



Florida Department of Transportation

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SECRETARY

ROADWAY DESIGN BULLETIN 19-04

DATE: July 17th, 2019

TO: District Secretaries, District Directors of Transportation Operations, District Directors of Transportation Development, District Design Engineers, District Construction Engineers, District Structures Design Engineers, District Maintenance Engineers, District Consultant Project Manager Engineers, District Roadway Design Engineers, District Traffic Operations Engineers, District Program Management Engineers, District Materials Engineers, Roadway Aesthetics Community of Practice

FROM: Michael Shepard, P.E., State Roadway Design Engineer

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SUBJECT: **Community Aesthetic Feature Approvals**

This bulletin implements a modification to the approval process for Community Aesthetic Features. This policy affects the FDOT Design Manual (FDM) Chapter 127.

The changes in approval procedure are summarized below:

- All Conceptual and Final submittals will be routed through the District office and approved by the District Design Engineer and District Secretary.
- Design Variations for Community Aesthetic Features will now be approved by the District Secretary.

REQUIREMENTS

1. Replace **FDM 127.3** with the following:

127.3 Approval Process

The application process is conducted in two phases, the Concept Phase and the Final Phase.

When any of the requirements in **FDM 127.2** are not met, a Design Variation must be approved by the District Secretary.

127.3.1 Concept Phase

The Concept Phase includes District coordination with the applicant to ensure:

- (1) The appropriate Community Aesthetic Feature category is selected,
- (2) The corresponding requirements are achievable and acceptable, and
- (3) The conditions of the [Community Aesthetic Feature Agreement](#) are acceptable.

The local agency will submit a concept drawing and documentation to the District Office. The concept submittal must include a **Submittal/Approval Letter**, which can be found in **FDM 103, Form 122-A**. The **Submittal/Approval Letter** is to be signed by a representative of the requesting entity, the District Design Engineer or Turnpike Design Engineer, and the District Secretary.

Upon review by the District Design Engineer and the District Secretary, conceptual approval may be granted. If the concept and proposed Design Variations are deemed acceptable, the signed **Submittal/Approval Letter**, indicating conceptual approval, will be returned to the local agency.

For applications involving the Interstate System, the District should coordinate with the FHWA District Transportation Engineer.

The package submitted to the District Office for conceptual approval must include the following:

- (1) The designation of the feature category.
- (2) A conceptual drawing/rendering showing the top, front, and side views of the feature with labeled dimensions, material designations including connections, proposed lighting configuration, and any alpha-numeric characters.
- (3) A draft site plan and cross section view dimensioning the location of the feature in relationship to the edge of traveled way and the R/W.
- (4) The design speed of all adjacent roadways.
- (5) A citation of the Governing Design Standards (or Governing Standard Plans), criteria, and building code to which the feature will be designed.
- (6) If the feature is to be affixed to a bridge:
 - (a) Identify the bridge owner.
 - (b) Declare what the impact is to the bridge loading.
- (7) For Local ID Markers, include a site map or provide a dimension from the jurisdictional boundary associated with the marker.
- (8) The Signature/Approval Letter signed by the applicant.

127.3.2 Final Phase

The Final Phase includes the preparation and review of all final documents. The local agency will submit the **Submittal/Approval Letter** and final documents for approval to the District

Design Office. The District Secretary will review the application and either grant approval to place the feature, or deny the submittal with comments.

The package submitted to the District Design Office for final approval must include the following:

- (1) Site Plans, including a Traffic Control Plan if temporary maintenance of traffic will be required to place and/ or maintain the feature.
- (2) Structural Plans including a wind load analysis.
- (3) Local Governmental Entity Resolution.
- (4) Design Variations for any requirements in *FDM 127.2* that are not met.
- (5) [Community Aesthetic Feature Agreement](#) signed by the local governmental entity.
- (6) *Signature/Approval Letter* signed by the applicant.

Upon receiving final approval by the District Design Engineer, the District Secretary, and, if applicable, FHWA, the District will notify the local governmental entity that placement of the feature may proceed. The final approval is valid for one year, at which time the local governmental entity may request an extension from the District.

BACKGROUND

The Community Aesthetic Feature approval process has included review by the District Offices, the Central Office, and the Roadway Aesthetics Community of Practice (RACoP). To streamline the process, the Department has determined that these features will now be reviewed and approved solely at the District-level.

IMPLEMENTATION

These changes are effective immediately.

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