

DATE: February 22, 2023

SUBJECT: Revised Form TE-964: Traffic Control Signal Permit

TO: District Executives

FROM: Daniel P. Farley, P.E., Director *Daniel Farley P.E.*
Bureau of Operations

This Strike-off Letter (SOL), effective immediately, is time/resource neutral and updates Form TE-964: Traffic Control Signal Permit. This SOL rescinds and replaces the version of Form TE-964 included in Appendix C of Publication 149, *Traffic Signal Design Handbook* (May 2013).

The revisions include:

- The title was changed from “Traffic Signal Permit” to “Traffic Control Signal Permit” to be consistent with the definitions in the Manual on Uniform Traffic Control Devices (MUTCD).
- The form is designed with fillable fields in Microsoft Word format, which allows the size of the form to adjust to length of text entered in each field.
- Fields which duplicated information clearly depicted on the condition diagram were removed.
- Added dropdown box for selecting who is signing the form. The District Traffic Engineer is included as the most common signer based on a survey of districts. Other position titles may be manually typed into the box. Districts should ensure the individuals signing the form have completed the delegation of signature authority process.
- The Commonwealth and Municipal Traffic Signal Maintenance Agreement (TSMA) is referenced for additional maintenance and operation requirements. The agreement number and effective date must be entered on the permit. In accordance with the policy in Publication 191, Traffic Signal Maintenance Manual, new or revised permits shall not be issued without a TSMA in effect.
- Additional space is provided for revision dates to maintain the history of revisions.

As a reminder, Form TE-964 is the first sheet of a multi-sheet package representing the complete traffic signal permit. The total number of sheets is to be filled in at the top of Form TE-964. All of the sheets should be merged into one PDF document when the permit is issued.

This publication is available for download at:

<http://www.dot.state.pa.us/public/Bureaus/BOMO/Portal/Forms/TE-964.docx>

Should you have any questions or require additional information, please contact Stephen Gault, P.E., PTOE, Chief, TSMO Arterials and Planning Section, at 717.787.6988.

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