

**[TE-PSG-7] JOINT USE AGREEMENT FOR HANDLING UTILITY ADJUSTMENTS TO ACCOMMODATE TRAFFIC SIGNALS**

The Division of Highways under joint-use agreements executed between itself and utility owners may install, attach, maintain, operate, and remove its traffic signals, and appurtenant equipment on utility poles throughout the State to accommodate its signal projects.

To be consistent throughout the State in the handling of utility adjustments, the procedures below are to be followed:

1. The Traffic Engineering and Safety Systems Branch will prepare plans for new or revised signals.
2. Plans will be checked in the field by the Division Traffic Engineer and/or the Traffic Engineering and Safety Systems Branch to determine if utility adjustments are required. The Division Engineer will be advised of the findings.
3. If utility adjustments are required, the utility company will be contacted by the Division Engineer and arrangements will be made for a representative of the utility company to meet with the Traffic Services Supervisor in the field.
4. At the on-site inspection, the utility company representative will be given a sketch prepared by the Traffic Engineering and Safety Systems Branch and necessary utility adjustments will be agreed upon.
5. If the DOH does not plan to attach to the company's poles, then the company will be requested by the Division Engineer in writing, with appropriate sketches included, to make any necessary adjustments at no expense to the DOH. However, in rare instances, it will be necessary for the DOH to reimburse the utility company for these adjustments where they are occupying a valid right of way. In the event there is any question as to the reimbursement for such adjustments, the Division Traffic Engineer should request the Division ROW Agent to verify the validity of the utility company's right of way.
6. If the Division of Highways does plan to attach to company poles, then the Division Engineer will request an estimate and plans from the utility company covering the work to be done. It should be understood that the Division of Highways will participate only in non-betterment cost. Any company betterment cost will be borne by the company.
7. The company will submit a detailed estimate, along with plans or sketches, covering the work to be performed to the Division Engineer. The Division Traffic Engineer will check the cost estimate and if it appears reasonable, they will notify the Division Engineer who will then authorize the utility company in writing to proceed with the adjustments, and upon completion of the work, to bill the Division of Highways for the actual non-betterment cost. (At the discretion of the Division Engineer, they may authorize costs of \$5,000 or less on a lump-sum basis.)
8. After the adjustments have been completed, the company will submit an invoice to the Division Engineer.
9. The Traffic Services Supervisor and/or the Traffic Engineering and Safety Systems Branch will make an inspection in the field to determine if adjustments are satisfactory. If the adjustments are not satisfactory, the Division Engineer will be requested to contact the utility company requesting the adjustments be made satisfactory. If the adjustments are satisfactory, recommendations will then be made to the Division Engineer for payment.
10. The Division Engineer will properly code and forward the invoice to the controller in Raleigh for payment certifying that same has been checked, is satisfactory, and is

recommended for payment in accordance with the joint-use agreement currently in effect with the utility owner.

11. On proposed highway construction projects which are let to contract, any utility adjustments necessary to accommodate construction and signal attachments will be coordinated between the State Utility Agent and the Resident Engineer and/or the Traffic Engineering and Safety Systems Branch.

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