

TOURIST ORIENTED DIRECTIONAL SIGNS (TODS)

PROCEDURES MANUAL

September 2024



TRANSPORTATION MOBILITY AND SAFETY DIVISION

SIGNING AND DELINEATION UNIT

[Tourist Oriented Directional Signs - TODS - TEPPL T08](#)

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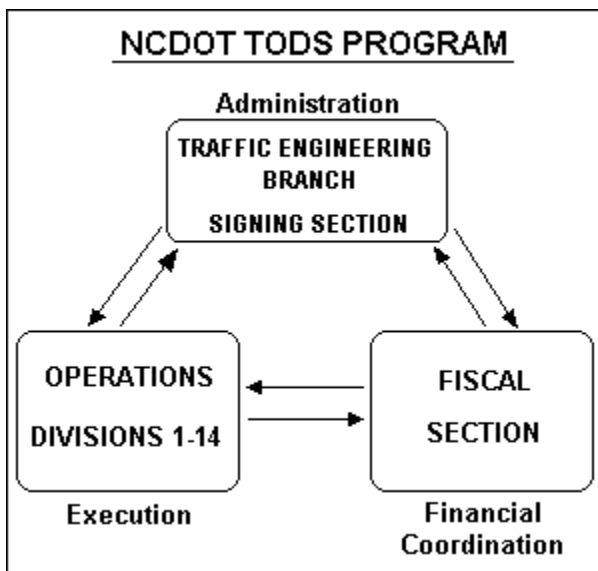
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PREFACE AND NCDOT ROLES

The North Carolina Tourist Oriented Directional Signing (TODS) Program officially commenced in North Carolina in July 2002 as permitted by the Federal Highway Administration (FHWA) in the Manual on Uniform Traffic Control Devices (MUTCD) and its North Carolina Supplement. An act to establish a TODS program (NC General Statute 136-140.15 through 136-140.19) was signed into law by Governor Mike Easley on August 26, 2001. These rules became effective June 1, 2002 which would allow the first annual contracts to be initiated July 1, 2002. The TODS Sections of the MUTCD, the NC Supplement to the MUTCD, the NC General Statutes, and the NC Administrative Code are available in this manual.

TODS are intended to convey specific business identification and directional information for tourist attractions to motorists on all non-freeway (non-control of access) state-maintained highways in North Carolina. These signs are similar in nature to specific service (Logo) signs as they allow businesses an opportunity to legally pay to advertise their services on state-maintained right-of-way and hence remove unsightly illegal advertising signs such as corrugated plastic signs, homemade signs, and signs nailed to telephone or sign posts. The eligibility requirements for businesses, locations of TODS, composition of TODS, fees for TODS, and appeal procedures are outlined in this manual.



The program is administered by the Transportation Mobility and Safety Division (TMSU) through its Signing and Delineation Unit (SDU). TMSU is responsible for overall oversight of the program, development of program guidelines, and for handling and distributing general requests for information. The State's fourteen field Divisions are responsible for accepting applications, ensuring program eligibility of interested attractions, and for construction and maintenance of the TODS assemblies. The Fiscal Section is responsible for financial coordination of the program by annually distributing bills to attractions, receiving and tracking

all funds, and by manually and electronically tracking records of all fiscal transactions. The Fiscal Section is responsible for construction of the statewide SAP database registry of all contracts, and the Divisions are responsible for its maintenance. TMSU is responsible for construction and maintenance of the state's TODS Traffic Engineering Policies, Practices, and Legal Authority (TEPPL) topic.

[TEPPL Topic T08 – Tourist Oriented Directional Signs - TODS](#)

Coordination of TMSU, the Fiscal Section, and all fourteen Divisions is essential to the success, management, and operations of the TODS program. Contact information for TODS personnel is included in this manual.

SURVEY PROCEDURES

I. TODS ATTRACTIONS

To be eligible for TODS, all attractions must be defined as either tourist-oriented businesses or facilities. By General Statute (136-140.15 (b)), a tourist-oriented business must sell a substantial portion of products or services of significant interest to tourists. These products may be seasonal agricultural products. By General Statute (136-140.15 (b)), a tourist-oriented facility must derive a major portion of income or visitors during the normal business season from road users not residing in the immediate area of the facility. Provided the attraction meets the above criteria, and other minimum state criteria in the General Statutes and Administrative Code (Appendices A and B), all chains and all other attractions that are also eligible for the Specific Service (Logo) Signing program are eligible for TODS provided that the attraction is not shown on any other sign on the same approach (General Statute 136-140.15 (d)).

II. TOURIST ORIENTED DIRECTIONAL SIGNING

Tourist oriented directional signing (TODS) refers to official highway guide signs within state-controlled right-of-way on non-controlled access highways (freeways) giving identification and directional information for the traveling public as to the availability of tourist attractions near an intersection. TODS shall only be installed at intersections, which excludes ramp terminals from interchanges. Each Division Engineer has appointed a Division TODS Coordinator who is responsible for execution of TODS contracts and the construction and maintenance of TODS assemblies.

III. MINIMUM STATE CRITERIA

The minimum state criteria by which attractions may qualify for participation in the program are established in the North Carolina General Statutes and the North Carolina Administrative Code (see Appendices C and D). This criterion includes, but is not limited to, the following:

- Attraction is open to the general public and is not restricted to “members only”
- It does not restrict access to its facilities by the general public
- It complies with all applicable laws, ordinances, rules, and regulations concerning the provision of public accommodations without regard to race, religion, color, age, sex, national origin, disability, and any other category protected by federal or State constitutional or statutory law concerning the granting of licenses and approvals for public facilities
- It meets the following standards:
 - a. It is in continuous operation at least eight hours a day, five days a week during its normal season or the normal operating season for the type of business or facility
 - b. It is licensed and approved by the appropriate State and local agencies regulating the particular type of business or activity
- Attraction may not be simultaneously shown on any other official highway guide (e.g. logo, supplemental guide, etc.) and a TODS on the same intersection approach (G.S. 135-140.15 (d))
- See Form TOD-8 (Page 22) for others

IV. TRAVEL SERVICES INVENTORY

In order to establish an inventory number for intersections signed with TODS attractions, the following procedure has been implemented to determine agreement numbers. Determine the Division number for which the intersection is located (1-14). Determine the business ID from the TODS System (contact the Signing Section until the TODS System is fully implemented). This code, up to six (6) digits long, is assigned specifically for the business. Determine the intersection ID from the TODS System (contact the Signing Section until the TODS System is fully implemented). This code, up to seven (7) digits, is specifically assigned for the intersection. The Agreement Number is simply these three parts separated by a hyphen (-). For example, (all codes in this example are hypothetical except for the Division number), consider Jo's Beach Gifts located in Kitty Hawk was approved for a TODS sign at a specific intersection in Dare County. If Jo's Beach Gifts had a business number of 236 and the intersection ID was 1776, then the agreement number would be:

01 - 236 - 1776

Division	Business	Intersection
Number	ID	ID

See Form TOD-6 for additional information.

For each TODS request, a field survey shall be conducted on all requested approaches from each requested intersection on a non-freeway route that is to have any TOD signing. One contract is required for each intersection signed by the business. Survey point zero is the point located at the center of the intersection surveyed.

On Form TOD-1 will be recorded the distance each TODS is within the prescribed maximum distance from the survey point zero, the side of the crossroad or connecting road on which the TODS is located and a sketch of the intersection.

The odometer shall be checked and calibrated each day before beginning the survey to ensure the accuracy of the survey. Distance shall be recorded to the nearest 1/100 of a mile. Before beginning the survey, sketch the intersection in the block provided Form TOD-1 and indicate survey point zero by showing 0.00 at the center of the intersection. Show all roads that are to be measured, showing route numbers, and the mileage reading at each intersection.

Position vehicle on the crossing road coincident with the centerline of the intersection, set odometer at zero (0.00), activate odometer and proceed along crossroad and other necessary travel roads to the TODS attraction. Record odometer reading on the first line under MILEAGE to the nearest one-hundredth mile. Indicate on the same line the side of the road R (right) or L (left) the TODS attraction is located.

The DISTANCE/MILEAGE of every intersection with a road or the intersection of two roads shall be noted on the map on form TOD-1. This will enable personnel to figure the distances from a TODS to an attraction. When a turn is made off the main road, state this on the map as "left on SR ____". Since by General Statute (136-140.19 (3)) the TOD sign cannot be placed more than five miles from the attraction, be sure the map includes all distances from point zero to the potential TODS location. The

map shall also include the longitudinal distance from each potential TODS to the nearest traffic control devices before and after to ensure the 200-foot minimum mandate in the Administrative Code (19A NCAC 02E.1103). Lateral offsets of TODS from the edge of travel lane shall also be included in the map, and insufficient right-of-way is grounds for TODS disapproval by General Statute (136-140.15 (c)).

The DISTANCE/MILEAGE of a TODS establishment shall be recorded from a point perpendicular from the roadway to the corner of the nearest main wall of the attraction to the center of the intersection.

In the event the crossroad intersects a road on which a TODS attraction is located prior to the five-mile limit, record the odometer reading at the intersection and identify the intersecting road on that line of Form TOD-1. Proceed with the survey to the five-mile limit. To survey a separate intersection approach, return to the previously recorded intersection, reset odometer to zero, and proceed with the new survey to the five-mile limit. Be sure to describe completely the routes and directions.

V. BUSINESS INTERVIEWING

A. Pre-Interview

All interviewers shall read the entire "Tourist Oriented Directional Sign" Manual before proceeding to the field. Also, the requesting attraction must know which intersections they desire signing for, and the attraction must pay their initial, non-refundable, application fee for each TODS intersection (and the Department must have received) prior to the Department conducting the field investigation. The interviewer should also determine the applicable agreement number (Form TOD-6, page 20) before conducting the field investigation for each intersection.

At the beginning of each interview day, be certain that an ample supply of Tourist Oriented Directional Forms 1, 2, 3, and 4 are available.

Before any attraction is approached for interviewing, the quantity of each TODS (sign) that the attraction may need to furnish should be determined by the interviewer. Also, the attraction needs to identify and provide the potential TODS intersections and approaches on which it would like to install TODS. It should be noted that there is a limit to the number of TODS attractions that may participate in the TODS program at an intersection. The number of TODS panels shall not exceed a total of six per intersection approach with only one business or facility on each panel (G. S. 136-140.19 (5)). If there is only room for one TODS assembly on an entire intersection approach, the approach shall be limited to three TODS panels.

Once the intersection approach has its maximum number of TODS attractions signed, the interviewer must take special care in only surveying the prospective attractions that are closer to the intersection than the farthest currently signed attraction. This will eliminate any possibility of qualifying more than the maximum number of attractions allowed.

