

DATE: November 6, 2015

SUBJECT: Guidelines for Attaching Other Equipment on Traffic Signal Structures

TO: District Executives

FROM: Richard N. Roman, P.E., Director
Bureau of Maintenance and Operations

Richard Roman /s/

This Strike-off Letter identifies the guidelines to follow when attaching other equipment onto traffic signal structures. This guidance is considered “cost-neutral” and “time-neutral.”

The purpose of these guidelines is to identify the process and submission criteria for placement of other equipment on traffic signals structures. The following guidelines should be followed until the Department places this process into Publication 191.

These guidelines will be communicated to municipalities through the Municipal Advisory Committee as well as the next Local Technical Assistance Program newsletter to clarify these guidelines.

Should you have any questions, please contact Daniel Farley, Chief, Traffic Operations Deployment and Maintenance Section, at (717) 783-0333.

Attachments

4940/MLD/hmq

cc: Renee Sigel, Division Administrator, FHWA
Local Technical Assistance Program (LTAP)
Assistant District Executives – Maintenance
Assistant District Executives – Construction
Assistant District Executives - Design
Maintenance Service Executives
District Bridge Engineers
District HOP Managers
District Plans Engineers
District Traffic Engineers
Brian Thompson, P.E., Director, BOPD
Richard Roman, P.E., Director, BOMO
Glenn Rowe, P.E., Chief, Highway Safety and Traffic Operations Division, BOMO
Daniel Farley, Chief, Traffic Operations Deployment and Maintenance Section, BOMO
Matthew DePaoli, Senior Civil Engineer, BOMO

Guidelines for Attaching Other Equipment on Traffic Signal Structures

November 2, 2015

Purpose

The purpose of these guidelines is to identify the process for placement of other equipment on traffic signal structures. The following guidelines should be followed until the Department places this process into Publication 191. Also, these guidelines will be communicated to municipalities through the Municipal Advisory Committee (MAC) as well as the next Local Technical Assistance Program (LTAP) newsletter to clarify these guidelines.

Background

The Department has begun to receive requests to place other equipment (equipment not directly associated to the function or operation of the traffic signal) such as security cameras and additional communication equipment on traffic signal structures. This other equipment shall work completely independent of the traffic signal, but placement of the devices on traffic signal structures is desirable to minimize the amount of obstructions at each intersection. The Department currently does not have a regulation, policy, and/or guidelines to address these requests. The purpose of this guidance document is not to promote installation of other equipment on traffic signal structures, but to establish guidelines when a request is received. Attempts to place equipment outside the public right-of-way and clear zone are preferred to placement on an existing traffic signal structure.

Request Procedure

The following is the procedure to request placement of other equipment on traffic signal structures.

Step 1 - Notify the Department if considering to install Other Equipment on Traffic Signal Structures

The Department requires that the municipality considering other equipment on traffic signal structures contact the appropriate PennDOT District Traffic Engineer to have a discussion regarding the potential request. The PennDOT District Traffic Engineer shall provide the following documentation to help assist the municipality and others through this submission process. This preliminary discussion is needed to ensure that everyone understands the request and to discuss potential concerns prior to developing and submitting a request.

Step 2 - Submit a Request to the Department for Consideration.

The municipality owning, operating, and maintaining the traffic signal shall submit the following for consideration to their appropriate District:

Incorporated into Section 7.3 of Publication 191 issued December 28, 2020

- Contact information of the third party that owns, operates and maintains the other equipment to be installed on the traffic signal structure.
- A Municipal Letter specifying the purpose and justification of the request, municipal approval of the device, and a statement indicating that the equipment will not interfere with the operation identified on the traffic signal permit.
- Documentation that the other equipment on traffic signal structures will not provide confusion or be a distraction to any motorist. If it is determined that after approved placement the other equipment creates confusion or is a driver distraction then it shall be removed immediately.
- An Engineering Study that provides Engineering analysis to the equipment placement, structural adequacy of the existing equipment, ADA accessibility, operational verification with relation to the traffic signal permit, and other appropriate evaluations needed to ensure the appropriate placement of the other equipment on the traffic signal structure. *Note: if structural adequacy cannot be verified then a new traffic signal support will need to be provided along with supporting calculations. Also all engineering studies need to be performed by a Professional Engineer registered in the state of Pennsylvania.*
- Construction plans that provide location, connections, and other key information needed to connect to the traffic signal structure.
- A Highway Occupancy Permit if any additional adjustments such as placement of other equipment within the public right of way are required other than attaching to a traffic signal structure.
- If the municipality is requesting third party equipment that it would not own then the following additional information would need to be provided:
 - Attachment of the completed third party agreement. The agreement should address other equipment concerns related to the terms of the agreement, placement length, design, construction, third party contact information, insurance coverage, contractor contact information, maintenance and operations plan, and access to the other traffic signal equipment. Also activities associated with the traffic signal would take priority and therefore any relocation or replacement of other equipment as a result of a municipal or Department project would be the responsibility of the third party or municipality.
 - A letter from the third party verifying that the other equipment on traffic signal structures will not affect the operation of the traffic signal.
 - Equipment details, deployment purpose, placement information, design details, design notes, construction details, identify appropriate equipment grounding, and other information needed to successfully deploy the other equipment on the traffic signal structure.

Incorporated into Section 7.3 of Publication 191 issued December 28, 2020

- No devices shall be installed on the traffic signal structure unless approved by the appropriate PennDOT District Traffic Engineer.

Step 3 - Department reviews the requests.

The Department will review the request and provide the municipality with a written letter from the District Traffic Engineer indicating one of the three following options.

- Approval of the request
- Rejection of the request with justification
- Requested additional information to be provided

Step 4 - Municipal Resubmission of any additional information.

The municipality and Department will continue to work through the comments or additional information requests like any other traffic signal permit update request.

If you have any questions regarding these guidelines, please contact Daniel Farley, Traffic Operations Deployment and Maintenance Section at (717) 783-0333 or dfarley@pa.gov.

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