Road, Bridge or Ferry Naming or Designation Request Process

Pursuant to NCGS §136-18(8), the North Carolina Board of Transportation may name roads, bridges, or ferries. The request process for approval of a road, bridge or ferry naming may be found in the sequential steps provided below.

Commonly used definitions throughout this document include the following:

- "Requesting party" refers to the individual/s who seeks to request a road, bridge or ferry to be named or designated.
- "Local government/s" shall mean the county, city, town or village in whose jurisdiction the facility lies.
- "Resolution" is defined as a written motion or formal request that the Board takes action on via a vote.
- "Department" shall mean the North Carolina Department of Transportation (NCDOT).

NCDOT Staff Contact in the Transportation and Mobility Safety Office:

Shelly Heath

Email: mmheath1@ncdot.gov

Phone: (919) 814-5101

1. The requesting party completes the Road, Bridge or Ferry Naming Application Form and submits it to the NCDOT staff contact in the Division. The Division will review and forward to the NC DOT Committee Staff lead.

2. The Chief Engineer's Office, Division Office and General Counsel review the submitted application.
    - If the application does not meet the policy requirements at this stage of the process, the Chief Engineer's Office or the Division Office will contact the requesting party to provide the reason(s) the application could not move forward.
    - If the application does meet the policy requirements, it will proceed in the process. The NCDOT staff contact will notify the requesting party.

3. If the submitted application continues in the request process the next steps are as follows:
    - The requesting party is responsible for contacting and collaborating with the local government(s) to develop a formal resolution for consideration by the respective board/s (city council or county commission).
    - The local government(s) must draft a resolution consisting of 400 words or less.
    - The resolution must describe the honoree's accomplishments, credentials and specify the road, bridge or ferry to be named or designated.
    - If the road, bridge or ferry to be named or designated is in more than one municipality, resolutions from all municipalities are required.
    - The local government(s) from applicable municipalities must unanimously pass the resolution(s) in a public forum for the application to move forward in the request process.

4. If the local government(s) pass(es) the resolution unanimously, the application progresses in the request process and the next steps are as follows:
    - The requesting party submits the following documentation to the NCDOT staff contact in the Chief Engineer's Office.
        - A completed application
        - A copy of the resolution(s) passed unanimously by the respective local board/s.
        - A copy of the meeting minutes that state the resolution was passed unanimously and the opportunity for public input was provided.
        - A completed Character Certification Form
        - A minimum of three recommendation letters (civic, business, or service organizations) and verification of family support.
        - Written documentation that affirms the willingness of the local government or sponsor to participate financially by paying an administrative fee of $2000 to offset costs associated with the program.
        - Verification of a valorous decoration during combat operations, if the naming or designation is for a military individual.

5. Once the supporting documentation outlined in section 4 is received by the NCDOT staff contact in the Chief Engineer's Office the naming or designation request is placed on an upcoming Board of Transportation Road, Bridge, and Ferry Naming Committee agenda for consideration.

    - Road, Bridge, and Ferry Naming Committee agendas are posted publicly on the Board's website each month.
    - The Board member representing the area where the requested road, bridge or ferry is located must endorse the naming or designation request to the Road, Bridge and Ferry Naming Committee.

6. If the Board's Road, Bridge and Ferry Naming Committee approves the requested naming or designation:
    - The Department will draft a resolution for vote by the Board.
        - The Board's resolution will describe the honoree's accomplishments, credentials and specify the road, bridge or ferry to be named or designated.
        - It will state the name that should appear on the sign.
        - The Department has final authority regarding sign design, including text.

7. The Board of Transportation votes on the naming or designation resolution.

    If the Board of Transportation approves the requested naming or designation:

    - The local government and the NCDOT Division Office are notified in writing of the approval and the required payment.
    - Payment is due to the Department upon notification that the honorary designation was approved by the Board. Signs will not be manufactured until payment is received.
    - The NCDOT Communications Office will plan a ceremony if one is desired by the local government.
    - Signs are installed. Honorary signs will be ground mounted; overhead signs will not be installed.
    - Signs will be installed at the beginning and ending termini of the approved roadway segment, and will not be installed on exits, Y-lines, or intersecting roadways.

    If the Board of Transportation does not approve, NCDOT notifies the requesting party either by phone, email, or letter.