

**VIRGINIA OFFICIAL STATE TRANSPORTATION MAP POLICY  
AND PROCEDURES**  
**Virginia Department of Transportation Office of Communications**  
**Rev. 11/13/12**

The Official State Transportation Map is updated and printed annually by the Commonwealth of Virginia Department of Transportation and is distributed free of charge. A new design and theme is created every two years. The Official State Transportation Map is produced to guide travelers on Virginia highways efficiently and safely, to attract visitors and businesses to Virginia, and to inform them of the diversity of Virginia's attractions throughout the commonwealth.

The Virginia Department of Transportation's Office of Communications produces the map. It selects the map's theme after conferring with the Virginia Tourism Corporation to support that agency's marketing efforts. The graphics section of Communications prepares the promotional and informational portions of the map; the cartographic section of Communications prepares the base and inset maps.

The following is a guide to the process and criteria used in selecting the points of interest, photographs and place names presented on the map.

**POINTS OF INTEREST**

The promotional portions of the map contain a listing of attractions that are historic, cultural or recreational, including national, state and regional parks and forests. These attractions are listed alphabetically by category and include information describing the facility and a key to its location on the road map.

The points of interest listing is the basis for all points of interest shown on both the promotional and cartographic portions of the map. The points of interest on the cartographic portions of the map are shown in red ink accompanied by a red square with the exception of large parks and forests that are shown by various color shadings.

**POINTS OF INTEREST CATEGORIES:**

*HISTORIC: Homes and churches parks, battlefields and monuments.*

*CULTURAL: No subcategories are used. Entries will be evaluated on an individual basis.*

*RECREATIONAL: Commercial resorts, state, regional and national parks and forests. Recreational areas within parks and forests. All recreational areas will be shown on the cartographic portion of the map. Only major areas will be listed in the promotional area.*

**CRITERIA:**

To be listed and located on the promotional and or cartographic portions of the map, space constraints are considered with relation to the index and map locations.

**General criteria (all categories):**

*Prime consideration is given to attractions:*

- With high existing attendance or generated traffic (over 10,000 guests annually).
- Drawing tourists from other states and countries.
- Open daily, year-round (exceptions are made for resorts, parks, beaches, stadiums, etc. where activities are somewhat restricted during certain seasons and will be considered on a case by case basis)

**Historic criteria:**

- Historic plantations, homes, churches and other buildings, structures or districts must be listed on the Virginia Department of Historic Resources' Register and the National Federal Register of Historic Places.
- Prime consideration is given to those offering guided or self-guided tours and listing a mailing address and telephone number accessible during normal office hours.

**Museum / Culture criteria:**

*Prime consideration is given to attractions:*

- Organized as public or private nonprofit institutions that exist on a permanent basis for essentially educational or aesthetic purposes,
- That care for, and own or use tangible objects, whether animate or inanimate, and exhibit these objects on a regular basis,
- That have at least one professional staff member or the full-time equivalent on site, whose primary responsibility is the acquisition, care or exhibition to the public,
- That have provided services to the general public on a regular basis for at least two full years,
- Listing a mailing address and telephone number accessible during normal office hours.

**PHOTOGRAPHS**

- The number of photographs included on the state map varies. Recently, the number has ranged between five and six.
- Photo subjects consist of attractions selected from the points of interest listing (identified specifically on the map listing) and generic photos of Virginia scenery, recreational and cultural activities and historic districts, (not identified specifically on the map listing). Subjects will be divided among the cultural and geographic regions of the state at the discretion of the map committee.
- The cultural and geographic regions of the state are Northern Virginia, Tidewater, and Hampton Roads, Eastern Shore, Central-Southside, Shenandoah, and Southwest-Blue Ridge-Highlands. The intent is to fulfill the categories, and every effort will be made to represent the diversity of the Commonwealth's attractions in all regions.

## **PLACE NAMES**

- Will be considered if a post office is present in the suggested location.

## **OTHER INFORMATION**

- Space will be reserved on the map to provide information to aid motorists and promote safety on Virginia's highways.

## **EDITING RIGHTS**

- The state map committee maintains complete rights in editing the official state map and making design variations deemed advantageous to motorists and promoting tourism in the state of Virginia.
- The committee reserves its right to include or omit any attraction, photograph, sketch, letter type or logo published in the past or present.

## **MAP REQUESTS**

All requests to be included on the points of interest listing or as a photo on the state map must be submitted in writing to the chairperson of the state map committee. The committee at regularly scheduled meetings will review requests. Acknowledgement of request and notification of the committee's decision will be made as soon as possible. If a request is denied it can be appealed in writing and should provide new information or reasons for consideration.

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