

CTP Maps – Adopt by NCDOT

Description

The purpose of this procedure is to describe the steps for obtaining the North Carolina Department of Transportation (DOT) adoption of Comprehensive Transportation Plan (CTP) Maps, ensuring appropriate standards and deadlines are met.

Responsibility

The North Carolina Board of Transportation (BOT) to adopt the CTP Maps on behalf of NCDOT.

The Branch Manager to write and provide the Recommendation Memo to the BOT by the established deadlines.

The TPB Management to review maps for correctness and consistency.

The TPB Engineer

- to develop the CTP maps,
- to coordinate the review by the Group Supervisor, Unit Head, and Branch Manager,
- to place a copy of the meeting minutes showing the BOT adoption (from the [NCDOT BOT website](#)) into the appropriate CTP files
- to provide paper copies of the Recommended CTP Maps to the Division Engineer and appropriate Board of Transportation Member(s) at least two weeks prior to the Board Meeting.
- to submit the appropriate number of CTP Maps for the BOT agenda in hard copy and .pdf.

The Web Designers (currently Elena Talanker and Scott Walston) to upload the Recommended/Adopted CTP Maps on the appropriate page on the CTP website

<https://connect.ncdot.gov/projects/planning/Pages/Comprehensive-Transportation-Plans.aspx>

Scheduling and Time Constraints

The CTP Maps must be reviewed and approved by the Group Supervisor, Unit Head, and the Branch Manager prior to being submitted for local adoption. The CTP Maps, once finalized, must be submitted to the Branch Manager (hard copy and .pdf) two weeks prior to the reproduction deadline for approval of the CTP Maps to be placed on the BOT agenda for the following month. For example, if the BOT will need to adopt the CTP Maps in March, the *TPB Engineer* must turn in the CTP Maps to the Branch Manager two weeks prior to the reproduction date in February.

Procedure

Step	Action
1	Using the CTP Maps - Internal Review procedure, and after adoption by the local board(s) or an MPO, and RPO endorsement (if applicable), the <i>TPB Engineer</i> prepares the CTP maps for NCDOT adoption. There are only two changes that should be made to the CTP maps after local adoption:

	<ul style="list-style-type: none"> Remove the word “DRAFT” and replace with “RECOMMENDED” on the CTP maps. Word “RECOMMENDED” should be smaller than the CTP study name. Add the local or MPO adoption, and the RPO endorsement (if applicable) date(s) to the Adoption Sheet (Sheet 1) of the CTP maps.
2	<p>The <i>TPB Engineer</i> submits the Recommended CTP maps to the Supervisor, Unit Head and Branch Manager for review. The Recommended CTP maps shall be included in a packet along with the following information:</p> <ul style="list-style-type: none"> CTP Management Approval Checklist; Recommended CTP maps (at an 11x17 scale); Draft CTP Report (BOT adoption date pending) <p>Local Adoption Resolutions & RPO endorsement (if applicable)</p>
3	<p>The Branch Manager reviews the CTP maps for consistency with the CTP Map templates, CTP Map standards and ensures that the proper dates are filled in for the appropriate areas. Any comments must be addressed before moving forward for BOT adoption. The Branch Manager signs the CTP Management Approval Checklist after all comments are addressed.</p>
4	<p>Once the CTP maps are finalized, the TPB Engineer</p> <ul style="list-style-type: none"> emails the Branch Manager ONE color .pdf copy of the Recommended CTP maps (at 11x17 scale) and ONE Black and White .pdf copy (at 8 ½ x 11 scale) of the Adoption Sheet (from ArcGIS). emails a .pdf copy of the Recommended CTP Maps to the Web Designer (currently Scott Walston or Elena Talanker) (use CTP – Web Page Development procedure). The Web Designer places the maps online. emails the Recommended CTP Maps to the appropriate BOT Member and Division Engineer. The accompanying memo should indicate that the CTP maps are recommended and will be presented at the next BOT meeting for adoption (use Memo Sample 4 as a guide). <p>Note: The Recommended CTP Maps <u>must</u> be sent to the BOT member and Division Engineer at least two weeks prior to the BOT meeting.</p>
5	<p>The Branch Manager writes a memo (use Memo Sample 1 – BOT Agenda Memo - as a guide) for the BOT agenda and assigns the agenda item number that begins with the letter “T” followed by the appropriate number, corresponding to the order of the presentation of all CTP adoption requests for that month. This item number should be included in the header of the memo. The date of the BOT meeting is placed in the footer of the memo. The web link to the Recommended CTP Maps should be placed within the memo.</p> <p>The Branch Manager will email the signed memo and the 8 ½ x 11 B&W .pdf copy of the CTP Adoption Sheet (front and back) by the deadline to the BOT Secretary, the BOT Committees Staff Contact, and BOTweb@ncdot.gov, which places the agenda online.</p> <p>If there are no CTP maps for BOT adoption, the Branch Manager will prepare a page that states there are no T items for BOT approval with Item T-1 in the upper right hand corner and the BOT meeting date in the lower left hand corner (use Memo Sample 2- BOT agenda Memo(No Agenda Items) as a guide). The Branch Manager will e-mail the page to the BOT Secretary, the BOT Committees Staff Contact, and BOTweb@ncdot.gov.</p>

