

## Charlotte Department of Transportation Developer Signal Improvement Process

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Developer	Submits plan set via Accela
CDOT	Identifies need for signal improvement and Provides review comments via Accela and Requests CADD file of signal improvement location and Email request to Developer for information needed to draft Agreement <ol style="list-style-type: none"><li>1. Developer/Company Name</li><li>2. Anticipated date of Certificate of Occupancy request</li><li>3. Developer's contact person<ol style="list-style-type: none"><li>a. Name</li><li>b. Office and Cell Phone number</li><li>c. Email Address</li></ol></li></ol>
Developer	Submits revised plan set and Submits CADD file of signal improvement location (see <a href="#">CADD File Requirements</a> )
CDOT	Email conceptual signal design, cost estimate, & draft Agreement to Developer and Places hold on permit approval until signed Agreement is received
Developer	Submits three original signed Agreement and May submit payment at this time
CDOT	Releases permit hold

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### Notes:

1. **Payment:** It is recommended that payment be received by the City at the time of this Agreement and must be received by the date in Section 3 of the Signal Improvement Agreement in order to meet the Certificate of Occupancy date in Section 2b.

The City will not initiate the design of any temporary and/or final Signal Improvements, order equipment or perform any construction work until payment is received/funds verified.

2. **Schedule:** Standard wood pole installations take a minimum of 6 months and steel pole/mast arm installations a minimum of 12 months to complete. Each of these installation time periods is dependent on at least 4 months of site-ready conditions.

**See Appendix A of the Template Signal Improvement Agreement for additional information.**