

Approved:

Effective: August 22, 2017
Review: June 21, 2017
Office: Traffic Engineering
and Operations
Topic No.: 750-010-011-e



Department of Transportation

TRAFFIC REGULATION APPROVAL PROCESS

PURPOSE

To determine, approve, and implement certain traffic regulations for the safe, efficient, and orderly flow of traffic on roads under the jurisdiction of the Florida Department of Transportation (Department).

AUTHORITY

Sections 20.23(3)(a), 334.048(3), Florida Statutes

REFERENCE

Sections 316.006, 316.074, 316.0745, 335.09, 335.10, Florida Statutes
Rule 14-15.010, F.A.C., Manual on Uniform Traffic Control Devices (MUTCD)
Rule 14-15.012, F.A.C., Speed Zoning for Highways, Roads and Streets in Florida

SCOPE

Offices affected by this procedure are the State Traffic Engineering and Operations Office, District Traffic Operations Offices, State Safety Office, State Roadway Design Office and State Maintenance Office.

1. GENERAL

- 1.1 Traffic regulations along roads under the jurisdiction of the Department must be formally approved by the Department. The decision to approve and implement a specific traffic regulation is solely the Department's decision; however, such a decision must be supported by an engineering study and report as well as due consideration of public opinion, local governmental views, and related factors.
- 1.2 All traffic control devices used to implement approved traffic regulations shall conform to the current federal **MUTCD** as amended. Traffic control devices are only used when

needed. Regulatory signs inform drivers of traffic laws or regulations and indicate the applicability of legal requirements that would not otherwise be apparent.

- 1.3 The State Traffic Operations Engineer shall periodically review the traffic regulation approval process to ensure uniformity in application statewide, and compliance with statutory requirements and other Department policies.

2. DEFINITIONS

- 2.1 Traffic regulations are actions required of vehicle operators, pedestrians and others as indicated along or on the roadway by means of regulatory signs, signals, or pavement markings. These include the following:

- a) turn prohibitions
- b) traffic control signals
- c) pedestrian hybrid beacons
- d) speed limits
- e) parking prohibitions
- f) speed restrictions in school zones or school crossing areas
- g) special vehicular lane restrictions (High Occupancy Vehicle, Hard Shoulder Running)
- h) truck or pedestrian exclusions/limitations/restrictions
- i) prohibiting fishing from bridges
- j) weight limitations
- k) tandem trailer access prohibitions

3. APPROVAL PROCESS

- 3.1 The District Traffic Operations Engineer (DTOE) shall review, approve, and establish all traffic regulations along roads within the district under the jurisdiction of the Department. All design and permitting activities that result in new traffic control devices which require regulation must be coordinated with the District Traffic Operations Office.
- 3.2 New or revised traffic regulations shall be determined on the basis of an engineering study, which can be made part of the regulation or a separate report, signed and sealed, completed and included as an addendum to the regulation. Engineering studies shall be conducted in accordance with ***Procedure No. 750-020-007, Manual on Uniform Traffic Studies***. Both study and report shall be incorporated by reference in the regulation. Studies and reports prepared outside of the Department must be signed and sealed by a professional engineer registered in the State of Florida prior to consideration as a basis for a new or revised traffic regulation.
- 3.3 The DTOE shall ensure that regulations on sensitive issues having a direct impact on abutting property owners or businesses such as parking prohibitions and one-way streets receive advance publicity in order to permit public involvement. This should be

accomplished in cooperation with the local government, wherever possible.