	The Branch Manager reviews the packet of information again and cannot make changes to the agenda, but can pull the items on the agenda if there are errors
6	The CTP maps are reviewed by the Finance and Programming Committee of the BOT on Wednesday as part of the agenda review. At the BOT meeting on Thursday morning, the BOT adopts the CTP maps with the other agenda items on behalf of NCDOT.
7	After the BOT adopts the CTP maps, the Branch Manager will notify the TPB Engineer, who will download a copy of the appropriate page from the BOT minutes .
8	Following adoption, the TPB Engineer makes the following changes to the CTP maps: <ul style="list-style-type: none"> • The word "RECOMMENDED" is removed • The NCDOT adoption date is added to the Adoption Sheet (Sheet 1)
9	The TPB Engineer will file a copy of the BOT minutes and the Adopted CTP Maps in the appropriate CTP project file, located in Room 447.
10	<ul style="list-style-type: none"> • The TPB Engineer will submit the Adopted CTP Maps to the Web Designer to be placed online (use CTP – Web Page Development procedure) • The <i>TPB Engineer</i> will write a memo for NCDOT Employees News (use Memo Sample 3 as a guide) that includes the web address of the adopted CTP Maps. After review by the Group Supervisor and Unit Head, the TPB Engineer will submit the memo to NCDOT Employee News via email at employeenews@ncdot.gov and cc: the Branch Manager, Unit Head and TPB Staff Engineer (currently Elena Talanker). This will take the place of any internal CTP map distribution. • The TPB Engineer will send an email to the MPO, RPO, FHWA and the local governmental entities notifying them of the CTP Map adoption and will attach a .pdf copy of the adopted CTP maps to the email. The email will also indicate the web address for the adopted CTP maps. <p>The TPB Engineer will mail out a memo (use Memo Sample 5 as a guide) and 1 copy of the CTP maps to each of the local entities that adopted the CTP.</p>

Policy, Regulatory, and Legal Requirements

As written in [NC G.S. 136-66.2. \(b\)](#), "After completion and analysis of the plan, the plan shall be adopted by both the governing body of the municipality or MPO and the Department of Transportation as the basis for future transportation improvements in and around the municipality or within the MPO."

Resources

- [NC Board of Transportation](#)
- [CTP Maps - Internal Review procedure](#)
- [CTP Management Approval Checklist](#)
- [CTP Maps Preparation Points and Checklist](#)
- [Memo Sample 1](#) – BOT Agenda Memo
- [Memo Sample 2](#) – BOT Agenda Memo (No Agenda Items)

- **Memo Sample 3** – NCDOT Employee News Memo
- **Memo Sample 4** – Recommended CTP Maps Memo (Division Engineer & BOT Member)
- **Memo Sample 5** – BOT Adopted CTP Maps Memo (Mail to Local adoption entities)

Background

This procedure is triggered by:

- the adoption of the CTP maps by a local area(s) (municipality and/or a county) (refer to **CTP Maps – Adopt by Locals (non MPO)** procedure) and endorsement by the appropriate Rural Planning Organization (RPO) (refer to **CTP Maps – Endorse by RPO** procedure), or
- the adoption of the CTP maps by Metropolitan Planning Organization (MPO) (refer to **CTP Maps – Adopt by MPO** procedure) (local area(s) adoption is not required for the CTP maps within the MPO).

In order for the CTP maps to have legal standing for local implementation, the municipality and/or county, or the MPO and the DOT must mutually adopt them.

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	Responsibility & Procedures	Procedure has been revised to reflect the Policy Change for N.C. Board of Transportation Committee Meetings (reduce paper and waste).	07/17/2009
2.1	Procedures – Step 5	Added Sample Memo 4	12/16/2009
2.2	Resources & Tools	Updated link for in-house approval checklist. Added link for FHWA Planning & Program Development Group.	03/24/2010
2.3	Resources & Tools and Step 15	Updated link for NCDOT Employee News Memo and NC BOT Approved Maps distribution Memo.	07/22/2010
2.4	Step 15	Updated NCDOT Employee News Memo and distribution procedure.	01/20/2011
3.0	Major revision	Changed Reviewing Technician to Branch Manager, added “CTP Maps” where missing, updated links, CTP project files location-room 447.	6/13/2011
3.1	Procedures – Steps 4,5,7	Changed requirements on PDF and color copies to present to the Branch Manager before BOT adoption. Minor language corrections.	9/2/2011

4.0	Procedures – Step1-10	Procedure has been simplified to correspond to the CTP Maps – Internal Review procedure. Administrative Staff duties were eliminated. Procedure steps for PE didn't change. New email address for NCDOT Employee News has been added.	1/23/2012
4.1	Whole Procedure	Template Update	8/6/2013
4.2	Whole Procedure	Fixed broken links	9/26/2013

Flowchart