resolve issues. The RPO should assist in facilitating discussions between the CTP local area(s) and other interested parties. The TPB Engineer prepare the CTP maps for the local area (county/municipality) adoption (Refer to <a href="#">CTP Maps - Adopt by Locals (not in MPOs)</a>).</li> </ol> <p><b>Note:</b> NCDOT will not adopt a CTP within an RPO without the RPO's endorsement.</p>
6	After the RPO Endorsement, the TPB Engineer will update the Adoption Sheet to reflect the date of the RPO endorsement (see <a href="#">CTP Maps - Internal Review procedure</a> ).
7	The TP Engineer will file a copy of the signed and sealed RPO resolution of endorsement in the appropriate CTP project file, located in Room 447.

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

None

### ***Resources***

- [CTP Maps - Internal Review procedure](#)

- [CTP Management Approval Checklist](#)
- [RPO Endorsement Resolution Sample](#)

### **Background**

This procedure is typically triggered after a municipality and/or a county adopts a draft CTP.

### **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>
2.0	Entire document	Updated link for approval checklist	04/22/2010
2.1	Procedures-Step 5	CTP maps remain "DRAFT" until after RPO endorsement.	6/24/2010
2.2	Procedures-Steps 11, 12	Procedure has been revised to reflect the CTP Maps – Internal Review procedure and new CTP files location.	6/10/2011
3.0	Whole Procedure	Procedure has been revised to reflect the CTP Maps – Internal Review procedure and the Template update.	8/6/2013

### **Flowchart**