

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 capital common nouns. Following are examples of *proper* versus common nouns.

Common

- city
- town
- river
- county
- park
- plan
- college

Proper

Wilmington
Franklinville
Pee Dee River
Tyrrell County
Pullen Park
Strategic Highway Corridor Vision Plan
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.