If the attraction expresses an interest in changing its operation to qualify for the program, NCDOT will allow that attraction 30 days to change its operation. Have the authorized person sign the agreement and advise that written notification to the Department is required within 30 days from the date of interview advising that the attraction does meet all necessary Minimum State Criteria. The written notification must be specific in stating the hours of operation, etc. If this information is not received within 30 days from the date of the interview, NCDOT will assume that the attraction does not desire to participate in this program and will allow another potential TODS attraction to participate.

This procedure is to be followed when there are one or more attractions beyond the attraction in question that have expressed interest and may be eligible for participation in the TODS program. Do not interview more than the maximum number allowable, including the attraction in question, until after the 30-day period, or until the participating status of the attraction in question is ascertained, whichever comes first.

All approved attractions requesting (TODS) signing will be required to pay all installation costs per sign. The program is intended to provide (TODS) signs for the closest interested, eligible attractions and the requesting attraction cannot prevent closer attractions from participating. Once an attraction has TODS signing installed, that attraction can be “bumped” by a closer attraction desiring to come into the TODS program (effective annually on July 1 when all contracts are renewed) if the maximum number of TODS are installed on that intersection approach.

During the initial interview, if a letter of compliance is required from an attraction, it should be sent to the Division Engineer indicated on Form TOD-9.

Listed below are some important facts that should be known before interviewing procedures begin.

- 1. The Tourist Oriented Directional Sign Program is also commonly known as the TODS Program.**
- 2. A TODS panel includes the name of the attraction, distance to the attraction, and directional arrow. If a single attraction carries more than one brand name in the same facility (e.g. KFC/Taco Bell), both brand names may be displayed on the same TODS. A TODS panel may also include any identifying symbols or trademarks (see Appendix G for Panel Approval). The TODS attraction is responsible for fabrication costs of all TODS.**
- 3. A qualified and participating attraction shall prepay an initial \$200 fee which covers the application and first annual fees. This non-refundable fee of \$200 per contract shall be prepaid prior to the field investigation.**
- 4. The attraction assumes full responsibility for any damage, deterioration, or loss of any of its panels and agrees to bear all costs of replacement. Costs for said replacement shall be**

\$200 for each TODS panel. The fee shall be in the form of a check or money order, payable to the North Carolina Department of Transportation. The Department will invoice the attraction using form TOD-3.

- 5. No formal application is necessary to be granted an interview when a TODS project is underway. However, a formal request and application fee are required before a field survey will be done at a specific intersection. The request shall be in the form of a letter addressed to the Division Engineer from the attraction requesting such signing.**
- 6. There is an annual maintenance fee of \$200 for each TODS contract (one contract per intersection) renewed each July 1. Failure to pay any fees due is grounds for removal of the TODS panel(s) and termination of the contract.**
- 7. The Department will permit an attraction's (TODS) sign to be displayed for a minimum period of not less than one year, provided that the attraction continues to operate under the terms of the Agreement. If, for example, the maximum number of similar type attractions are participating in the TODS program at a particular intersection and a similar type attraction closer to the intersection, mileage wise, qualifies and desires to participate in the TODS program, then the farthest participating attraction will be removed from the TODS program at the annual renewal date, July 1st.**
- 8. Initial attraction (TODS) signs and assemblies will be erected by contract or by Division installation.**
- 9. State forces will erect any additional signs necessary, after the initial contract for existing TODS panels.**
- 10. If an attraction desires to change its attraction (TODS) signs (new colors or design), State forces will remove the existing attraction (TODS) signs for that attraction and erect the new attraction (TODS) signs provided by the attraction at a service charge of \$200 per attraction (TODS) sign.**

B. Interview

Upon receipt of the application fee per requested intersection, make an onsite appointment with the owner or manager of the requesting attraction. Identify yourself by name and organization. A letter of introduction can be used to verify who you are. Do not conduct the interview with an employee who cannot speak for the owner(s) or manager. If you determine that no owner or manager is present, then make another appointment and return. To begin, share the following information:

- 1. Your name.**
- 2. You represent the North Carolina Department of Transportation Division of Highways.**
- 3. Briefly explain the TODS program. Example:**

“I wish to discuss with you the Tourist Oriented Directional Sign Program, whereby eligible tourist attractions are given the opportunity to advertise their attraction name at various intersections.”

At this time, the interviewer explains to the person in charge (interviewee) what responsibilities the attraction will bear as stated on Form TOD-2.

A portion of Form TOD-1 is to be filled in to verify that the attraction wishes to participate in the TODS program and the attraction believes they meet the Minimum State Criteria (General Statute and Admin. Code). The manager or owner should sign the form, indicating that the interview took place. If they refuse to sign, then note that fact on the form and sign it.

Remember that a field visit cannot be conducted without receipt of a \$200 initial fee from an attraction. It is not mandatory to contact every potentially eligible TODS attraction for each intersection.

VI. INSTRUCTIONS FOR COMPLETION AND DISPOSITION OF TOD FORMS

A. TOD-1 (Qualification Survey)

All criteria blanks for the attraction shall be properly completed to determine if the attraction qualifies.

There are instances where an attraction may qualify for and have interest in multiple TODS intersections. If this is the case, the attraction would be interviewed for participation at the first intersection requested. If the attraction desires signing at additional intersections also, it may be so signed pending approved field surveys. One contract is necessary for each TODS intersection (for each attraction), and the application fee shall be paid for each intersection before any new field surveys can occur. A carbon copy of the survey form is to be made and given to the interviewee.

It is important that Form TOD-1 be completed uniformly so as not to be misunderstood by anyone. To assure uniformity, each blank on Form TOD-1 should be filled in. A description of how the corresponding blanks shall be completed is listed below:

- (a) TODS Agreement Number as described on Form TOD-6, page 20. The Division number and county of the intersection should also be included.**
- (b) Number date only. For example, December 15, 2002, would be shown as 12/15/02.**
- (c) The official name of attraction (including brand/ trade name if applicable).**
- (d) Mailing address of attraction (including zip code).**
- (e) Owner or manager is “Representative of Business”.**
- (f) Attraction phone number (include area code).**

- (g) List intersecting routes US 70, NC 218, etc. on US & NC routes; SR 2140, SR 1010, etc. for State Roads.
- (h) Circle orientation of each route (runs North-South or East-West). This orientation shall match the posted cardinal directions of the highest order route at that intersection.
- (i) Write distance from center of intersection to attraction and general direction from center to attraction.
- (j) If for any reason the attraction does not wish to participate in the TODS program, do not complete the remainder of the form, but both you and the attraction representative sign the bottom of the form. If for any reason the representative refuses to sign the form, this is to be so stated in the "Notes" area.
- (k) Answer four YES/NO questions with appropriate check marks.
- (l) Describe the principal services offered by the attraction.
- (m) List hours of operation with each day (example: 9:00 am – 6:00 pm) and any months when the service is closed to the public (if applicable).
- (n) List any special notes, such as separate address for mailing bills. Attach extra sheet if additional space is needed, and note that the extra sheet is attached to the contract.
- (o) Add tax identification number and business license number if applicable. If attraction has more than one license, be sure to list each license pertinent to this subject and whether it is a state, county, or city license.
- (p) Acquire all proper signatures (include first and last names) including title of interviewer (example: Staff Eng., D.T.E., TE I, etc.) and title of interviewee such as manager, president, owner, operator, etc. The signature of the attraction representative certifies that the business meets program requirements and the information is accurate and correct. The interviewer will have to answer any inquiries that may arise concerning the completed form.
- (q) On reverse of form, list attraction name, mileage, and directional arrow in appropriate space.
- (r) Draw a detailed map including route names, distances, north arrow, and any other nearby traffic control devices as appropriate. Attach extra sheet if additional space is needed, and note that the extra sheet is attached to the contract in the "Notes" section.
- (s) Submit signed form to the Traffic Engineering Branch for approval.

B. TOD-8 (Minimum State Criteria)

A copy should be given to the interviewee.

C. TOD-2 (Agreement)

If the attraction does not wish to immediately execute the agreement, a sample copy of the Agreement may be shown to the interviewee to read. Complete the top portion and have the interviewee read the Agreement. Ask if all parts of the Agreement are understood by the interviewee. A sample copy of the Agreement may be left with the interviewee if it should be requested. The copy left with the interviewee must be clearly marked "SAMPLE" so that the Agreement cannot be executed. Explain that an Agreement and a Tourist Oriented Directional Sign Requirements form (TOD-3) will be sent to the attraction for a signature on each form at a later date. A letter is to accompany the forms that will instruct the interviewee to return the original signed Agreement (TOD-2) along with the signed TOD Sign Requirements form (TOD-3) and payment to the Department of Transportation. Once the Agreement has been signed by an authorized party for the attraction, it is to be returned to the Division TODS Coordinator for complete execution of the Agreement. After the Agreement is fully executed, a copy of the Agreement will be returned to the attraction. Again, there may be a case where the interviewee may request the copy of their Agreement be returned to an address other than the one indicated on the Agreement. This is acceptable, but it must be specifically noted on Form TOD-1. Be sure to obtain the correct mailing address so this may be accomplished.

It is imperative that agreements clearly state the true name of the owners or indicate the type of ownership. Agreements must first set forth the true name of the owner(s) and, if the owner(s) is not operating the attraction under his/her name(s), then indicate the name under which the attraction is operated. The signature at the bottom of the Agreement must have (1) the name of the individuals typed or printed who will sign, (2) that individual's signature and the date are affixed, (3) the name or title of his position, i.e., the owner, a partner, or corporate officer; finally, (4) the signature of a witness. Corporations must also affix their corporate seal.

D. Sign Fabrication

The appropriate sign layout forms may be given to the interviewee upon request; however, the necessary sign specifications, layouts, and materials requirements will be sent at the proper time to the attraction along with a copy of the completed forms TOD-1, TOD-2, and TOD-3.

Advise the attraction operator that he should contact his supplying company representative and/or trade organization, such as, North Carolina Petroleum Marketers Association, who may assist the attraction in obtaining the necessary signs. Advise the attraction interviewee that he is responsible for having his attraction (TODS) signs approved, fabricated, and delivered (properly insured) to the location indicated on Form TOD-3 for installation. Advise the interviewee that receipt of a copy of the fully executed Agreement constitutes official qualification to participate and authorization to secure the necessary attraction (TODS) signs (see Form TOD-3). If attraction (TODS) panels are ordered prior to receipt of authorization, the attraction does this at its own risk.

E. Form TOD-3 (Tourist Oriented Directional Sign Requirements)

The name and address of the attraction shall be entered on the top lines after the agreement number. The next two lines should indicate the intersecting routes and their respective orientation (north-south or east-west). The quantity lines shall be completed with the approximate number of signs of each size for that particular attraction as determined by the interviewer so that the attraction may know the number of TODS required. The total fee shall also be calculated. The form is to be retained by the interviewer and returned to the Division TODS Coordinator until it is executed.

