

**NORTH CAROLINA
DEPARTMENT OF TRANSPORTATION**

**Signing National Championship for Schools
of Higher Education: Colleges, Universities,
and other Post High School Educational
Institutions**



Effective Date: April 5, 2018



*Signing National Championship for Schools and Higher Education:
Colleges, Universities, and other Post High School Educational
Institutions*

Approved By:

The North Carolina Board of Transportation

4/15/2018

Date of Approval

A handwritten signature in dark ink, appearing to read "James H. Trogdon", written over a horizontal line.

James H. Trogdon
Secretary of Transportation

4/5/2018

Date of Approval

A handwritten signature in dark ink, appearing to read "Michael S. Fox", written over a horizontal line.

Michael S. Fox, Chairman
Board of Transportation

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**SIGNING NATIONAL CHAMPIONSHIPS FOR SCHOOLS OF
HIGHER EDUCATION: COLLEGES, UNIVERSITIES, AND OTHER
POST HIGH SCHOOL EDUCATIONAL INSTITUTIONS**

**NCDOT Policy (#)
A.09.0103**

Business Category: Secretary's Office		Business Area: Governance / North Carolina Board of Transportation	
Approval Date: 4/5/2018	Last Revision Date: 4/5/2018	Next Review Date: 4/5/2022	
Authority: Select all that apply: <input type="checkbox"/> N/A <input checked="" type="checkbox"/> Requires Board approval <input type="checkbox"/> Requires FHWA approval <input type="checkbox"/> Requires other external agency approval: Click here to enter external agency name(s).		Policy Owner: Governance Director on behalf of the Board Chairman	
Definitions: In this policy, unless otherwise provided, the following terms will have the following meanings: <ol style="list-style-type: none"> 1) "Board" shall mean the North Carolina Board of Transportation. 2) "Department" shall mean the North Carolina Department of Transportation (NCDOT). 3) "Committee" shall mean the Road, Bridge and Ferry Naming Committee of the North Carolina Board of Transportation. 4) "Requestor" shall mean the college, university or post high school educational institution submitting the application. 4) "School(s)" shall mean colleges, universities, and other post high school educational institutions of higher education 5) "Historically Black Colleges and Universities (HBCU) National Championship" shall mean the national championship recognized for the best sports team(s) among Historically Black Colleges and Universities in the United States. 6) "Highway sign" shall mean a full size sign that may be installed in the Department's highway right-of-way and viewable to the traveling public that passes by. 7) "Commemorative Sign" shall mean a sign that is a significantly smaller to-scale replica of the full-sized highway sign which due to size is not be suitable for installation in the Department's highway right-of-way at any time. 			
Policy: The purpose of the policy is to permit supplemental signing of National Championship for Schools of Higher Education (<i>Colleges, Universities, and other post High School Educational Institutions</i>) along the Department's roadways and promote statewide consistency in responses to signing requests. It is not intended to allow signing for the purpose of advertisement or promotion of educational facilities. The Department will consider supplemental signs to qualifying colleges and universities, and other qualifying institutions with a National Championship from a sport recognized by the National Collegiate Athletic Association (NCAA) or a National Championship of the Historically Black Colleges and Universities (HBCU). The request shall be evaluated under the requirements and criteria identified below.			
Policy Criteria: If right of way is available for sign installation(s) and if not prohibited by signing guidelines such as sign spacing along roadway, number of destinations permitted on sign, etc., signs may be erected along roadways by the Department upon request, but only for schools of higher education that meet all of the following criteria and complete the full application process as denoted.			

1. Eligibility. To qualify for national championship signing, the School must obtain a national championship from a sport recognized by the North Carolina Athletic Association (NCAA) beginning January 1, 2017. Club sports are not eligible for championship signing. The National Championship of the Historically Black Colleges and Universities (HBCU) is an eligible championship title.

2. Application. Requests for championship signing may be submitted to Board of Transportation using the Championship Sign Application Form by the School with required supporting documentation. The Board of Transportation will consider complete applications that have been properly submitted for National Championship signs via the Board's Road, Bridge, and Ferry Naming Committee. Members of the committee will review submitted applications. If the Committee approves the application, the application will move to the full Board of Transportation for consideration.

3. Timeframe and Routes. Requests should be submitted during the year the School is the reigning champion. The signs may remain in place for a maximum of two years. The two year timing begins upon the installation of the final sign.

4. Multiyear and/or Multisport Championships. No multiyear or multisport championship signs shall be erected. Only one national championship school with one sport can be on a given route segment at one time. The Board reserves the right to waive this on a case by case basis if there is adequate room for two national championship schools or if the same school wins multiple sports and the title can fit on the same-sized sign.

5. Sign Costs (Highway vs. Commemorative). A reimbursable agreement between the requestor and the Department is required prior to any sign design or fabrication.

The cost associated with the highway signs, which are full size signs installed in the Department's highway right-of-way and viewable to the traveling public that passes by will be \$2000 per initial installment of each sign. It is the responsibility of the requestor to secure/provide funding for the full \$2000 per sign, which includes field investigation, designing, administering, fabricating, installing, and inspecting signs.

The cost associated with commemorative signs, which are significantly smaller signs that are to-scale replicas of the full-sized highway sign will be calculated on a case by case basis as factors such as number requested, words/letters on each sign must be considered to estimate a cost. They are not suitable for installation in the Department's highway right-of-way at any time due to their size. The requestor is responsible for the full cost of all commemorative signs

6. Number of Signs. Each School may request up to eight full scale highway signs. The number of commemorative signs is not limited, but must be ordered in a one-time bulk purchase at the time of the full scale highway sign production.

7. Maintenance of Signs. If a sign requires maintenance throughout the two-year period that it is in place, the cost of the maintenance will be considered on a case-by-case basis between the Department and the School.

