



Interoffice Memo

DATE: November 17, 2021

FROM: Andrew Heath, P.E., Deputy Chief Engineer *AH*

TO: Chief Engineer Divisions/Districts/Consultant Relations Committee

SUBJECT: Signal Lockdown Plans for Revised Signal Permits

Signal Lockdown Plans should be submitted to the appropriate District Traffic Engineer 20 weeks prior to the MGMT let date to ensure that revised signal permits are processed and approved prior to a project's letting. The goal of this new process is to reduce the number of supplemental agreements associated with signal permitting on construction. The attached workflow illustrates the process.

Revised signal permits are to be approved, at minimum, 10 weeks prior to the letting.

Please note, permits for new signals are still required to be approved prior to PFPR per the PDP.

If there are any questions about this guidance, please contact Scott Zehngraft at (404) 635-2848.

AH:JH:SZ:CR

Attachment



Interoffice Memo

FILE: P.I. XXXXXXXX, XXXXXXXX County
Project Description

DATE: Month Day, Year

FROM: Kimberly W. Nesbitt, State Program Delivery Administrator

TO: XXXXXXXXXXXX, District Traffic Engineer

SUBJECT: Signal Lockdown Plans for Permit Revisions Submittal

Please find attached the current signal plans (existing and proposed) to begin revising the signal permits associated with the subject project. The signalized intersections included in this submission are:

- XXXXXX @ XXXXXXXX (*List all intersections needing a signal permit revision*)

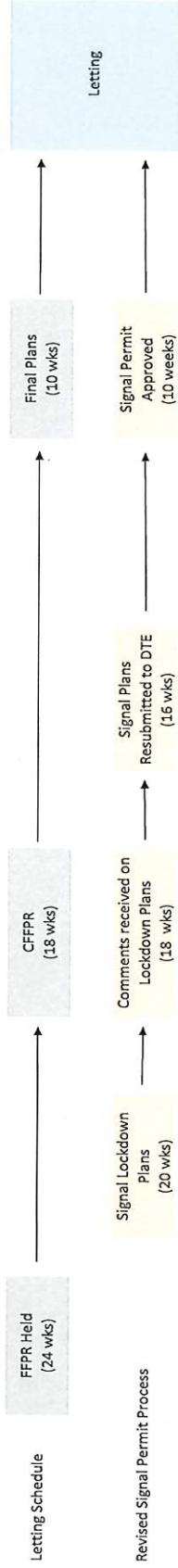
The FFPR report is also included in this package for your use. Comments are due back to the Project Manager by X/XX/XXXXX. (This date should be 10 business days for submission to DTE.)

If there are any questions, please contact Project Manager of this office at (XXX) – XXX - XXXX.

KWN:AOH:DPM:PM
Attachments

cc:
XXXXXXXXXXXX, District Signal Engineer
Tabitha Turner, Office of Traffic Operations

Revised Signal Permit Approval Process.



- 1 X weeks refers to the number of weeks prior to the letting.
- 2 New signal permits are required at FFPR, per GDOT policy and the Preliminary Field Plan Review Inspection Checklist. This process applies to new signal permits that may have changes since approval at FFPR and any revised signal permit.
- 3 Signal Lockdown Plans are formally submitted to the DTE by the PM.
- 4 The purpose of submitting signal lockdown plans 20 wks prior to the letting is to receive comments and make any plan revisions, so that those changes can be captured in the CFFPR submittal for the Final Engineer's Estimate.
- 5 After FFPR the EOR must address any signal plan comments first, in order to submit lockdown plans at the 20 week mark.
- 6 Signal permit approval can be tracked in GPAS-SPA.
- 7 Any changes once the signal permit is approved, must be coordinated with the TMC and DTE.

Acronyms:

- FFPR = Final Field Plan Review
- CFFPR = Corrected FFPR Plans
- DTE = District Traffic Engineer
- PM = Project Manager
- EOR = Engineer of Record
- GPAS-SPA = Georgia Permitting Application System - Signal Permit Application
- TMC = Office of Traffic Operations

It is encouraged that signal plans are included at FFPR submittals and the consultants are scoped to provide them then. It provides an opportunity for an early review and allows the permitting process to be expedited.