CTP Report – Quick Tips

Use the following guidance when documenting the development of the Comprehensive Transportation Plan. Also review the CTP Document – Prepare and Distribute procedure, which includes the Minimum CTP Standard Report Template, and the Problem Statement Procedure and Guidance.

Road References:
All roads should be referenced in the CTP using the following examples. Always spell out Road, Street, Lane, Avenue, Trail, Drive, etc.

- I-85
- US 64 Business or US 64 BUS, Be consistent and use only one throughout
- US 74 Bypass or US 74 BYP, Be consistent and use only one throughout
- NC 23/27
- NC 226 (Cherry Street)
- Carolina Avenue (SR 2233)
- Dixie Drive

Municipal References:
All municipalities should be referenced in the CTP using the following examples. Capitalize the words city, village, town, county or state only when it is part of the corporate name. Do not capitalize these words when used in place of the actual name.

- Person County
- Elm City
- city of Durham
- town of Cary
- Village of Bald Head Island
- the state of North Carolina
- Virginia State line

Capitalization:
Proper nouns should be capitalized. A proper noun has two distinctive features: 1) it will name a specific person, place or thing and 2) it will begin with a capital letter no matter where it occurs in a sentence. Do not capitalize common nouns. Following are examples of proper versus common nouns.
Common                 Proper
• city                 Wilmington
• town                 Franklinville
• river                Pee Dee River
• county               Tyrrell County
• park                 Pullen Park
• plan                 Strategic Highway Corridor Vision Plan
• college              Wake Technical Community College

Formatting:
• Page numbering – The first page all chapters and figures should be on an odd page.
• Figures and tables – Reference in the text at least one time. Ensure margins adequate for binding.
• Units – English units should be used. Units shall be spelled instead of using numbers or abbreviations. Examples: 12 foot lanes, 1.6 miles, etc.
• Decimals – Use one place value throughout the report for all units when decimals are required. Examples: 1.6 miles, 3.5%, etc.
• Dates – Spell out dates, Example: June 1, 2012.
• Acronyms – Always spell out on the first usage, afterwards acronym can be used. Examples: Annual Average Daily Traffic (AADT), vehicles per day (vpd), etc.
• Number Usage – For consistency throughout, use the following when describing number of lanes and lane widths: four lane boulevard with 12 foot lanes. Note that four lane and 12 foot are not hyphenated.
• Maps – Maps may need to be relocated in the text in order to avoid leaving excess blank space or pages.
• Hyperlinks – Change the color of all hyperlinks to black so that they will not require color printing.