

## Agricultural Tourism Signing Process

Refer to Traffic Engineering Policies, Practices, and Legal Authority (TEPPL) website, Topic A-7 (Agricultural Tourism Signing) at the following link:

[https://connect.ncdot.gov/resources/safety/Teppl/Pages/Teppl-Topic-Original.aspx?Topic\\_List=A07](https://connect.ncdot.gov/resources/safety/Teppl/Pages/Teppl-Topic-Original.aspx?Topic_List=A07)

1. S&DU: All applications should be received from NC Dept. of Agriculture and Consumer Services (NCDA&CS). This application should be placed in the folder created in Step 4.
2. S&DU: Review the location of requested signs and the route to the business. Determine if existing agricultural tourism signs are at the proposed location. If so, additional coordination may be required.
3. S&DU: Determine the type and size of signs required based on the roadway classification along the route to the business.
4. S&DU: If needed, create a map which shows the sign locations and sign numbers along the route to the business and create a PDF file(s) of these areas. All documents should be placed in a file named after the business, in the appropriate regional folder, under the appropriate year at the link below.

<S:\S&DU\Programs LOGO-TODS\Agri Tourism Signing>

5. S&DU: Design preliminary signs to determine if the business name can be accommodated on the sign.
6. S&DU: Use preliminary sign data to create a preliminary support chart.
7. S&DU: Use preliminary support chart information to prepare a preliminary estimate.
8. S&DU: Notify Erica Calderon (via email) of the preliminary estimate amount and ask her to confirm that the business is still interested in going forward with the project at this estimated price. **If this step is done via the same email as Step 10, the estimate should not be shared with the business only the total amount.**

**Erica Calderon** NCDA&CS Markets Division - Agritourism Office  
1020 Mail Service Center, Raleigh NC 27699-1020  
2 W. Edenton Street, Room 410, Raleigh NC 27601  
Phone: (919) 707-3120  
Email: erica.calderon@ncagr.gov

<https://www.ncagr.gov/divisions/marketing#Agritourism-2872>

9. S&DU: Create PDF files of the sign designs.
10. S&DU: Email the Division Traffic Engineer and the Logo/TODS Program Coordinator ("cc" the Regional Traffic Engineer) the following items:
  - A copy of the scanned cover letter and the program application

- PDF files of sign location maps,
- PDF files of preliminary sign designs
- Preliminary Estimate (for NCDOT use only)

Ask for the Division’s assistance in determining if there is space available along the roadway for the requested signs. Ask them to determine the specific placement of Type “A” or “B” signs and shoot any “S” dimensions.

11. Division: Contact NCDA&CS – Erica Calderon to verify the business is still interested in moving forward.

12. Division: Verify that there is sufficient spacing between existing signs to accommodate the proposed signs (generally 800 feet on fully or partially controlled routes and 200 feet on others, and that the signs will not conflict with utilities infrastructure. At the appropriate time, mark the locations for the signs.

13. Division: If necessary, determine the “S” distances (length of lower section of slip base breakaway support posts).

14. Division: Determine by driving and/or other methods, such as DOT maps and Features Reports, the road distances from each proposed signage intersection to a point on the road opposite the nearest wall of the main building, perpendicular to the centerline of the roadway.

15. Division: Compare measured road distances with those on the proposed sign designs and notify the Signing and Delineation Unit of any needed changes to the sign design distances.

16. S&DU: Use data provided by the division to finalize:

- Sign designs
- Sign locations
- Support chart
- Estimate

Return to the Division when finalized.

17. Division: Request/Create a WBS Element under Project Definition 36249 for fabrication/installation costs. WBS Element 36249.15 will be used for design/administration costs.

18. Division: Create an Agreement Request in the Agreements Web Application using the Traffic-Signage Template and note in the Comments that this is for Agricultural Tourism signing. The Transportation Program Management Unit will finalize the agreement and assign an Agreement ID Number.

19. Transportation Program Management: Review and finalize the agreement, assign an I.D. number to it, and add it to the next BOT Agenda. If changes are needed, please coordinate with the appropriate Contract Officer

Contract Officer – Divs. 5-9	919.707.6628
Contract Officer – Divs. 1-4 and 10-14	919.707.6624

20. S&DU: Maintain a file of the project documents and designs. Update the Agtour Database upon project completion: **S:\Apps\Signing\Agriculture\AgriculturalTourismProgram.mdb**

21. Division: After reviewing the draft final agreement from the Transportation Program Management office (along with the final designs, etc.) and agreeing to its accuracy, the Division will communicate with the customer to obtain two (2) original signed and sealed copies of the Agreement, as well as a certified check payable to NCDOT. If the Agreement is not in final form at this time, or if there are unanswered questions that may necessitate a revision, do not have the customer sign the agreement. Instead, take the needed steps to answer the questions and have the agreement finalized. If requested or proposed changes might affect the final cost, do not accept payment at this time.

22. Division: Upon receipt, the Division will send the “partially executed” agreements and certified check to the appropriate contact person for their region in the Transportation Program Management Unit. Include a cover sheet that clearly shows how the customer’s check is to be applied to each WBS Element.

23. Transportation Program Management: Process the agreement and payment, and obtain the Chief Engineer’s signature. The agreement is considered “executed” when the Chief Engineer signs the documents.

24. Division: After the Agreement is executed, the Division will be notified then they can have a Task Number assigned for input into Business System Information Portal (BSIP) for all subsequent billable expenditures by all personnel charging time or materials to the project.

25. Division: Assign task number after the execution of the agreement. Requisition, receive, and install the signs.

26. Division: Provide an accounting for the charges assigned to the project based on the assigned Task Number to determine the amount of any refund or additional billing to the business.