F. Disposition of Forms TOD-1, TOD-2, or TOD-3

These three forms shall comprise the Agreement between the attraction and the Department. Form TOD-1 shows that the attraction meets the requirements for participation in the program. Form TOD-3 states the number and size of attraction (TODS) signs the attraction is required to furnish, and the location to which the attraction (TODS) signs are to be delivered. Form TOD-2 is the actual Agreement between the Department and the Attraction. The originals of Form TOD-1 , TOD-2, and TOD-3 are to be signed by the Attraction and the Department, and three copies of each form are to be made. The originals of Forms TOD-1, TOD-2 and TOD-3 are to be sent to the Fiscal Section. One copy of each form is to be sent back to the Attraction (after the Attraction has been approved to participate in the TODS program) and a copy to the Traffic Engineering Branch. The remaining copies of the forms are to be retained in the Division. Distribution of these forms will be performed by the Division TODS Coordinator.

VII. GENERAL INFORMATION

A. For Initial Contract

Restate the fact that the receipt of the fully executed Agreement constitutes official notice of qualification to participate and authorization to order the necessary signs. If the attraction orders their signs beforehand and for some reason the Department does not complete execution of the Agreement, the attraction may end up with signs they cannot use.

Once the formal interview is over, ask the interviewee if there are any questions or if clarification is desired on any aspect of the TODS program.

B. Adding Attractions to the Program

Once the initial interview has been completed by interviewers, attractions that later desire participation in the TODS program should contact the Division TODS Coordinator. The Division TODS Coordinator must then ascertain whether there is an opening for another attraction to participate or whether the proposed attraction can force the removal of the farthest attraction already on the program. In order to do this, the proposed attraction must be closer to the intersection, and the farthest currently participating similar type attraction must have had its TODS panels displayed for at least one year. If an agreement is signed that requires removal of existing TODS

signs for another attraction, the signs are to be removed and replaced with signs for the new attraction only at the annual renewal date of July 1st of each year.

When there is a vacant attraction position at an existing location, the first qualifying attraction to submit a written request and submit the application fee will have a TODS panel placed at the intersection (date of application fee will be date of the Department's receipt of the fee).

C. Participating Attraction Breaching an Agreement

When it comes to the attention of the Division TODS Coordinator that a participating attraction is not in compliance with the minimum State criteria as described in form TOD-8, the Division TODS Coordinator shall promptly verify this information to determine if the breach is such that the attraction will be deleted from the program or be given a maximum 30 day time limit to correct any deficiencies.

If the attraction is deleted from the TODS program, the attraction will be notified by the Division TODS Coordinator as to the location and date after which the attraction (TODS) signs may be picked up. If the attraction re-applies and is found in compliance, the attraction, by payment of a service charge of \$160.00 per attraction (TODS) sign and any annual TODS fees due, will be reinstalled, provided a space is still available at the intersection. If the space has been filled by an attraction that is located farther from the intersection, the attraction re-applying must wait until the annual renewal date of July 1st to bump the attraction located farther from the intersection. It must be noted that when a contract is breached, all rights previously granted are null and void.

D. Change of Ownership of Attraction

When an attraction changes ownership but remains in similar operation and continuously meets the minimum criteria, the contract can be reassigned to the new owners with all old rights being transferred to the new owner. The new owner must request the change. Fill out TOD-5 "Change of Ownership" and have both the old and new owners sign the form. Form request shall be made within 30 days of actual transfer.

E. Placement of TOD Signs

The General Statute states that insufficient right-of-way or improper sight distance is grounds for prohibiting installation of TODS (G.S. 136-140.15 (c)). The Administrative Code states that all other "official highway signs shall take precedence over TODS," (19A NCAC 02E.1103 (9)), hence sufficiently disallowing installation of TODS between higher priority signs and the intersection as in between "stop ahead" and "stop" signs. The lateral offsets of all proposed TODS and the longitudinal distance between TODS and the next nearest traffic control device(s) shall be stated on the map on form TOD-1 (page 14) of the contract.

LIST OF FORMS

TOD-1	APPLICATION FOR TODS (Qualification Survey) <i>2 pages</i>
TOD-2	TODS AGREEMENT (Legal Agreement) <i>2 pages</i>
TOD-3	SIGN REQUIREMENTS
TOD-4	FISCAL BREAKDOWN
TOD-5	CHANGE OF OWNERSHIP
TOD-6	TODS AGREEMENT NUMBER
TOD-7	COUNTY LIST AND CODES
TOD-8	MINIMUM STATE CRITERIA
TOD-9	DIVISION LOGO COORDINATORS, MAILING ADDRESSES, AND SHIPPING ADDRESSES FOR (TODS) SIGNS

TOD-1

**NORTH CAROLINA DEPARTMENT OF TRANSPORTATION
APPLICATION FOR TOURIST ORIENTED DIRECTIONAL SIGNING (TODS)**

TODS AGREEMENT NO. _____

DIVISION _____ **COUNTY** _____ **DATE** ___/___/___

Business Name _____ Trade Name _____

(If owner is different, show owner's name and address under notes)

Address _____

Representative of Business _____ Phone No. _____

GIVE THE HIGHEST ORDER STATE HIGHWAY/US HIGHWAY, OR SR NUMBER
_____ circle one (NORTH-SOUTH, EAST-WEST)

GIVE THE INTERSECTING STATE HIGHWAY/US HIGHWAY, OR SR NUMBER
_____ circle one (NORTH-SOUTH, EAST-WEST)

DISTANCE/MILEAGE FROM THE BUSINESS TO THE INTERSECTION _ . _____

Indicate Direction from center of intersection: circle one (North, East, South, West)

Is access to the Business open to the general public? Yes ___ No ___ (if no, ineligible)

Is the Business restricted to "members only"? Yes ___ No ___ (if yes, ineligible)

Is the Business appropriately licensed and approved by the appropriate state and local authorities? Yes ___ No ___ (if no, ineligible)

Is the Business signed on any other official highway sign on any approaches to this intersection? Yes ___ No ___ If YES explain: _____

DESCRIBE THE PRINCIPAL SERVICES OFFERED : _____

HOURS OF OPERATION: (minimum 8 hours a day, 5 days a week)

SUN _____ MON _____ TUE _____

WED _____ THUR _____ FRI _____ SAT _____

LIST ANY PERIOD (S) OF THE SEASON WHEN PRINCIPAL SERVICE IS CLOSED TO THE PUBLIC: _____

Notes _____

Tax I.D. No. _____ Appropriate business license no. _____

Business desires to participate in the TODS program and, having reviewed the rules and regulations of and provided by the Department, believes it meets all Minimum State Criteria for the program. The information on this form is true and accurate to the best of my knowledge.

Person Interviewed Title/Position Date
(Person with authority to sign contract)

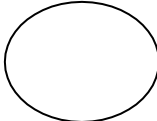
Interviewer Witness

PROVIDE THE NAME, MILEAGE FROM STATE ROUTE, AND DIRECTIONAL ARROW TO BE USED ON TODS PANEL(S): (SHOULD BE LIMITED TO 15 CHARACTERS PER LINE)

DRAW A

DETAILED MAP FROM THE INTERSECTION TO THE BUSINESS:

GIVE DISTANCES AND DIRECTIONS OF TURNS; INCLUDE DISTANCES BETWEEN PROPOSED TODS AND NEAREST SIGNS/TRAFFIC CONTROL DEVICES; INCLUDE LATERAL OFFSETS; INCLUDE LOCAL STREET NAMES WHEN POSSIBLE; INDICATE NORTH WITH ARROW



NORTH

Attach separate map sheet if necessary

For Traffic Engineering Branch Use Only

Approve

Disapprove

Signature: _____

Comments: _____

TODS Agreement No.: _____

TOD-2 – Agreement

TODS Agreement No. _____ County _____

WHEREAS, the North Carolina Department of Transportation, hereinafter referred to as the Department, provides tourist oriented directional signing for attractions within the rights-of-way of state highways/US highways pursuant to rules and regulations found in the North Carolina Administrative Code and North Carolina General Statutes for the Tourist Oriented Directional Signing Program, hereinafter referred to as the TODS Program;

WHEREAS, _____, a corporation or business trading in North Carolina, desires to participate in the Department's TODS Program;

NOW, THEREFORE, the parties hereto agree as follows:

1A. The Business desires signing for TODS service, and in consideration for participating in the TODS Program, the Business agrees to pay a \$200.00 non-refundable fee that includes application and first annual fees per contract that shall be prepaid prior to field investigation. The construction costs will be due to the Department within 30 days of final approval of the contract by the Division Engineer. These construction costs are in addition to the initial payment. An Annual Maintenance Fee of \$200 per contract shall be due each July 1. Prorated Fee is a prorated portion of the maintenance fee. This fee shall be charged for that period of time between acceptance and placement of the TODS panel by the Department and the following July 1. This TODS prorated fee shall be charged on the first July 1 of the contract. A Service Charge Fee of \$200.00 per TODS panel shall be charged when an attraction requests replacement of a sign or requires masking/ unmasking for seasonal attractions.

1B. Fees may be paid by check or money order and are due in advance of the period of service covered by said fee. Failure to pay a charge when due is grounds for removal of the TODS panel and termination of the contract.

2. The Business shall furnish to the Department, at a place designated by the Department, the necessary Business (TODS) signs displaying the name, optional symbol or trademark of the Business, directional arrow, and applicable distance to the Business. Said sign shall be fabricated according to the Department of Transportation's specifications, at no cost to the Department.

3. The Business shall assume full responsibility for any damage, deterioration, or loss of any of its Business (TODS) signs, and the Business further agrees to bear all costs of replacing said Business (TODS) signs.

4. The Department shall have the right to cover or remove any or all Business (TODS) signs during the conduct of maintenance or construction operations, or for research studies, or whenever in the opinion of the Department that said coverage or removal is in the best interest of the Department or the traveling public. The Department shall have the right to cover or remove any and all Business (TODS) signs without advanced notice thereof being given to the Business. Businesses are not entitled to any refunds of fee amounts for the period that the TODS are covered or removed unless the period exceeds 30 days.

5. The Business hereby agrees to abide by the rules and regulations contained in the North Carolina Administrative Code and the North Carolina General Statutes relating to the TODS Program together with any policies approved and adopted by the Board of Transportation for this Program and all future amendments to any of the foregoing laws, rules, regulations, or policies. The Business understands that NCDOT has the right to terminate this agreement with 30 days written notice should the business be unwilling or unable to comply with the most current laws, rules, regulations, or policies and any future amendments thereto. Further, the Business makes this assurance that it conforms with,

(continued)

and shall continue to conform with, all applicable federal, state, and local laws concerning the provision of public accommodations without regard to race, religion, color, age, sex, national origin, or any other category protected by federal or State constitutional or statutory law concerning the granting of licenses and approvals for public facilities.

6. Should the Business, at any time, breach any portion of this agreement or at any time fail to meet the minimum requirements qualifying the Business for participation in the TODS Signing Program, the Department shall have the right to remove all of the Business's TODS upon thirty days written notice of the breach. The Business shall have the right, within thirty days of the written notification of the breach, to cure said breach and bring itself into compliance with this agreement.

