


CTP Maps – Develop (including base map)

Transportation Planning Branch		Approved: January 28, 2008 Revised: November 22, 2011 Version 2.7
[Contents]		
Purpose	Resources and Tools	
Background	Contacts	
Responsibility	Glossary	
Policy, Regulatory, and Legal Requirements	User Access	
Scheduling and Time Constraints	Flowchart	
Procedures	Record of Revision	
Warnings and Precautions		

Purpose

The purpose of this procedure is to provide a consistent methodology for developing Comprehensive Transportation Plan (CTP) maps, including development of the base map.

Background

The base map is created as a first step to illustrate information to a municipality, county, or Metropolitan Planning Organization (MPO). The base map contains information that will be present on every map created for the CTP maps and for the figures in the report.

A Comprehensive Transportation Plan (CTP) documents the development of a multi-modal transportation plan that serves anticipated travel demand in a safe and effective manner for a municipality, metropolitan planning organization area, or a county. A CTP includes the following vision maps:

- Adoption Sheet
- Highway
- Public Transportation and Rail
- Bicycle
- Pedestrian

These maps show existing, needs improvements, and recommended facilities. The Adoption Sheet provides pertinent information regarding the CTP map adoption and subsequent updates and revisions.

Responsibility

It is the responsibility of the **Project Engineer** assigned to the CTP study to:

- Create the base map and adjust the information on the map once it is verified by the local staff and Transportation Planning Branch staff
- Develop the required CTP maps in accordance with Branch Standards.

It is the responsibility of the **Regional Planning Group Supervisor** to:

- Review/approve the base map and CTP maps to verify that they meet Branch Standards. Refer to "[CTP Maps – Internal Review](#)" procedure

It is the responsibility of the **Unit Head and Branch Manager** to:

- Review/approve CTP maps prior to the maps being presented to the locals. Refer to "[CTP Maps – Internal Review](#)" procedure

Policy, Regulatory, and Legal Requirements

No specific policy exists for the production of CTP maps.

- [NC G.S. 136-66.2](#) provides the overall requirements for Comprehensive Transportation Plans, which are adopted by NCDOT.
- "Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users" ([SAFETEA-LU](#)) is a federal regulation for MPOs

Scheduling and Time Constraints

The CTP maps should be completed and approved by TPB management prior to their presentation to the local boards.

Procedures

The project engineer will follow the steps below to develop each of the required CTP maps:

Step	Action
1	Create the Adoption Sheet Save the Map on your C: drive (hard drive) as StudyAreaName Adoption Sheet. Note: The development of the base map is embedded in this document.
2	Create the Highway Map Save the Map on your C: drive (hard drive) as StudyAreaName Highway Map. Note: The development of the base map is embedded in this document.
3	Create the Public Transportation and Rail Map Save the Map on your C: drive (hard drive) as StudyAreaName Public Transportation and Rail Map. Note: The development of the base map is embedded in this document.
4	Create the Bicycle Map Save the Map on your C: drive (hard drive) as StudyAreaName Bicycle Map. Note: The development of the base map is embedded in this document.



5	Create the Pedestrian Map Save the Map on your C: drive (hard drive) as StudyAreaName Pedestrian Map. Note: The development of the base map is embedded in this document.
6	Review completed maps with CTP Maps Preparation Points and Checklist . Follow the CTP Maps- Internal Review procedure for further maps development.

Warnings and Precautions

It is critical that the appropriate nomenclature be used while saving the maps, as the CTP maps are initially created at the beginning of the CTP process, and are not finalized until the plan is complete, which may take years. After creating one of the CTP maps, ask the Group Supervisor, Unit Head, and TPB Manager to review the map to make sure it meets standards before creating the other maps. It is particularly useful to check labels because the base map is used throughout the series of CTP maps by copying and pasting the other maps legends into the base map after the labeling in the base map is approved. It is in the Project Engineer's best interest to keep copies of the CTP map review comments when going through the checklist especially if something goes unnoticed in the base map.

Resources and Tools

- [NC G.S. 136-66.2](#)
- [SAFETEA-LU](#)
- CTP Map Templates (S:\Shared\TPB Reference\Comprehensive Transportation Plan\CTP Map Templates)
- [Collect Bike Data](#) procedure
- [Collect Pedestrian Data](#) procedure
- [CTP Rail Division Coordination](#) procedure
- [CTP Maps – Adopt by MPO](#) procedure
- [CTP Maps – Adopt by Locals \(non-MPO\)](#) procedure
- [CTP Maps – Internal Review](#) procedure
- [CTP Maps Preparation Points and Checklist](#)
- [ArcGIS Frequently Asked Questions](#)
- GIS Help Desk (919) 212-6000 or gishelp@ncdot.gov
- GIS questions internal to TPB, contact: Priya Nimbole (919) 707-0958
- ArcMap & ArcCatalog (ESRI software)
- Adobe Acrobat Reader
- [CTP Process Overview](#)
- [Appendix B – Definitions](#)

Contacts

- For suggestions to change this procedure contact: Elena Talanker (919) 707-0911
- For questions about performing this procedure contact: Tyler Bray, (919) 707-0963

Glossary

For a complete listing of terms, definitions and acronyms, go to the [Master Glossary](#).

Base Map

Comprehensive Transportation Plan

User Access

Intended for NCDOT Internal Use Only, but not exempt from the public records access requirements

Flowchart

None

Record of Revision

Version	Section Affected	Description	Effective Date
1.1	Background	Removed under development from the pedestrian map.	08/19/2009
1.1	Resources and Tools	Listed and linked all resources and tools.	08/19/2009
2	Entire procedure	This procedure was combined with the Prepare Base Map procedure in order to streamline and incorporate updates. Substantial revisions have occurred throughout the document.	02/02/2010
2.1	Resources & Tools	Fixed broken link for Collect Bike Data procedure.	02/23/2010
2.2	Procedures	Minor update to linked documents: Adoption Sheet, Highway Map, Public Transportation & Rail Map, Bicycle Map and Pedestrian Map. Reference most current CTP Standard Style file and templates.	03/01/2010
2.3	Procedures	Minor updates to links for the Bicycle Map (step 5) and Public Transportation & Rail Map (step 4) which defines separate layers for these elements.	03/16/2010
2.3	Resources & Tools	Activated link for CTP Maps – Internal Review procedure. Incorporated links throughout document.	03/16/2010

2.4	Procedures	Due to inconsistencies with the written text, sample pictures were removed from the following linked documents: Adoption Sheet, Highway Map, Public Transportation & Rail Map, Bicycle Map and Pedestrian Map.	04/13/2010
2.5	Procedures	Due to inconsistencies with current Map standards referrals to <u>CTP Standards Document</u> were removed	06/30/2010
2.6	Procedures	Guidance documents for all CTP maps (step 1-5) were updated with the new CTP GIS Data Layers standards	10/18/2010
2.7	Procedures	Added link to GIS_FAQ , updated steps 6-8 with the current CTP standards	11/22/2011