- 3.4** Upon approval of a traffic regulation, the District Traffic Operations Engineer shall notify local authorities of such regulation through a ***Notice of Change in Traffic Regulations***. This shall be accomplished at least 14 days prior to implementation of the regulation. Such notice shall be provided in writing, return receipt requested, to each local governmental entity where the regulation will be applicable. A copy of the engineering report, if separate from the regulation, should accompany each notice, when requested. Electronic correspondence including pertinent documentation in the form of attachments may be sent to local authorities in addition to the postal mail delivery.
- 3.5** The ***Notice of Change in Traffic Regulations*** with return receipt attached and a signed and sealed copy of the engineering report shall be kept in district traffic operations files as the official formal documentation of the new or revised traffic regulation. The notice of change and the engineering report for each regulation shall be kept on file as long as the regulation is in effect.
- 3.6** ***Exhibits A through C*** attached provide sample documents to assist in the application of this procedure.

3.7 EXCEPTIONS

- (a)** Regulatory Signs adopted by the Florida Statutes and MUTCD such as Stop, Yield, Photo Enforced, U-Turns, Keep Right, Do Not Enter, Wrong Way, No Cross Median, No Littering Signs, Roundabout Markings, One Way Streets, Express Lanes, Bike Lanes and Signs, and Shoulder Use for Emergency Evacuation or One-Way Contraflow Operation are exempt from the establishment of a regulation.
- (b)** The use of stop or yield signs on city, county, or private streets or roads at their intersection with a road under the jurisdiction of the Department do not require establishment of a regulation by the Department. These regulations are the responsibility of local jurisdiction.
- (c)** The use of regulatory (black on white) speed limit signs in work zone areas are exempt by law from the Traffic Regulation Approval Process.

4. TRAINING

None required.

5. FORMS

None required.

EXHIBIT "A"

TRAFFIC REGULATION APPROVAL PROCESS
(DISTRICT TRAFFIC OPERATIONS)