7. The Department reserves the right to terminate this Program or any portion thereof by furnishing the Business with a written notice of such intent not less than thirty calendar days prior to termination. The Department of Transportation has no obligation to reimburse the Business for any or all of the initial construction costs of the Program, or any portion thereof, if terminated for any reason whatsoever.

8. In accordance with rules and regulations adopted by the Department of Transportation, the Business may transfer its interest in any TODS installed pursuant to this Agreement to any other business engaged in similar activities and meeting the minimum requirements for participation in the TODS program.

9. Forms TOD-1 and TOD-3 are hereby made a part of this Agreement and state the conditions of operation by which the Business was approved for participation in the TODS program by the Department.

IN WITNESS WHEREOF the parties hereto execute this Agreement on the

_____ day of _____, _____.

Name of Business

Official for Business

Address: _____

SEAL

Witness (to business signature)

North Carolina
Department of
Transportation

Division Engineer Approval

Witness (to NCDOT signature)

DISCLAIMER: The TODS program is currently being conducted under temporary rules (effective June 1, 2002) approved by the NC Board of Transportation. These rules are subject to change pursuant to the Administrative Procedures Act.

TOD-3

TOURIST ORIENTED DIRECTIONAL SIGN REQUIREMENTS

TODS AGREEMENT NO. _____ COUNTY _____

(Name of Business)

(Mailing Address of Business)

Highest Order Intersecting Route _____ North-South East-West

Other Intersecting Route _____ North-South East-West

The type, size, and quantity of TOD signs required for participation in the Program of the North Carolina Department of Transportation to provide TOD signing for motorists along the State/US Highway or SR Route are as follows:

<u>Route</u>			
Northbound Approach _____	Mainline 72" x 16" _____	Mini-TODS 36" x 12" _____	
Eastbound Approach _____	Mainline 72" x 16" _____	Mini-TODS 36" x 12" _____	
Southbound Approach _____	Mainline 72" x 16" _____	Mini-TODS 36" x 12" _____	
Westbound Approach _____	Mainline 72" x 16" _____	Mini-TODS 36" x 12" _____	
Other _____	Mainline 72" x 16" _____	Mini-TODS 36" x 12" _____	

Total Number of Signs Required _____

\$ _____ Total Fee

The \$200 application fee payable to the North Carolina Department of Transportation shall be remitted with receipt of executed agreement. Remittance shall be delivered to the address for correspondence shown below.

Business shall submit a layout of their proposed business (TODS) sign for approval by the Department of Transportation before the business (TODS) sign is fabricated.

All required BUSINESS signs shall be fabricated in accordance with the appropriate specifications and shall be delivered (properly insured) to the location designated below in timely fashion.

Address for Correspondence and Remittance:
(See FORM TOD-2 for address)

Address for Shipping:
(See FORM TOD-9 for address)

Signature for the BUSINESS Date Signature for the DEPARTMENT Date

If further information is desired concerning this program, please contact the Division Logo Coordinator

<https://connect.ncdot.gov/resources/safety/Signing%20and%20Delineation%20Library/Division%20Logo%20and%20TODS%20Program%20Coordinators.pdf>

For Traffic Engineering Branch Use

Contract has been initiated for construction and all required application, construction, and maintenance fees for this contract have been received by the Department.

Signature for the DIVISION _____

NOTE: Receipt of these fees is not necessary for contract to be signed and approved.

TOD-4

TOURIST ORIENTED DIRECTIONAL SIGNING CONTRACT FISCAL BREAKDOWN

TODS Agreement No. _____
 Division # _____
 County _____
 Location/Municipality _____

90X Application Payment Fee
 90X Construction Payment Fee
 90X Annual Maintenance Fee
 90X Balance Construction Fee

Codes	Department	Obj. & Account Codes	Work Order#	Function Codes	Check or Amount Money Order	Business Name
APPLICATION	43 --- 7	90X	5.00170__	518		
	43-----7	90X	or	518		
	43-----7	685	_____	608		
CONSTRUCTION	43 --- 7	90X		518		
	43-----7	90X		518		
	43-----7	685		608		
MAINTENANCE	43 --- 7	90X		518		
	43-----7	90X		518		
PRORATED	43 --- 7	90X		518		
	43-----7	90X		518		
	43-----7	686		608		
SERVICE CHARGE	43 --- 7	90X		518		
	43-----7	90X		518		
	43-----7	686		608		

Division TODS Work Order Numbers

Division 1...5.0017050	Division 6....5.0017055	Division 11...5.0017060
Division 2...5.0017051	Division 7....5.0017056	Division 12...5.0017061
Division 3...5.0017052	Division 8....5.0017057	Division 13...5.0017062
Division 4...5.0017053	Division 9....5.0017058	Division 14...5.0017063
Division 5...5.0017054	Division 10...5.0017059	Admin.....5.0017064

Distribution
 Original: Fiscal Section - Accounts receivable Branch
 Copy: File

By: _____
 Approval Authority

Date: _____

TOD-5

TOURIST ORIENTED DIRECTIONAL SIGNING CHANGE OF OWNERSHIP

NEW TODS AGREEMENT NO. _____

OLD TODS Agreement No. _____

**NOTIFICATION OF CHANGE IN BUSINESS OWNERSHIP/
ASSIGNMENTS OF RIGHTS AND OBLIGATIONS UNDER THE
DEPARTMENT OF TRANSPORTATION'S
TOURIST ORIENTED DIRECTION SIGNING (TODS) PROGRAM**

WHEREAS, _____, hereinafter referred to as Seller, owns and operates a business which qualifies and is currently participating in the North Carolina Department of Transportation's Tourist Oriented Direction Signing Program (TODS); and

WHEREAS, _____, hereinafter referred to as Buyer, has purchased or leased the said business owned and operated by the Seller; and

WHEREAS, the Buyer wishes to continue to participate in the Department's TODS Program;

NOW, THEREFORE, the parties hereto agree as follows:

That in consideration of this assignment of the Seller's participation in the Department's TODS Program, the Buyer hereby agrees to conform to all of the Department of Transportation's rules and regulations established for the TODS Program. Specifically, the Buyer agrees: (1) that if the business is temporarily closed for renovation or remodeling as a result of the sale or lease of the business, the Buyer shall notify the Department and request the temporary removal or masking of the TODS sign(s) and pay the established fee(s) for this service; (2) that the current TODS signing is only for the existing business location and is not transferable to another location; and (3) that the Buyer shall pay the established service fee(s) if necessary to effect a name change on the existing TODS signs or shall pay the cost of securing new TODS signs. The Buyer agrees that the sign design must be approved by the Department of Transportation and must be manufactured to the Department of Transportation's standards. Further, the Buyer agrees that he shall continue in the same business and meet the same eligibility requirements as engaged in by the Seller and as established by the Department of Transportation.

SELLER

SEAL

DATE: _____

DATE

BUYER

SEAL

DATE: _____

DATE

BUYER'S FEDERAL IDENTIFICATION NO. _____

APPROVED BY THE NORTH CAROLINA DEPARTMENT OF TRANSPORTATION:

Division Engineer

Date

TOD-6

AGREEMENT NUMBER

In order to establish an inventory number for intersections signed with TODS attractions, the following procedure has been implemented to determine agreement numbers. Determine the Division number for which the intersection is located (1-14). Determine the business ID from the TODS System (contact the Signing Section until the TODS System is fully implemented). This code, up to six (6) digits long, is assigned specifically for the business. Determine the intersection ID from the TODS System (contact the Signing Section until the TODS System is fully implemented). This code, up to seven (7) digits, is specifically assigned for the intersection. The Agreement Number is simply these three parts separated by a hyphen (-).

For example, (all codes in this example are hypothetical except for the Division number), consider Jo's Beach Gifts located in Kitty Hawk was approved for a TODS sign at a specific intersection in Dare County. If Jo's Beach Gifts had a business number of 236 and the intersection ID was 1776, then the agreement number would be:

01 - 236 - 1776

Division	Business	Intersection
Number	ID	ID

The intersection ID is a number that is specifically assigned to the physical location. The intersection ID is simply a number that can be up to seven (7) digits long. The intersection ID is NOT a code and the values do not have any meaning. These numbers are assigned by the Traffic Engineering and Safety Systems Branch and will automatically be assigned by the TODS system when it is completed and implemented. Until the TODS system is implemented, the Signing Section may be contacted to get the intersection ID. The intersection ID is sequentially assigned to intersections as the intersections are entered into the system. This number will allow linking the TODS system back to other transportation databases such as the Crash Database, and the Roadway Inventory. The intersection ID number is unique to that particular intersection and will not be duplicated anywhere in the state.

The Business ID is also a number, not a code, like the intersection ID. This number is also sequentially assigned to all businesses and will automatically be generated by the TODS system when it is completed and implemented. Until the system is implemented, contact the Signing Section to acquire the business number. The business ID number is unique to that particular business and will not be duplicated anywhere in the state.

The TODS Coordinator will need to acquire the Agreement Number from the Signing Section upon receipt of the application fee from the business, but prior to conducting the field survey (between steps 2 and 3 on the flow chart shown on page 25). This protocol will be in place until the TODS database is distributed to all fourteen Divisions (proposed to be completed by March 2003). The TODS Contract Entry Form (Form TOD-10-TEMP, page 27) will be completed and sent to the Signing Section, and the Signing Section will return the form with the Agreement Number. Instructions for Form TOD-10-TEMP are included on page 26.

