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## **614 REVIEW PROCESS OF TRAFFIC SIGNAL / SIGNING / STRIPING FOR PERMITS**

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The purpose of this section is to provide a guideline for consistent quality control in the design, review, installation, inspection, turn-on and modifications to traffic signals, signing and striping done by permit. The following procedure should be followed:

- A.** Approved Traffic Signal Needs Study (see TGP 611) / Traffic Impact Analysis (see TGP 240). (Minimum of 3 copies distributed by permit office to RTE, Permit Office & Traffic Design.)
- B.** After signal study is approved:
  - 1. ADOT Permit office gives permit applicant a copy of the Review Process of Traffic Signal/Signing/Striping For Permits (see TGP 614), and the Quality Control (QC) requirements. The ADOT permit office informs the permittee that they are responsible for hiring an independent consultant to inspect the construction of the permitted signal. ADOT reserves the right to use Department Inspectors if available. ADOT informs the permittee of their intentions at the beginning of this process.
  - 2. Applicant's Design Engineer generates the proposed signal design per ADOT standards and guidelines.
  - 3. Applicant's Design Engineer coordinates with the ADOT Regional Traffic Engineer, or District Electrical Operations Engineer regarding the need for an Intergovernmental Agreement (IGA) for the construction, maintenance and utility payment for the signal.
  - 4. Permit Applicant requests permit from ADOT Permit Office.
  - 5. ADOT Permit Office sends review plans package, as specified in C below, to the Regional Traffic Engineer (RTE). RTE distributes plans package to ADOT Traffic Design.
  - 6. ADOT Traffic Design assigns tracking number.
- C.** Applicant's Design Engineer submittal is 6 complete sets of legible half-size design plans to include the signal, intersection signing and striping plans. (see TGP 635). The submittal includes the following:
  - 1. Approved Traffic Signal Needs Study (see TGP 611) / Traffic Impact Analysis (see TGP 240) if not already received. (Minimum of 3 copies. RTE, Permit Office & Traffic Design)
  - 2. Special Provisions for proposed work as required. (6 copies)
  - 3. Material Quantities breakdown, separate sheet. (6 copies)
  - 4. Copy of Draft Service Request Letter showing estimated loads, service address (if required) and name and address of who is responsible for paying the electric bill as required. (6 copies)

**D.** ADOT Traffic Design distributes the package to reviewers. Distribution is as follows:

1. Regional Traffic Engineer.
2. Area Signal Maintenance Manager. (2 sets)
3. Regional Traffic Design Manager. (2 sets)
4. Traffic Operations Crew Supervisor.

The respective managers distribute to their assigned reviewers.

**E.** All reviewers have 20 working days maximum (with some exceptions) to respond with comments to the ADOT Traffic Design Representative or the Regional Traffic Engineer.

**F.** ADOT Traffic Design Representative or the Regional Traffic Engineer return all comments to the Applicant's Design Engineer and a copy to the ADOT Permits Office. If the design is approved, proceed to (I). If not approved, proceed to (G).

**G.** The Applicant's Design Engineer addresses all comments and resubmits updated plans and comment responses to ADOT Permits Office for another review and distribution. (See B5) Repeat steps C, D & E.

**H.** (B5, C, D, E, F & G) will be repeated until design is approved.

**I.** When design is approved by all reviewers, ADOT Traffic Design requests the following from the Applicant's Design Engineer before final approval.

1. An electronic copy, in Microstation (.dgn)[(2d)] format of the signal, intersection signing and striping plans.
2. A full size mylar, sealed and signed, of the Traffic Design approved signal, intersection signing and striping plans.
3. Material Quantity Breakdown sheet.
4. Special Provisions package.
5. Copy of the service request letter that will be sent to the utility company by the Design Engineer.

**J.** When All items in (I) are received by ADOT Traffic Design, ADOT Traffic Design stamp and sign approval on the mylar, and they notify the appropriate ADOT Permit representative that the signal, intersection signing and striping designs are approved. ADOT Traffic Design distribute final plans (1/2 size) to all reviewers, with 5 copies to permit office and 1 copy to RTE.

**K.** The Permittee is responsible for insuring that material submittals are submitted to ADOT Traffic Design for approval before the start of permit construction per Section 730-4 and 730-5 of the Standard Specifications.

**L.** Before the signal activation (see TGP 627) or the independent inspector releases the contractor from obligations, the permittee contacts the ADOT Electrical Inspector or the Area Signal Maintenance Manager or his agent to obtain written concurrence.