



**ENGINEERING & OPERATIONS DEPARTMENT**

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**TRANSPORTATION DESIGN BULLETIN 21-12**

**DATE:** January 11, 2021

**TO:** County Director of Capital Programs Department,  
County Manager of Construction Services,  
Division Director of Transportation Maintenance,  
County Project Managers and Project Engineers of Record

**FROM:** County Engineer,  
County Director of Engineering & Operations Department,  
County Director of Technical Services Division,  
County Manager of Transportation Services Section

**COPIES:** County Director of Geospatial & Land Acquisition Services Department

**SUBJECT:** **DESIGN DOCUMENTS REQUIRED FOR SIGNALIZATION PLANS**

This bulletin identifies the required design documentation to be provided for review with all signalization plans.

**REQUIREMENTS**

Every signalization plan submittal for review must include the following documents and documentation:

- Signalization Plans
- Approved Signal Warrant Analysis
- Signed and Sealed Traffic Analysis Report (if one was performed)
- Signed and Sealed Mast Arm Structural Calculations
- Signed and Sealed Geotechnical Report
- Subsurface Utility Exploration information at the mast arm locations
- Signed and Sealed Critical Elevations Certification Letter for Traffic Signals and Overhead Sign Structures
- Signal meeting minutes and coordination emails
- Intersection lighting documentation of coordination with Hillsborough County Traffic Engineering Section and Tampa Electric Company (TECO)
- Other Construction Plan component sets (Roadway, Signing and Pavement Marking, and TECO Lighting)

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**BACKGROUND**

Signalization plan submittals have not always provided all the necessary signal documentation for plan submittals to perform a thorough review. This bulletin identifies all necessary documents.

**IMPLEMENTATION**

Effective Immediately.

**CONTACT**

Please use the email link below to address any questions or comments in reference to this Design Bulletin:

[PW-Standards\\_Inquiry](#)

Recommended / Date:

Approved / Effective Date:

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Leland Dicus, Professional Engineer  
Technical Services Division Director

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Michael J. Williams, Professional Engineer  
County Engineer