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## **614 REVIEW PROCESS OF TRAFFIC SIGNAL 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 and associated 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 & Systems Maintenance)
- B.** After signal study is approved by the Regional Traffic Engineer (RTE):
  - 1. ADOT's District Permit office gives permit applicant a copy of the Review Process of Traffic Signal/Signing/Striping For Permits, and the Quality Control (QC) requirements. The ADOT's District 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. The independent consultant shall be approved by the RTE prior to starting work.
  - 2. Applicant's Design Engineer generates the proposed signal design per ADOT's standards and guidelines.
  - 3. Applicant's Design Engineer coordinates with the ADOT's Regional Traffic Engineer, or ADOT District Engineer or their designee regarding the need for an Intergovernmental Agreement (IGA) for the construction, maintenance and utility payment for the signal. If an IGA is required, it shall be prepared by the IGA Section when initiated by the Project Manager.
  - 4. Permit Applicant submits completed encroachment permit from ADOT's District Permit Office.
  - 5. ADOT's District Permit Office sends a review plan package, as specified in C below, to the Regional Traffic Engineer (RTE), ADOT System Maintenance, and ADOT Traffic Design Group.
  - 6. ADOT's Permit Office assigns tracking number.
- C.** Applicant's Design Engineer shall submit 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, and ADOT System Maintenance,
  - 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.** All reviewers have 20 working days maximum (with some exceptions) to respond with comments to the ADOT District Permit Office.
- E.** ADOT's District Permit Office returns all comments to the Applicant's Design Engineer If the design is approved, proceed to (I). If not approved, proceed to (G).
- F.** The Applicant's Design Engineer shall address all comments and resubmit updated plans and comment responses to ADOT District Permits Office for another review and distribution. (See B5) Repeat steps C, & E.
- G.** (B5, C, D, E, F & G) will be repeated until design is approved.
- H.** When design is approved by all reviewers, ADOT Systems Maintenance, Regional Traffic Engineer, and District Permit Office requests the following from the Applicant's Design Engineer before final approval.
  1. An electronic copy, in current ADOT software, currently Microstation (.dgn)[(2d)] format of the signal, intersection signing and striping plans.
  2. A full size pdf, 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.
- I.** The permittee is responsible for ensuring that material submittals are submitted to ADOT Regional Traffic Engineer and Systems Maintenance for approval before the start of permit construction per Section 730-4 and 730-5 of the Standard Specifications.
- J.** Installation shall follow ADOT Standard Specifications unless otherwise approved in the plans and specifications. If the signal is for a local government maintained signal, it can be according to their standards. ADOT District Permit Office will coordinate all associated construction activities as needed.

Before the signal activation (see TGP 627) or the independent inspector releases the contractor from obligations, the permittee contacts the Regional Traffic Engineer and Systems Maintenance to obtain written concurrence to activate signal based on study based on actual counts and field conditions.