8. Name Change to Sign. If a qualifying School requests a name change on the sign, the School must pay all costs associated with changing the sign including new structural supports.

9. Removal. Once the two year maximum timeframe is met, the School will receive notification of the sign removal and the option to retrieve sign. If the sign was installed utilizing funding from the State, the sign will be recycled by the Signing Reclaiming Service with Correction Enterprises.

10. Space. Signing for National Championship for schools of higher education is considered supplemental to the overall signing system for freeways, expressways and conventional roads. Therefore, before a championship sign is installed, sufficient space shall exist to accommodate the placement of the sign without interfering or conflicting with required signing. Additionally, championship signs are not allowed at major decision points. The Department will make and execute all decisions about sign placement.

11. Sign Design and Location. Signs shall be designed, located, and erected on the Department's roadways according to the standards of the Manual on Uniform Traffic Control Devices (MUTCD), the North Carolina Supplement to the MUTCD, the North Carolina Roadway Standard Drawings, and the standards and criteria herein. The Department will work with requestors on the sign designs and locations, and the signs shall conform to the Manual on Uniform Traffic Control Devices (MUTCD) Section 2M.10,

Sensitivity and consideration should be given as to the location and proximity of other schools and/or championship signs.

12. Relocation and Removal. The Department has the responsibility and authority to relocate or remove signs on the Department's highway right-of-way if a need for a higher priority regulatory, warning, or guide sign is identified. The Department reserves the right to cover, relocate, or remove any signs for maintenance or construction operations, or when deemed to be in the best interest of the Department or the traveling public, without advance notice. The Department reserves the right to remove signs when roadway improvements or changes in the roadway cross section or configuration will no longer accommodate the existing signs. No refund or reimbursement will be made for removed signs. If existing signs no longer meet the Department's size and design requirements for an upgraded roadway and existing signs are removed, the School may request to upgrade their signs, provided that minimum spacing is available on the upgraded roadway.

13. Control. As described in General Statute 136-30 (a), (b), and (d), the Department has the authority to control all signs within the right of way of the State Highway System.

Scope: All schools or their designated representative submitting an application for a National Championship sign.

Procedures: (Internal to NCDOT only)

1. Upon winning a recognized National Championship, the School may contact the Department through the Road, Bridge, and Ferry Naming committee via email at roadnaming@ncdot.gov to request a championship sign.
2. The School must complete the Championship Sign Application Form and include the following documentation:
 - a. Confirmation by the NCAA of the championship title (printout of NCAA championship webpage is acceptable) and/or the sponsor of the HBCU National Championship.
 - b. Acceptance of requestor to pay \$2000 / full scale highway sign and the number of signs requested (up to 8 signs).
 - c. Acceptance by requestor to pay all costs associated with the order made for commemorative signs
 - d. Signed endorsement by the requested school's President / Chancellor or appointed designee
3. The Board's Road, Bridge and Ferry Committee Staff Lead will review the application and staff the locations of the proposed signs with the appropriate Division and Transportation Mobility and Safety Division Signing and Delineation (S&D) Unit to ensure compliance and feasibility.
4. Upon approval by the Division and S&D Unit, the Board's Road, Bridge and Ferry Naming Committee Staff Lead will introduce the consideration of the Championship Sign at the next meeting of the Board's Road, Bridge and Ferry Naming Committee.
5. If the application receives approval by the Board's Road, Bridge, and Ferry Naming Committee, the Board will recommend the Championship Sign application to the full board at the Board's next official meeting.
6. If the application does not receive approval, the Board's Road, Bridge and Ferry Naming Committee Staff Lead will prepare a letter providing information to the requestor that explains the Board's action.
7. Upon approval by the full Board, the Board's Road, Bridge, and Ferry Naming Committee Staff lead will notify the Division, S&D Unit, and the School of the decision. The Division and S&D Unit will coordinate with the School to determine the sign design and number / type of signs. For any commemorative signs, the S&D Unit will provide an estimate to the requestor and Board's Road, Bridge and Ferry Naming Committee Staff lead for invoicing purposes.
8. The Board's Road, Bridge and Ferry Naming Committee Staff lead will notify the Department's Accounts Receivable section to provide an invoice to the School and, if multiple divisions are involved, provide the allocation of the school's payment across the divisions.
 - a. Project Identification Number: 47728
 - 1) Division 1: 47728.01
 - 2) Division 2: 47728.02

- 3) Division 3: 47728.03
- 4) Division 4: 47728.04
- 5) Division 5: 47728.05
- 6) Division 6: 47728.06
- 7) Division 7: 47728.07
- 8) Division 8: 47728.08
- 9) Division 9: 47728.09
- 10) Division 10: 47728.10
- 11) Division 11: 47728.11
- 12) Division 12: 47728.12
- 13) Division 13: 47728.13
- 14) Division 14: 47728.14

- 9. The Accounts Receivable section will issue the School an invoice. Upon receiving the funds, the Division and S&D Unit can purchase and install the signs.
- 10. Upon completion of the two-year term limits, the Board's Road, Bridge and Ferry Naming Committee Staff Lead will contact the School to determine the final disposition of the sign. The Department will remove the sign and either return it to the School or recycle it. If the sign requires maintenance or relocation throughout the two years, the Department will consider its maintenance or relocation with the School on a case by case basis.

Related Documents: Championship Sign Application Form

Revision History		
Revision Date	Revision Number	Description
April 5, 2018	1	<ul style="list-style-type: none"> ○ Includes Historically Black Colleges and Universities National Championship ○ Shifts the responsibility of determining sign location(s) to the Department. ○ Differentiates between full scale highway signs and commemorative signs. ○ Clarifies the criteria associated with the policy. ○ Introduces internal NCDOT procedures