TOD-7

COUNTY LIST AND CODES

<u>Div.</u>	<u>County</u>	<u>County Code</u>		<u>Div.</u>	<u>County</u>	<u>County Code</u>
7	Alamance	001		4	Johnston	051
12	Alexander	002		2	Jones	052
11	Alleghany	003		8	Lee	053
10	Anson	004		2	Lenoir	054
11	Ashe	005		12	Lincoln	055
11	Avery	006		14	Macon	056
2	Beaufort	007		13	Madison	057
1	Bertie	008		1	Martin	058
6	Bladen	009		13	McDowell	059
3	Brunswick	010		10	Mecklenburg	060
13	Buncombe	011		13	Mitchell	061
13	Burke	012		8	Mountgomery	062
10	Cabarrus	013		8	Moore	063
11	Caldwell	014		4	Nash	064
1	Camden	015		3	New Hanover	065
2	Carteret	016		1	Northampton	066
7	Caswell	017		3	Onslow	067
12	Catawba	018		7	Orange	068
8	Chatham	019		2	Pamlico	069
14	Cherokee	020		1	Pasquotank	070
1	Chowan	021		3	Pender	071
14	Clay	022		1	Perquimans	072
12	Cleveland	023		5	Person	073
6	Columbus	024		2	Pitt	074
2	Craven	025		14	Polk	075
6	Cumberland	026		8	Randolph	076
1	Currituck	027		8	Richmond	077
1	Dare	028		6	Robeson	078
9	Davidson	029		7	Rockingham	079
9	Davie	030		9	Rowan	080
3	Duplin	031		13	Rutherford	081
5	Durham	032		3	Sampson	082
4	Edgecombe	033		8	Scotland	083
9	Forsyth	034		10	Stanly	084
5	Franklin	035		9	Stokes	085
12	Gaston	036		11	Surry	086
1	Gates	037		14	Swain	087
14	Graham	038		14	Transylvania	088
5	Granville	039		1	Terrell	089
2	Greene	040		10	Union	090
7	Guilford	041		5	Vance	091
4	Halifax	042		5	Wake	092
6	Harnett	043		5	Warren	093
14	Haywood	044		1	Washington	094
14	Henderson	045		11	Watauga	095
1	Hertford	046		4	Wayne	096
8	Hoke	047		11	Wilkes	097
1	Hyde	048		4	Wilson	098
12	Iredell	049		11	Yadkin	099
14	Jackson	050		13	Yancey	100

TOD-8

MINIMUM STATE CRITERIA

To be eligible for TODS, all attractions must be defined as either tourist-oriented businesses or facilities. By General Statute (136-140.15 (b)), a tourist-oriented business must sell a substantial portion of products or services of significant interest to tourists. These products may be seasonal agricultural products. By General Statute (136-140.15 (b)), a tourist-oriented facility must derive a major portion of income or visitors during the normal business season from road users not residing in the immediate area of the facility. Provided the attraction meets the above criteria, and other minimum state criteria in the General Statutes and Administrative Code (Appendices A and B), all chains and all other attractions that are also eligible for the Specific Service (Logo) Signing program are eligible for TODS provided that the attraction is not shown on any other sign on the same approach (General Statute 136-140.15 (d)).

The minimum state criteria by which attractions may qualify for participation in the program are established in the North Carolina General Statutes and the North Carolina Administrative Code (see Appendices C and D). This criteria includes, but is not limited to, the following:

1. Attraction is open to the general public and is not restricted to "members only".
2. It does not restrict access to its facilities by the general public.
3. It complies with all applicable laws, ordinances, rules, and regulations concerning the provision of public accommodations without regard to race, religion, color, age, sex, national origin, disability, and any other category protected by federal or State constitutional or statutory law concerning the granting of licenses and approvals for public facilities.
4. It is in continuous operation at least eight hours a day, five days a week during its normal season or the normal operating season for the type of business or facility.
5. It is licensed and approved by the appropriate State and local agencies regulating the particular type of business or activity.
6. Limitation. - The Department shall not install TODS for a business or facility if the signs would be required at intersections where, due to the number of conflicting locations of other highway signs or traffic control devices or other physical or topographical features of the roadside, their presence would be impractical or unfeasible or result in an unsafe or hazardous condition.
7. Duplication. - If a business or facility is currently shown on another official highway guide sign, such as a logo sign or supplemental guide sign, on the same approach to an intersection where a TODS panel for that business or facility would be located, the business or facility may elect to keep the existing highway guide sign or have it removed and participate in the TODS program. If the business or facility elects to retain the existing highway guide sign, the business or facility is ineligible for the TODS program at that intersection.
8. The Department shall limit the placement of TODS panels to highways other than fully controlled access highways that are either in rural unincorporated areas or in towns or cities with a population of less than 40,000. TODS panels shall not be placed on highways that are in towns or cities with a population equal to or greater than 40,000, but the attraction itself may be in a town or city with a population greater than 40,000.
9. The number of TODS panels shall not exceed a total of six per approach with only one attraction name on each TODS panel.
10. The center of the mainline TODS intersection shall not be more than five driving miles from the qualified attraction and shall not be placed where prohibited by local ordinance.
11. If an attraction is not directly on a State highway, it is eligible for TODS panels only if both of the following requirements are met:
 - (a) It is located on a street that directly connects with a state maintained road.
 - (b) It is located so that only one TODS Trailblazer, placed on a state maintained road, will lead the tourist to the attraction.
12. Sign panels shall not be placed immediately in advance of the attraction if its on-premise advertising signs are readily visible from the highway.
13. TODS panels shall be located at least 200 feet in advance of the main intersection. Signs shall be spaced at least 200 feet apart and at least 200 feet from other traffic control devices. TODS panels shall not be located more than one-half (0.5) mile from the center of the main intersection and shall not be placed in the signing sequence for any other prior intersections.
14. Existing warning, regulatory, guide or other official highway signs shall take precedence over TODS.

TOD-9

**DIVISION LOGO COORDINATORS' MAILING ADDRESSES FOR INITIAL
TODS REQUESTS AND SHIPPING ADDRESSES FOR DELIVERY OF
(TODS) SIGNS**

[Division Logo Program Coordinators \(ncdot.gov\)](http://ncdot.gov)

TODS ATTRACTION APPLICATION PROCESS

If a potential TODS attraction desires TODS signing at one or multiple intersections, the owner may initially contact either the Traffic Engineering Branch or the Division to acquire a copy of the TODS brochure. The TODS brochure is also available in Appendix E of this manual and on the web at:

[TEPPL Topic T08 - Tourist Oriented Directional Signs - TODS](#)

If the attraction believes they adhere to the criteria outlined in the brochure, they should contact the appropriate Division TODS Coordinator to arrange a field survey and investigation. Upon receipt of the non-refundable \$200.00 fee that includes application and initial annual fees, the Department will conduct the survey to ensure the attraction's eligibility and to determine the availability of signing space on the intersection approach(es) that the attraction recommends. This survey should be conducted within 30 days of the Department's receipt of the application fee. If the interested attraction is deemed eligible for TODS, the "pending contract(s)" (signed by the Division TODS Coordinator and the attraction) should be promptly sent to the Division Engineer and the State TODS Coordinator (Traffic Engineering Branch) for concurrence.

Upon signature of the contract by the attraction, the attraction agrees to pay all required construction and maintenance fees upon final approval. Construction fees include a one-time fee per TODS panel (mainline TODS and mini-TODS are the same cost). Maintenance fees are annually \$200.00 per TODS contract/intersection signed. Approval or disapproval of the pending contract by the Division Engineer and the Traffic Engineering Branch (respectively) should be returned to the Division TODS Coordinator within 30 days, and all fees should be received by the attraction within 60 days of contract approval.

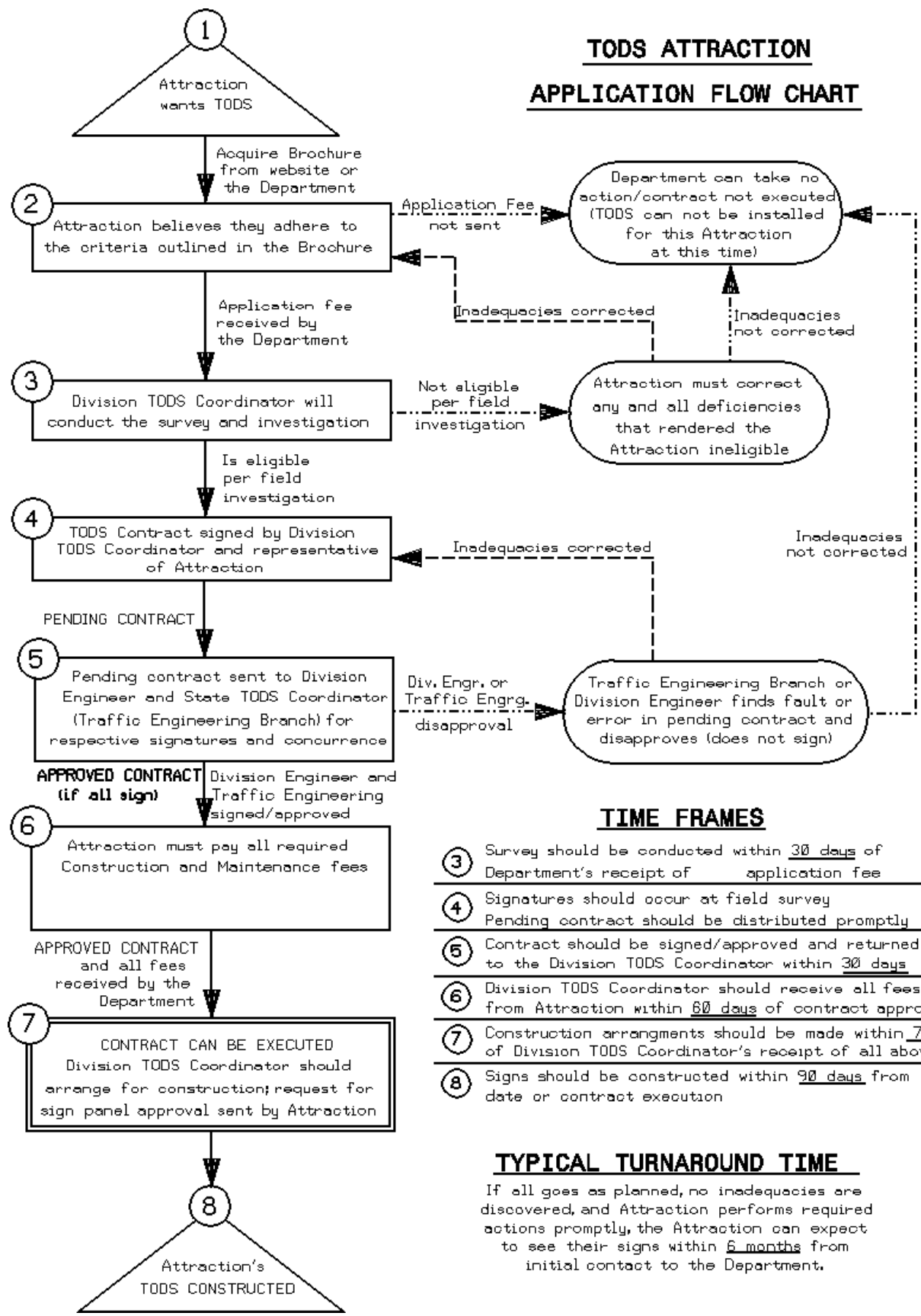
Once the contract(s) are fully approved by the Division and the Traffic Engineering Branch, the Division TODS Coordinator will arrange for construction of the TODS panels upon receipt of the required construction and maintenance fees. TODS construction should be arranged by the Division TODS Coordinator within 7 days of receipt of all of the above. The contract is now an "approved contract", and the attraction should arrange for fabrication (Fabricator List, Appendix I) of their TODS panels after Division approval of their panel design(s) (meets Appendix G criteria). Upon selection of an appropriate contractor (Contractor List, Appendix H) to install the TODS, the signs should be installed within 90 days.

Typically, the attraction should expect the entire TODS process to take about six months. This process spans from the time the attraction initially contacts the Department to the time the TODS are installed.

For additional information about the application process, see the flow charts on the next page and in Appendix J.