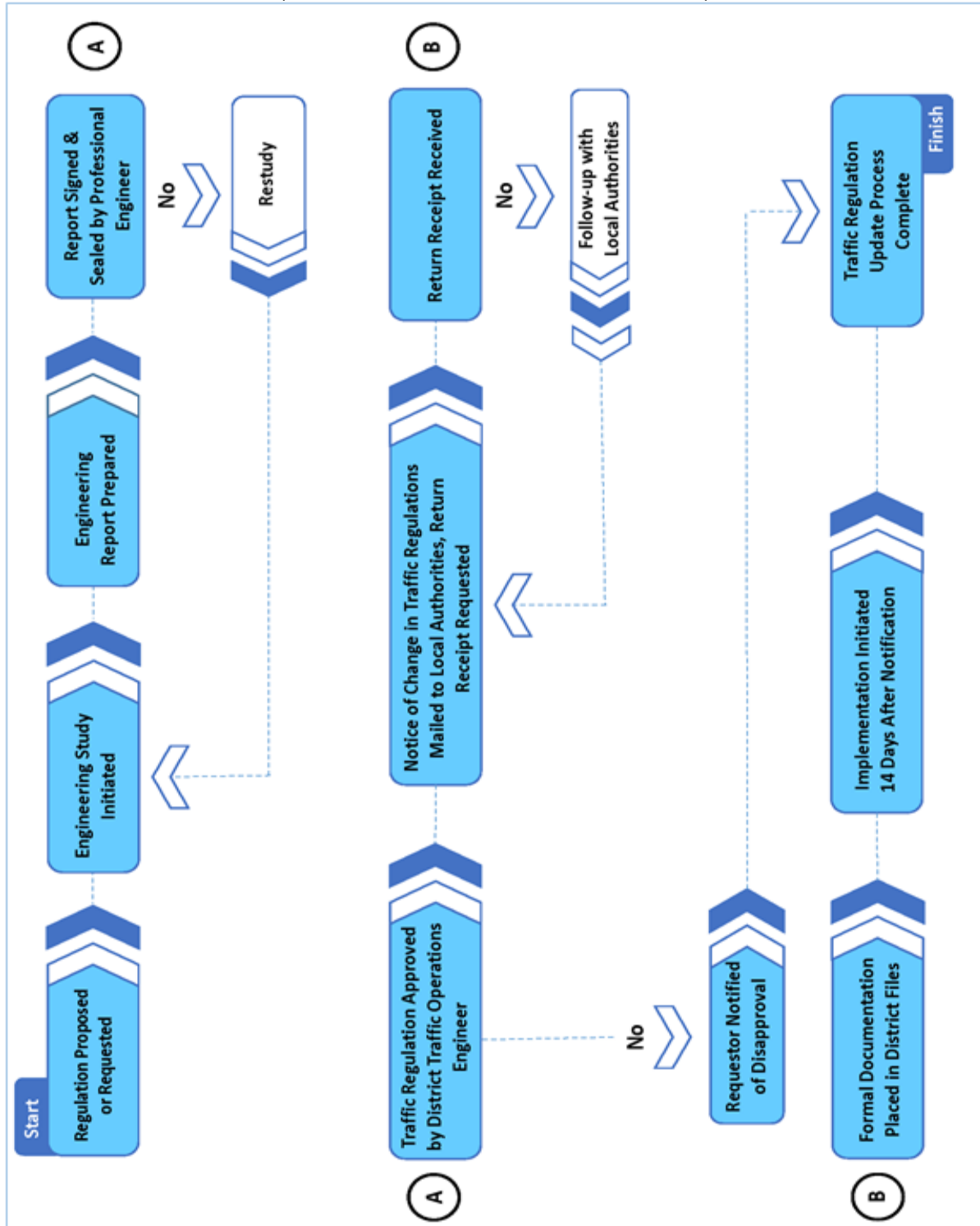


EXHIBIT "B"

TRAFFIC REGULATION NUMBERING
(DISTRICT TRAFFIC OPERATIONS)

District use of the following sequential numbering system is recommended to simplify and organize regulation record keeping. The regulation number should be placed on all correspondence and documentation associated with the regulation recommendation, approval and implementation.

NUMBER CODES:

- 1st Position: District Number
- 2nd & 3rd Position: Letter codes for type of regulation as follows:
- TS – Traffic Signal
 - TR – Turn Restriction
 - SL – Speed Limit
 - PR – Parking Restriction
 - SZ – School Zone (Speed Limit)
 - XX – All Others
- 4th & 5th Position: The last two digits of the calendar year in which approval of the regulation takes place.
- 6th Position: A dash " – "
- 7th & 8th Position: Numerical sequence for each type of regulation.

EXAMPLES OF NUMBERING REGULATIONS

REGULATION NUMBER	COUNTY	ROUTE NUMBER	LOCATION	REGULATION
7SL94-23	Edward	106 (U.S. 99)	Section 16499 In Summerville From SLD 3.781 to SLD 4.250 (Near 4 th St. North to Near Oak St.)	Change 45 MPH to 40 MPH
7PR94-63	Charles	25	Section 29412 – In Elktown From SLD 0.938 to 1.720 (So. City Limits to North City Limits)	Prohibit Parking Both Sides

EXHIBIT "C"

SAMPLE NOTIFICATION LETTER
(CERTIFIED MAIL – RETURN RECEIPT REQUESTED)

Name *Date*
Title
Agency
Street and Number
City, State, Zip Code

Subject: NOTICE OF CHANGE IN TRAFFIC REGULATIONS

Dear Sir/Madam:

This notice is to inform you of pending traffic regulation changes on portions of the State Highway System within your governmental entity.

These changes are being made in accordance with the federal Manual on Uniform Traffic Control Devices as amended and adopted by the Department under Rule 14-15.010. They have evolved from recommendations determined from an approved traffic engineering study and report.

These regulations shall become effective upon installation of the traffic control device(s) (Section 316.074, F.S.), but no sooner than 14 days from the date of this notice pursuant to Section 335.10, F.S.

(Signature)
Name P.E.
District Traffic Operations Engineer

COPIES TO:

REGULATION NUMBER	COUNTY	ROUTE NUMBER REGULATION	LOCATION
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