CTP Maps Preparation Points and Checklist

When preparing Comprehensive Transportation Plan maps and revisions keep the following points in mind. Also review the following procedures: CTP Maps – Internal Review, CTP Maps – Develop, and CTP Maps – Adopt.

IMPORTANT!!!   IMPORTANT!!!! - TO REDUCE FILE SIZE, EXPORT YOUR FIGURES FROM GIS TO PDF.   (File → Export Map).   Do not print/save as a pdf your file size will be bigger!

DRAFT CTP MAPS

DRAFT CTP Maps are maps that have CTP designation, but have not been adopted by the local areas or endorsed by the RPO (if applicable).

- **DRAFT:**
  All early CTP maps must be labeled DRAFT.   The word "**DRAFT**" in Red should be placed directly below the CTP study name and should be smaller than the CTP study name.

- **Map Date:**
  Include the latest map date, which should be the date of the latest revision.   The map date will change only if the map is changed/revised. The date is important so the resolution or minutes on file will correspond with the date of the plan.

  The date must precede or be the same as the date of the map adoption.   For areas with multiple adopting bodies, the date should be the same or precede the first adopting body.

- **Consistency:**
  Make sure the fonts, line weights, etc. are consistent map to map.

  Make sure the maps are the same scale from sheet to sheet (with the exception of inset maps). The area from map to map should be the same.

- **Major / Minor Thoroughfares:**
  Major Thoroughfares (or higher) cannot terminate against a minor thoroughfare.

  Major Thoroughfares should be shown on the top of Minor Thoroughfares.

  Should not be "dangling" unless it is a multimodal connector (like ending at an airport) or the road continues off the map.   This is an example of a minor thoroughfare that terminates at an airport (Lee County CTP).

  All routes that are designated as NC, US, Interstate or SHC routes should be reviewed to determine if they should be designated as major thoroughfares.

- **Strategic Corridors –** Double check to see that Strategic Highway Corridors are labeled and shown correctly.

- **Graphics:**

  Include pictures in the upper right hand corner of the CTP map **ONLY** if that picture is from the area of the CTP study.

  If any pictures are included in the upper right hand corner, they should be optimized to reduce file size.   If you do not know how to reduce the file size of graphics, please ask someone – file size is very important as these materials will be put on the internet!

- **Pending Maps:**

  For any maps that are not included in the CTP, note them as pending in the notes section on the cover sheet.   For example: "Sheet 3, Public Transportation and Rail Map is pending due to <insert reason>."
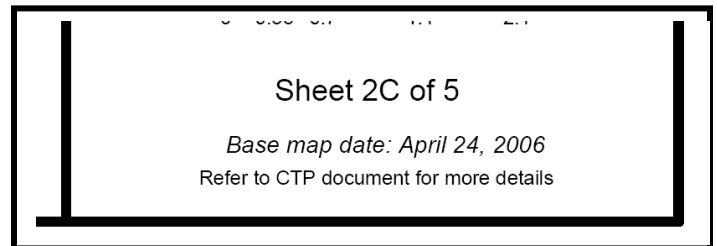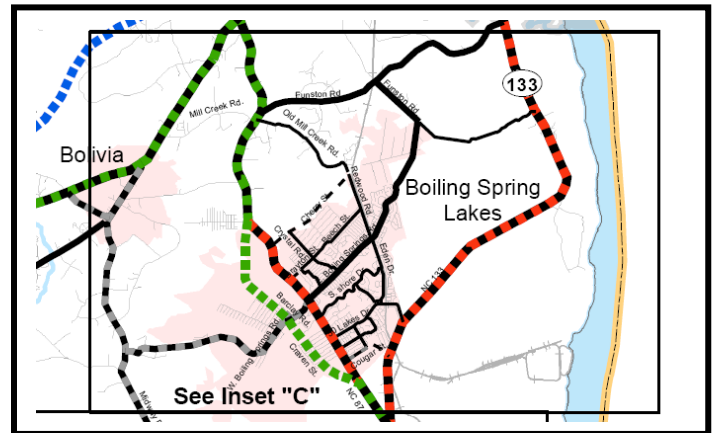
- **Insets:**

  If an area of the map is difficult to read at 11"x17" scale, an inset should be created. Insets could be applicable to one map but not another. For example, you may have insets for the highway element, but in the other elements insets are not needed.

  Road name labels on areas inside the inset should remain the same as outside the inset (on the main map).   Additional road name labels may needed for reference on the inset map.

  Insets should have a label, i.e. "Inset A" (or some other letter) within the inset frame (see example).

