

North Carolina Department of Transportation
Traffic Safety Unit

Ordinance Mileposting Worksheet

July 26, 2012

A. Reviewer Information

Code: _____ Employer: _____ Date: _____

B. Ordinance Information

Ordinance Number: _____ Effective: _____

County Name: _____ County #: _____

On Road: _____

Begin Reference Road: _____

Distance: _____ Feet/Miles: _____

Direction: _____ Milepost: _____

End Reference Road: _____

Distance: _____ Feet/Miles: _____

Direction: _____ Milepost: _____

C. Recommendations

Change "On Road" to the following: _____

Repeal ordinance (indicate reason, below):

Reason: _____

Adjust Ordinance begin/end point(s) as follows (may coincide with adjusting the features report, below):

Begin Reference Road: _____

Distance: _____ Feet/Miles: _____

Direction: _____ Milepost: _____

End Reference Road: _____

Distance: _____ Feet/Miles: _____

Direction: _____ Milepost: _____

Adjust features report (see attached – may coincide with adjusting ordinance begin/end points, above)

D. Reviews and Adjustments

Review (1): _____ Date: _____ Concur Do Not Concur

Entered By: _____ Date: _____

Review (2): _____ Date: _____

E. Steps (Process)

1. Complete section “A” and “B” of the worksheet.
2. Check the “On Road” to make sure it is a valid code. If not, recommend that it be corrected.
3. Check to see if the “On Road” still exists. If not, recommend repeal.
4. Check to see if the reference point/s exist...
 - If not, did the route move (route change)? If the route moved, recommend repeal. If the route did not move, identify necessary reference points (if possible) and recommend changes to the ordinance begin/end reference point/s and/or addition of reference point/s (features) to the features report.
 - If so, they are probably loop (non-unique) features. If the reference point/s are loop features, recommend changes to the begin/end reference point/s so they reference unique (non-loop) features but still remain at the appropriate milepost/s.
5. Send package to NCDOT for review.
6. If recommendations are approved and they included adjusting ordinance begin/end points, the worksheets shall be returned to the contractor for ordinance updates.
7. Return to NCDOT for final review.

F. Ordinance Package (worksheet and attachments)

1. Ordinance mileposting worksheet
2. Ordinance report with description (from TEAAS)
3. Features report page(s) with highlighted ordinance location and feature adjustments (if any)
4. Map/s with highlighted ordinance location (current and/or old maps as necessary)

G. Reference Point Preferences

1. Do NOT use municipal limits, bridges, or mile markers
2. ALWAYS use a non-loop (unique) feature (intersection, county boundary, or state boundary)
3. Same milepost, highest order non-loop intersection (even if local route)
4. Nearest state maintained (I, US, NC, or SR) route, county boundary, or state boundary (judged on distance – use local route if a state-maintained route or state/county boundary is too far away)
5. Nearest non-loop (unique) intersection (local route)