**** The full \$200 maintenance fee is due initially regardless of when contract is jointly approved, but the fee may be prorated on the first regular billing cycle [July 1]. e.g. if an attraction's TODS are installed January 1 [½ way through the billing cycle], \$200 maintenance is due initially, \$100 maintenance is due July 1, and \$200 maintenance is due each followi**

**TODS ATTRACTION
APPLICATION FLOW CHART**



TIME FRAMES

- ③ Survey should be conducted within 30 days of Department's receipt of application fee

- ④ Signatures should occur at field survey
Pending contract should be distributed promptly

- ⑤ Contract should be signed/approved and returned to the Division TODS Coordinator within 30 days

- ⑥ Division TODS Coordinator should receive all fees from Attraction within 60 days of contract approval

- ⑦ Construction arrangements should be made within 7 days of Division TODS Coordinator's receipt of all above

- ⑧ Signs should be constructed within 90 days from let date or contract execution

TYPICAL TURNAROUND TIME

If all goes as planned, no inadequacies are discovered, and Attraction performs required actions promptly, the Attraction can expect to see their signs within 6 months from initial contact to the Department.

NOTE: For a distribution copy of this flow chart and for a simplified version, see Appendix J.

Clarification on information to be entered on the TODS CONTRACT ENTRY FORM

Business Information: Describes the actual physical location of the business that the signs are being installed for.

Billing Information: Describes the information needed to properly bill the owner of the business requesting signs.

Example contrasting Business and Billing information:

Business Information
Old Country Railroad
123 Train Dr.
Statesville, NC 27525

Billing Information
International Amusements, Inc.
123 Main St.
Charlotte, NC 28435

Intersection Location Information (Where sign will be placed) :

County: Name of county where intersection is located

Division: Division where intersection is located

City: City where intersection is located (if within a city limits)

Intersection Type: Circle type that describes the general alignment configuration of the intersection

Number of Legs: Number of legs of the intersection

Loop? : Indicate Yes or No if the two roads intersect more than once in a county

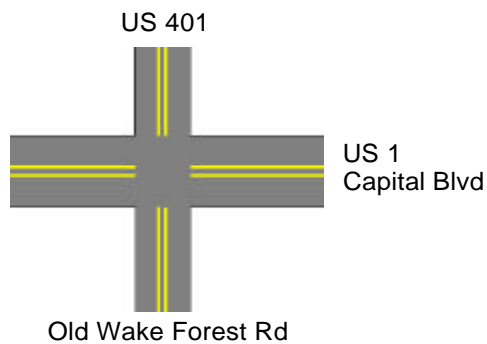
Part of Interchange? : Indicate Yes or No if intersection is part of an interchange

Traffic Control Type: Circle traffic control device present at intersection

Signal ID: Specify the Signal ID number if known

Intersection Combinations: List all the possible combinations of how an intersection can be referred to.

The highest order combination **MUST** be listed first. The listing of the combinations for the following intersection would be as follows:



Combinations of Intersection

Road "A" Name	Road "B" Name
US 1	US 401
US 1	Old Wake Forest Rd
US 401	Capital Blvd
Old Wake Forest Rd	Capital Blvd

Notes: 1) US 1 and US 401 combination was listed first, since it was the highest order combination.

2) Order is not important, regarding Road "A" and Road "B", so there is no need to reverse the order of roads in combinations. For example US 1 and US 401 combination is the same as US 401 and US 1.

Location Description: General text description of intersection location

Distance from business: Specify the distance, in miles, from intersection to actual business location

Sign Type/Placement:

For each approach, check which sign type will be installed. Only check one type of sign (Main or Mini) for each approach direction.

Seasonal Application? : Check if the sign is for a business with seasonal limitations

Agreement Number:

This number will be assigned by the Signing Section after receipt of the TODS CONTRACT ENTRY FORM. Once this number is assigned, note this number on the local copy of this form.

Application Date:

Date origination fee is received and application for TODS is made.

Record of Other Dates:

These dates are filled in once each step is complete.

TODS CONTRACT ENTRY FORM

Business Information

Business Name: _____

Business Address: _____

Business Phone#: (____) _____

Billing Information

Owner of Business: _____

Contact Person: _____

Owner Address: _____

County: _____

Owner Phone#: (____) _____

AGREEMENT NUMBER:

(Assigned by Signing Section)

- -

Application Date: _____
 (Date fee was received)

Record of Other Dates (Only For Internal Bookkeeping)

Survey Date: _____

Approval Date: _____

Installation Date: _____

Cancel Date: _____

Removal Date: _____

Intersection Location Information (Where sign will be placed)

County: _____ Division: _____ City: _____

Intersection Type (Circle One)

"T" TYPE

"Y" TYPE

"K" TYPE

"+" TYPE

"X" TYPE

ROUNDABOUT

5 LEGS

6 OR MORE LEGS

Number of Legs: _____

Loop? Y N

Part of Interchange? Y N

Traffic Control Type (Circle One)

NO CONTROL

STOP SIGN CONTROL

ALL STOP SIGN CONTROL

FLASH LIGHT CONTROL

ALL FLASH CONTROL

YIELD SIGNS CONTROL

ALL YIELD SIGNS CONTROL

SIGNALS CONTROL

OTHER CONTROLS

Signal ID (If applicable): _____

Intersection Combinations (List Highest Order Combination First):

Road "A" Name	Road "B" Name

Location Description: _____

Distance From Business: _____ miles (maximum of 5 miles)

Sign Type/Placement (Check as applicable, but only check one per approach)

	Main	Mini
Northbound Approach	<input type="checkbox"/>	<input type="checkbox"/>
Southbound Approach	<input type="checkbox"/>	<input type="checkbox"/>
Eastbound Approach	<input type="checkbox"/>	<input type="checkbox"/>
Westbound Approach	<input type="checkbox"/>	<input type="checkbox"/>
Other bound Approach	<input type="checkbox"/>	<input type="checkbox"/>

Description of Other Approach _____

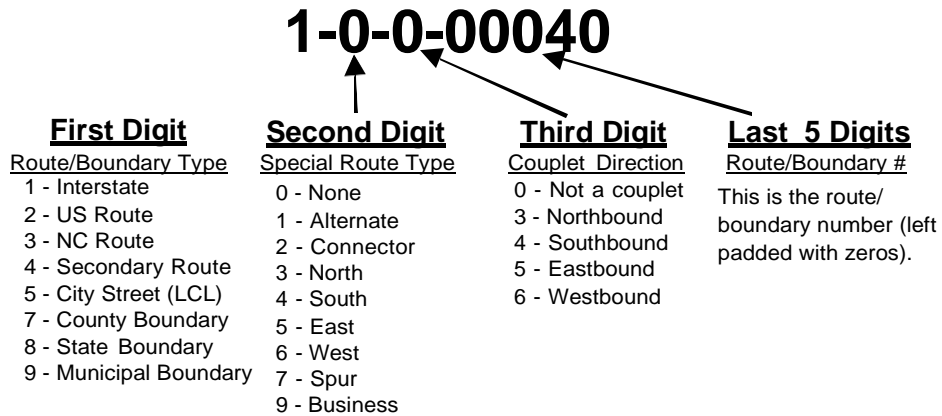
Seasonal Application?

Route Identification

There are several places in the database where you will need to provide the code for a given route. This code is eight digits that is the same used in the Ordinance and TEAAS (Crash Analysis) Systems. The following figures show how the code is developed for state system streets. For city streets, the code is assigned via the TEAAS system.

8-Digit Code

- Code that specifies Routes, City Streets and Political Boundaries (City, County, & State Line)
- Standardized so that these can easily be specified and classified.



8-Digit Code Examples

1000040 - I 40
 1 - Interstate
 0 - None
 0 - Not a couplet
 00040 - Route number 40

2100064 - US 64 Alternate
 2 - US Route
 1 - Alternate
 0 - Not a couplet
 00064 - Route number 64

1900040 - I 40 Business
 1 - Interstate
 9 - Business route
 0 - Not a couplet
 00040 - Route number 40

40001001 - SR 1001
 4 - Secondary Route
 0 - Alternate
 0 - Not a couplet
 01001 - Route number 1001

50018682 - Main St.
 5 - City Street
 0 - None
 0 - Not a couplet
 18682 - Route number for Main St

7000009 - Brunswick County Line
 7 - County Boundary
 0 - None
 0 - Not a couplet
 00009 - County number 9 (Brunswick Co)

2000064 - US 64
 2 - US Route
 0 - None
 0 - Not a couplet
 00064 - Route number 64

90000438 - Raleigh City Limits
 9 - City Boundary
 0 - None
 0 - Not a couplet
 00438 - City number 438 for Raleigh

TOURIST ORIENTED DIRECTIONAL SIGNS (TODS)

PROCEDURES MANUAL

APPENDICES

<u>APPENDIX A</u> - Chapter 2K on TOURIST-ORIENTED DIRECTIONAL SIGNS, Chapter 2K.03 Style and Size of Lettering, and 2023 MUTCD Chapter 5A - General Traffic Control Device Considerations for Automated Vehicles – Scope and Purpose in the 2023 Federal Manual on Uniform Traffic Control Devices (MUTCD)	30
<u>APPENDIX B</u> - TODS Chapter from the 2023 North Carolina Supplement to the Federal Manual on Uniform Traffic Control Devices (MUTCD)	31
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<u>APPENDIX D</u> – North Carolina Administrative Code Title 19A Chapters 02E.1101, 1103, 1105, 1106 governing TODS	33
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APPENDIX A

[2023 MUTCD Chapter 2K on TODS](#)

[2023 MUTCD Chapter 2K.03 – Style and Size of Lettering](#)

[2023 MUTCD Chapter 5A - Traffic Control Device Considerations for Automated Vehicles](#)

APPENDIX B

2023 NC Supplement to the MUTCD Chapter on TODS

*** NOT YET AVAILABLE AS OF August 2024***

APPENDIX C

**NC General Statute § 136-140.15
through § 136-140.19 Governing
TODS**

**NC General Statutes § 136-140.15-19
Governing TODS**

APPENDIX D

North Carolina Administrative Code Title 19A Chapters 02E.1101, 1103, 1105, 1106 governing TODS

Tourist-Oriented Directional Sign Program [19A NCAC 02E.1101](#)

Location of TODS Signs [19A NCAC 02E.1103](#)

Composition of Signs [19A NCAC 02E.1105](#)

TODS Program Fees [19A NCAC 02E.1106](#)

APPENDIX E

Division Numbers and Contact Information

[Counties by Division Number](#)

[General Division Contact Information](#)

APPENDIX F

Sample TODS Intersection Layouts and Sample TODS Assemblies

*Business logos can now be on TODS signs per 11th Edition MUTCD.