  The Inset sheet should be appropriately titled, i.e. Sheet 2A of 5 (see example).
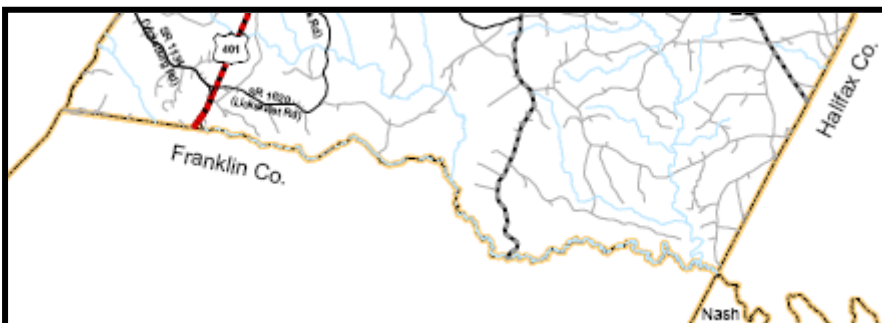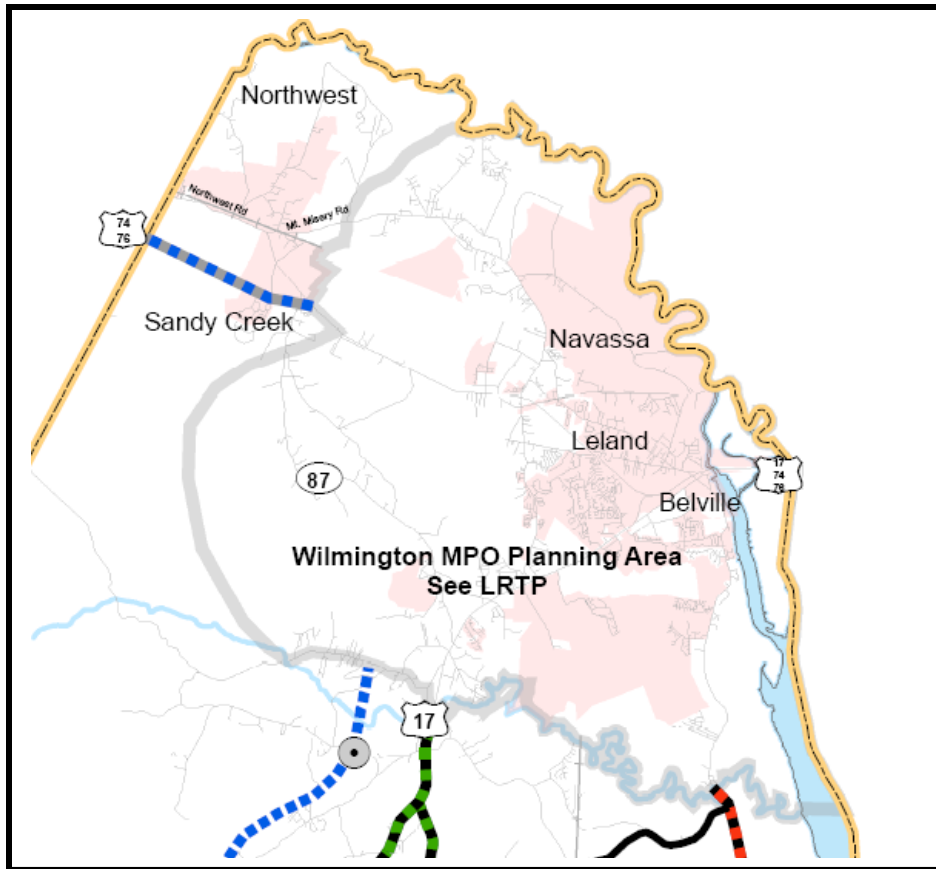
- **Boundaries and Labels:**

  No Street- SR labels on the Adoption sheet, only I, US and NC shields.

  Should show and label borders of adjacent counties and states along county line.

  If roadway falls on county line the roadway should be shown on the top of the county line.

MPO and other study area boundaries should be clearly identified on the map by a thick gray line.   The MPO/CTP study name should be included within the boundary.

- **Adoption / Endorsements:**

A MPO may adopt any plan that is within their Metropolitan Planning Area Boundary. A local area within the MPO can only endorse the plan, but not adopt it. For example, Raleigh is within the Capital Area MPO. Raleigh can only endorse the CAMPO CTP. Only CAMPO can adopt it.

A local area (municipality or county) within an RPO may adopt any part of the plan that is within their planning jurisdiction. They can endorse any area outside their planning jurisdiction. For example when we were getting adoptions of the Granville County CTP, Oxford could adopt the parts of the plan within their planning jurisdiction, but could only endorse the remainder of the plan.

An RPO can only endorse the plan, but not adopt it.

IMPORTANT!!! IMPORTANT!!!!   If during the local review process, ANYTHING relating to recommendation changes on the CTP map (like adding or deleting a project), the approval process must start over and a new management review must be completed prior to it being presented to the locals again.   Also, the date of the Draft CTP maps will change.   All reviewers should be clear on what change(s) were made to the map and if any capacity deficiencies will result from such a change.

<u>RECOMMENDED CTP MAPS</u>

RECOMMENDED CTP Maps are maps that have been approved by the local areas and endorsed by the RPO (if applicable).

- Get adoption/endorsements by locals/MPO/RPO (were applicable) and include the adoption dates on the CTP Adoption Sheet (Sheet 1).

- **Change DRAFT to RECOMMENDED –** The word "**DRAFT**" on all draft CTP maps should be relabeled "**RECOMMENDED**".   RECOMMENDED should be smaller than the CTP study name.

<u>FINAL CTP MAPS</u>

FINAL CTP Maps are recommended maps that have been mutually adopted by the local area and the NCDOT.

- **Remove RECOMMENDED –** after the BOT adopts the maps, remove the RECOMMENDED from all maps.

- Add BOT date of adoption to the CTP Adoption Sheet (Sheet 1).

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