

## CDOT TRAFFIC SIGNAL ACTIVATION PROCESS

NOTE: This process is provided to prepare Developers and their contractor(s) for the steps required to activate new Traffic Signals or PHBs with CDOT. The activation of a signal does not infer acceptance by The City. Final acceptance will occur following a final inspection and receipt of Record Drawings as described in the Developer's Signal Agreement.

### Signal Activation Process:

1. The Developer's Signal Contractor will contact CDOT giving two weeks' written notice to drop off cabinets or other equipment for initial burn-in and database testing.
2. CDOT will provide a work order number to the Signal Contractor to reference on equipment to be dropped off.
3. The Signal Contractor will drop off cabinet and other equipment at CDOT's ES Lab: 537 Spratt St, Charlotte, NC 28206 at the arranged date/time. All items required for signal to function must be delivered concurrently or delivery will be refused. Signal equipment should be labelled with:
  - a. Contractor name & contact information.
  - b. Intended Location.
  - c. Work order number.
  - d. CDOT Inspector name.
  - e. Inventoried list of all items delivered required for signal to function, including – controller, load switches, detector cards, relays, conflict monitor and card, network switch, camera(s), etc.
4. CDOT will test cabinet and/or new database. Allow 2-4 weeks.
5. The Developer's signal contractor will coordinate with CDOT to schedule flash & activation only after all the following requirements are met:
  1. Required utility clearances per NEC and Duke Energy standards are met.
  2. Meter service is energized.
  3. All signal items are installed per plan or as otherwise approved in writing.
  4. Traffic signal indications have been "tapped out" to verify proper function and indication.
  5. All signal, detector, loop, and pushbutton cable is properly labelled, terminated, and installed in the correct positions on the loadbay and detector input rack after verifying correct function (#4).
  6. All detection is installed and functioning per plan.
  7. All signs are installed.
  8. APS pushbuttons are installed and programmed with short and long voice messages where applicable.
  9. Fiber-optic cable is installed and spliced.
  10. Network switch is programmed, installed, communicating and signal controller is populated in CDOT's central software.

11. Observation Camera is programmed, installed, communicating, and populated in CDOT's central software.
6. The Developer's signal contractor shall unbag vehicular traffic signal indications on the scheduled date and set the controller to "flash". New full traffic signals shall flash for a period of no fewer than seven (7) and no more than ten (10) calendar days. There shall be no fewer than three (3) business days within this flash period (CDOT SP C-4). Flashing is not applicable for Pedestrian Hybrid Beacons.
7. The Developer's agent shall install permanent pavement markings during the flash period. No stop lines or crosswalk markings shall be marked on the major thru-movement roadway before the signal is in flash. Pedestrian Hybrid Beacon markings shall be installed as close to the time of activation as feasible and agreed upon by CDOT. Markings must be complete before activation.
8. After 7 days of flash, The Developer's signal contractor shall unbag and activate pedestrian signals and activate the signal with CDOT present.