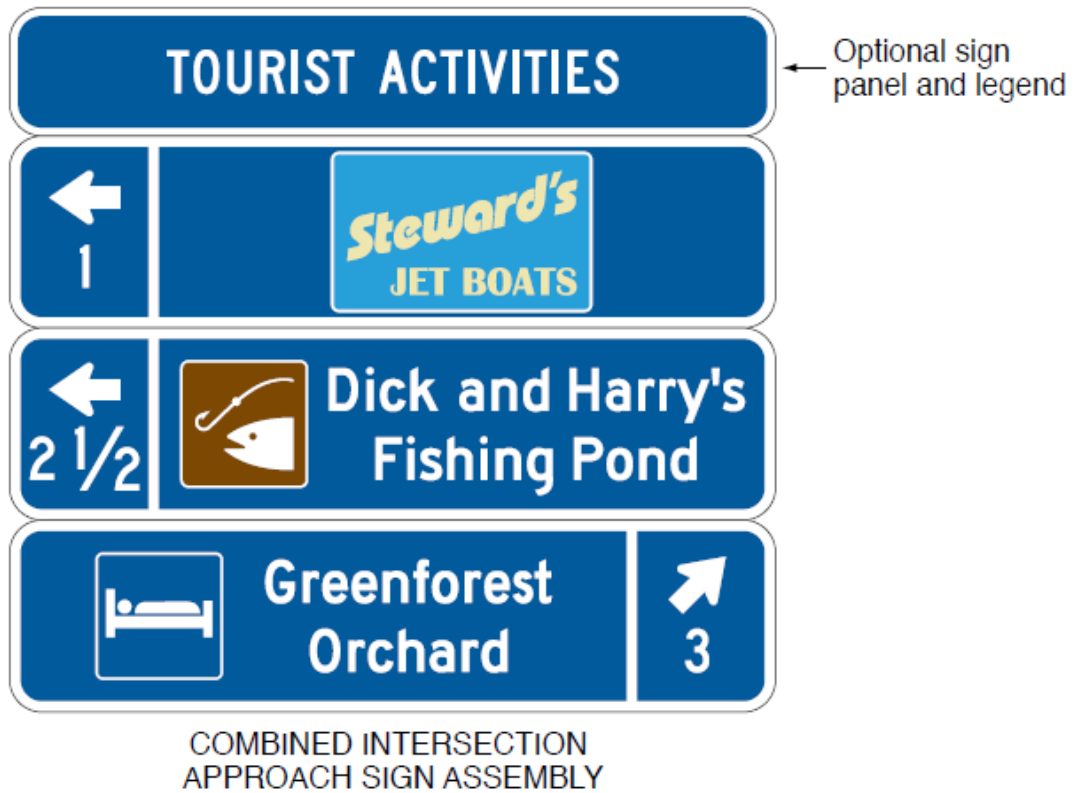


Figure 2K-1. Examples of Tourist-Oriented Directional Signs

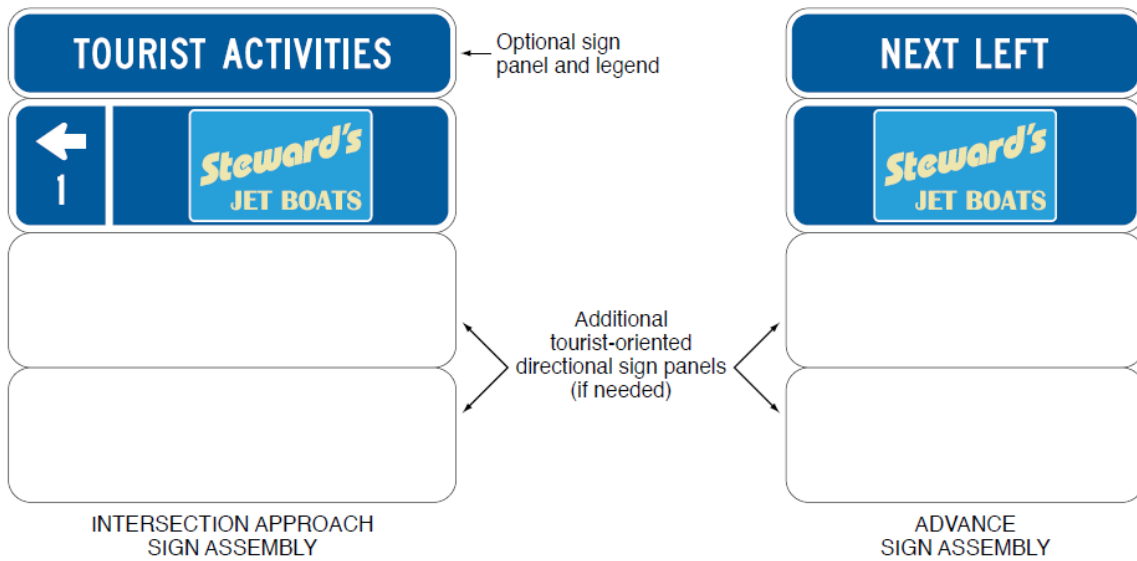
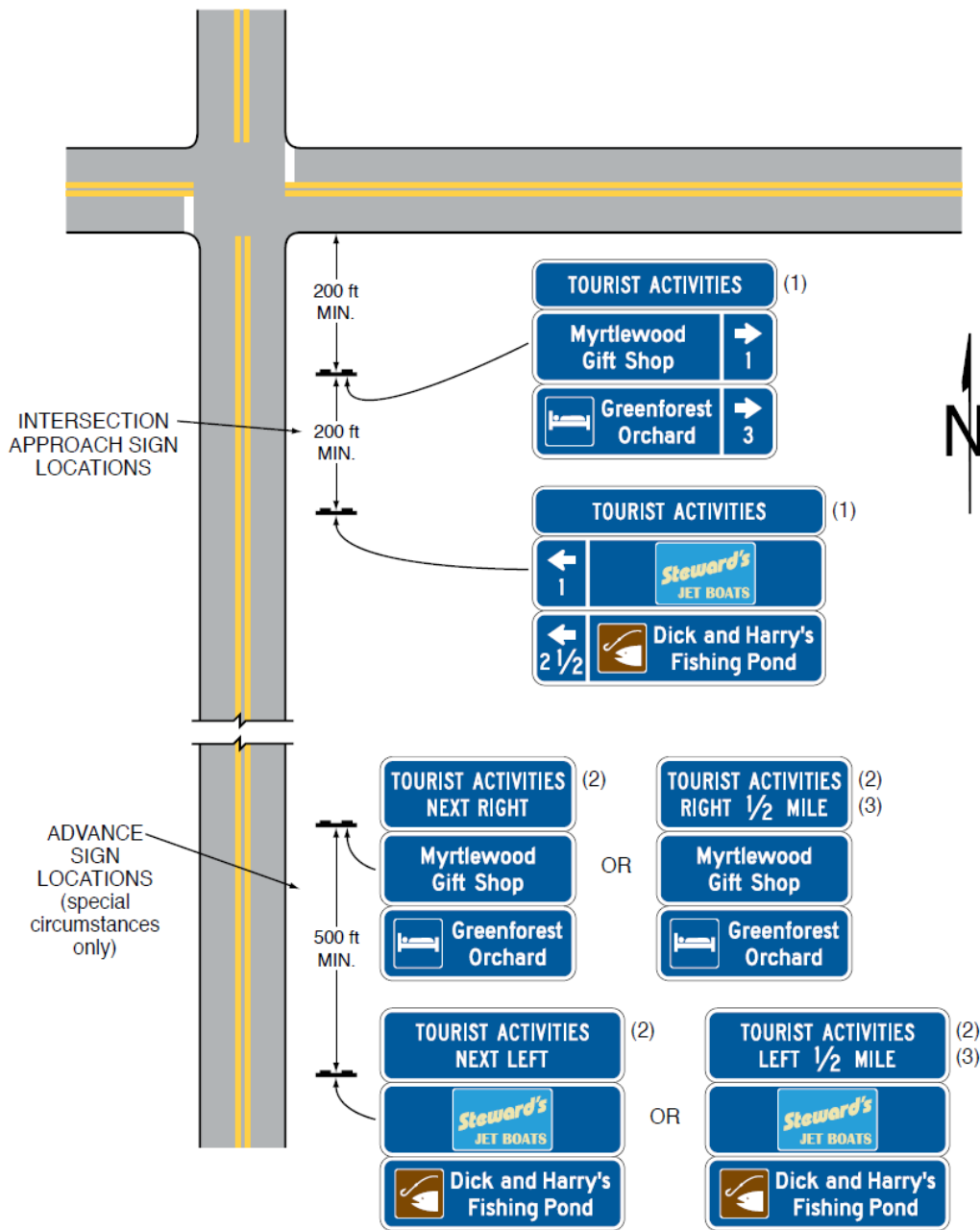


Figure 2K-2. Examples of Tourist-Oriented Directional Signs on an Intersection Approach



- (1) Optional sign panel and legend
- (2) Optional legend
- (3) Use if there is an intervening intersection

APPENDIX G

TODS Panel Approval and Specifications

TODS PANEL APPROVAL CRITERIA

Listed below are the most important features in the approval process.

1. Check sign size on the plans that were used to construct the original signs. As recommended in the MUTCD, the North Carolina mandate for ALL **mainline TODS** (standard) is **72" wide by 16" tall** with 6" letters. These panels may be stacked up to 3 tall abutted (to make a maximum assembly square footage of 72" x 48" which allows 3#/ft. u-channel post mounting).
2. The installation of **mini-TODS shall only be permitted on low-volume roads or on urban streets with speeds of 25 mph or less** (MUTCD 2D.06). **Mini-TODS shall be 36" wide x 12" tall** with 4" letters. These panels may also be stacked up to 3 tall abutted (maximum assembly square footage of 36" x 36"). Mini-TODS may be installed on one 3#/ft. u-channel post.
3. All **mainline TODS** sign faces (including any text, logos, or symbols) shall be **Type III/high intensity sheeting** (encapsulated lens). All **mini-TODS** sign faces (including any text, logos or symbols) shall be **Type I/engineering grade sheeting** (enclosed lens).
4. **All TODS** (mainline or mini-) shall have **white text** (except accompanying text, see 6.) **and border on a blue background** as mandated in the MUTCD. All **mainline TODS** (72" x 16") shall have a **¾" flush outside border** and a **1½" corner radius**. All **mini-TODS** (36" x 12") shall have a **½" flush outside border** and a **1½" corner radius**.
5. **All mainline TODS copy/text displaying the business name, season open** (if applicable), **and distance to the business shall be either 6"B, 6"C, or 6"D highway font (4"B, 4"C, or 4"D for mini-TODS)**. All **arrows on mainline TODS** shall be **6" arrows (4" arrows on mini-TODS)** of varying degrees as shown in M5 or M6 series MUTCD arrows (no advance turn arrows).
6. **Logos or symbols and their accompanying text supplemental to the above are permitted on TODS**. Such accompanying text may be any color, size or font.

If the drawing furnished does not give the colors and dimensions, the matter may be handled by phone or the designed sign rejected.

