

Sign Design Request Procedures

Work Zone Traffic Control Procedures:

- Fill out request form found online

For East Region Projects:

- Email request to Ayman Alqudwah, P.E. (aalqudwah@ncdot.gov)

For Central Region Projects:

- Email request to Susan Kunz (skunz@ncdot.gov)

For West Region Projects:

- Email request to Kelvin Jordan (kjordan@ncdot.gov)

Signing Section Procedures:

- Design sign using parameters contained on request form
- Place sign design(s) onto Work Zone Traffic Control border sheet(s)
- Number sign design sheets sequentially starting with SD-1
- Title each sheet “SPECIAL SIGN DESIGN”
- Plot full size plan sheet (Ensure all data can be reproduced and maintain legibility)
- Sign and Seal original(s)
- Ship original plan sheet(s) to WZTCU for inclusion in their plans