19A NCAC 02E .1105 COMPOSITION OF SIGNS

APPENDIX H

DIVISION TODS DISTRIBUTION CHECKLIST

What Signing Gets and What Fiscal Gets

	<u>Signing</u>	<u>Fiscal</u>
Change of Ownership	<u>YES</u>	<u>YES</u> (original)
Copy of New TODS Contract Signed by Division	<u>YES</u>	no
Copy of TODS Contract After Branch Approval	<u>YES</u>	<u>YES</u> WITH CHECK IF APPROPRIATE
Copy of Intent to Construct	<u>YES</u>	no

*** DIVISION RESPONSIBLE TO LOG ALL SIGNED NEW OR UPDATED CONTRACTS INTO MAINFRAME/DATABASE BEFORE DISTRIBUTING ***

Fiscal Bill Collection Procedure

FISCAL is responsible for distributing initial invoice to businesses **ANNUALLY** (due July 1) according to latest billing information available on mainframe/database. Attractions with multiple contracts/intersections should be combined on one bill.

FISCAL is responsible for distributing financial spreadsheet to EACH Division **MONTHLY** which lists all businesses who have and have not paid their fees to date.

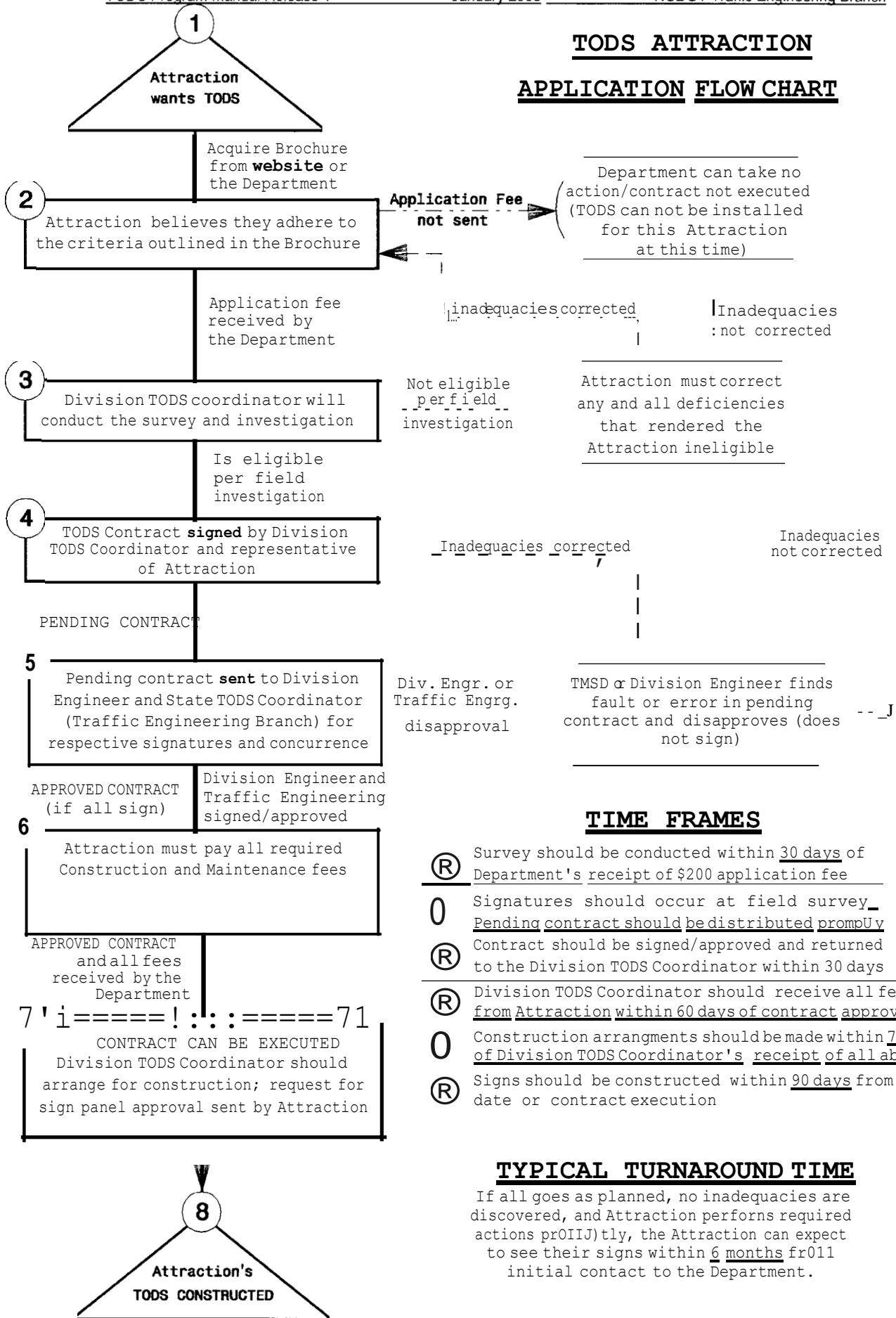
DIVISION is responsible for ensuring that billing information on spreadsheet and on mainframe/database is **UP-TO-DATE** and **ACCURATE** , and DIVISION is responsible for following up with businesses to ensure that businesses' accounts are not delinquent (send 30 day notice letter to business who have not paid by due date).

SIGNING/TODS COORDINATOR is responsible for assistance to the DIVISION (especially on difficult projects) and for follow-up contract approval (and distributing letter to Division and Fiscal). Upon receipt of all required fees, DIVISION is responsible for sending full contract copy (with all forms properly signed) and copy of check(s) (to Signing) to all parties with letter of intent to construct when ready to construct.

SIGNING/TODS COORDINATOR is responsible for tracking statewide TODS administration account.

DIVISION is responsible for tracking their respective TODS accounts.

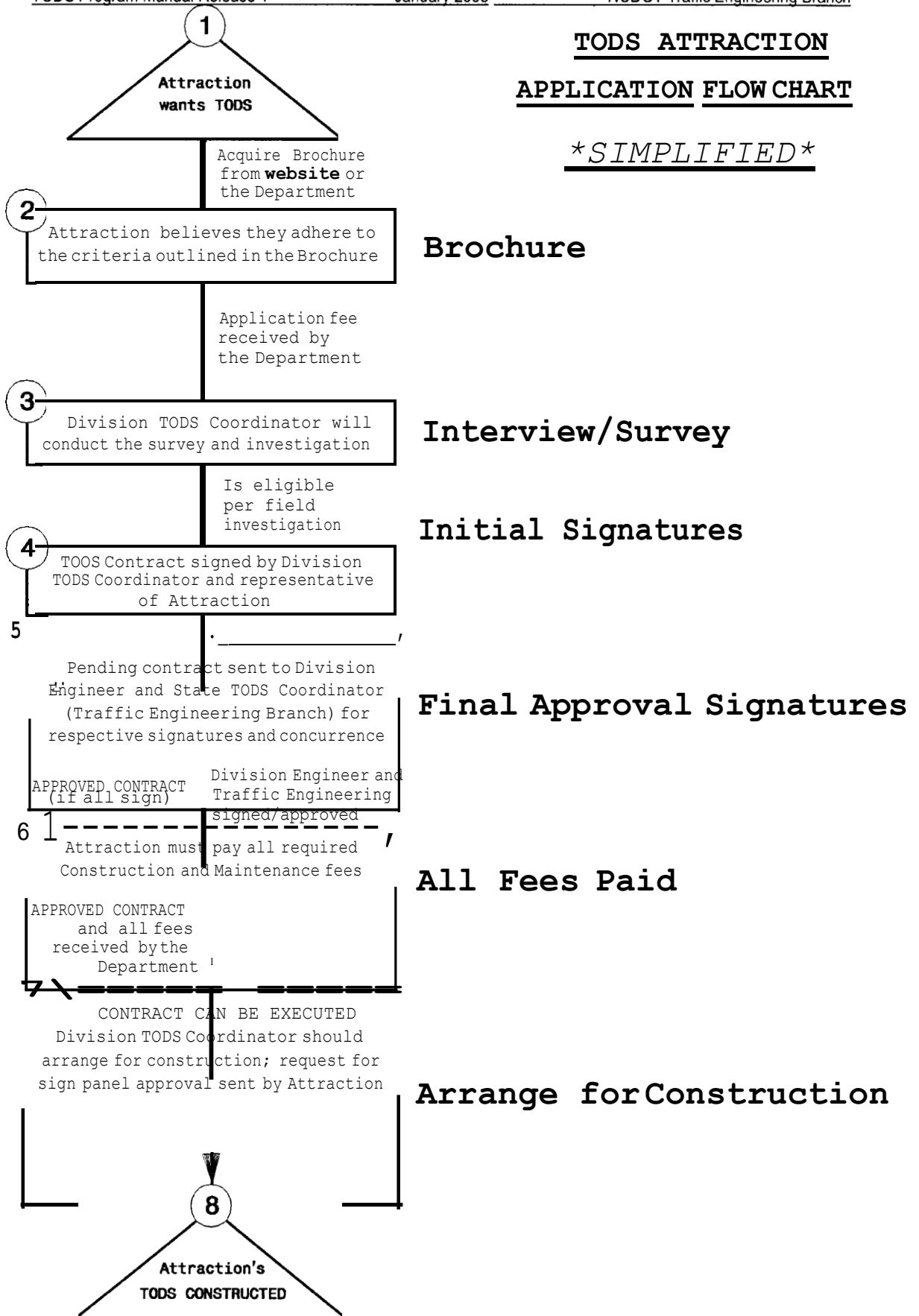
TODS ATTRACTION APPLICATION FLOW CHART



TYPICAL TURNAROUND TIME
 If all goes as planned, no inadequacies are discovered, and Attraction performs required actions promptly, the Attraction can expect to see their signs within 6 months from initial contact to the Department.

TODS ATTRACTION
APPLICATION FLOW CHART

SIMPLIFIED



APPENDIX I

General Statutes and Administrative Codes Relevant to TODS

Agricultural Tourism Signs

[North Carolina General Statute § 106-22.5](#)

Uniform Signs

[North Carolina General Statute § 136-30](#)

Regulation of Signs

[North Carolina General Statute § 136-32](#)

Commercial Enterprises

[North Carolina General Statute § 136-89.56](#)

Regulation of Advertising

[North Carolina General Statute § 136-130](#)

Tourist-Oriented Directional Sign Program

[North Carolina General Statute Article 11B](#)

Department of Transportation – Purpose and Functions

[North Carolina General Statute § 143B-346](#)

Department of Transportation – Head; Rules, Regulations, etc., of Board of Transportation

[North Carolina General Statute § 143B-348](#)

Board of Transportation – Organization; Powers and Duties, etc.

[North Carolina General Statute § 143B-350](#)

North Carolina Administrative Code 19A 02E .1101 - .1106

[North Carolina Administrative Code 19A Section 1101](#)

[North Carolina Administrative Code 19A 02E .1102 - Expired](#)

[North Carolina Administrative Code 19A 02E .1103](#)

[North Carolina Administrative Code 19A 02E .1104](#)

[North Carolina Administrative Code 19A 02E .1105](#)

[North Carolina Administrative Code 19A 02E .1106](#)