

**To:** CRCOG Transportation Committee

**From:** Roger Krahn, Principal Transportation Engineer

**Date:** March 10, 2023

**Subject:** CTDOT Traffic Request Procedures

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The Connecticut Department of Transportation (CTDOT) asks that municipal requests to CTDOT regarding traffic issues should be made to [DOT.TrafficEngineering@ct.gov](mailto:DOT.TrafficEngineering@ct.gov). This includes requests regarding traffic operations, traffic signals, and traffic safety. This email address is monitored by the CTDOT Division of Traffic Engineering, who will then assign the appropriate staff to respond to the request. One reason for this common email address is due to the many recent changes in personnel at CTDOT. CTDOT also asks that requests from municipalities be submitted by the Local Traffic Authority. A regularly updated list of Local Traffic Authorities is available at <https://portal.ct.gov/DOT/Commissions/STC/Office-of-the-State-Traffic-Administration-OSTA>.

Attached for your information, is a two page “Guidance for Local Traffic Authorities” prepared by the Office of the State Traffic Administration (Revised February 2022). This lists the agency responsible for various traffic items, including signs, pavement markings, and traffic control signals.

Office of the State Traffic Administration  
[www.ct.gov/dot/osta](http://www.ct.gov/dot/osta)  
**Guidance for Local Traffic Authorities**

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**OSTA** – Must request through the Office of the State Traffic Administration ([DOT.OSTA@ct.gov](mailto:DOT.OSTA@ct.gov))

**LTA** – Local Traffic Authority (LTA) has the authority to change/revise/install

**District** – Must request [encroachment permit](#) through the Department’s District Maintenance Office

**Public Trans.** – Must request approval through the Department’s Bureau of Public Transportation  
 (Attn: Ms. Maureen Lawrence at 860-594-2911 | [Maureen.lawrence@ct.gov](mailto:Maureen.lawrence@ct.gov))

**Traffic** – Must request approval through the Department’s Division of Traffic Engineering Division Chief  
 ([DOT.TrafficEngineering@ct.gov](mailto:DOT.TrafficEngineering@ct.gov))

**DECD** – Must request a permit through the [Department of Economic and Community Development](#)

<b>Traffic Control Signing</b>		
<i><b>ITEM</b></i>	<i><b>State Highway</b></i>	<i><b>Town Road</b></i>
<b>STOP (Including All-Way STOP)</b>	Traffic	LTA
<b>YIELD</b>	Traffic	LTA
<b>Bus Stop</b>	Public Trans.	Public Trans.
<b>Do Not Block Intersection</b>	District	LTA
<b>Do Not Enter / Wrong Way</b>	Traffic	LTA
<b>Keep Right / Keep Left</b>	Traffic	LTA
<b>Lane-use Control (non-signalized location)</b>	Traffic	LTA
<b>No Left/Right/U-Turn</b>	Traffic	LTA
<b>Parking restriction associated with Bus Stops, Taxi Stops</b>	Traffic	LTA
<b>No Through Truck</b>	OSTA	OSTA
<b>No Turn on Red</b>	Traffic	OSTA
<b>No Turn on Red sign on a Town Road approach to a State-owned traffic control signal</b>		Traffic
<b>One-way (establish or remove designation)</b>	Traffic	LTA
<b>One-way approach to State Highway (establish or remove designation)</b> <i>*District should be consulted regarding impacts to the State Highway</i>		LTA*
<b>Parking Restrictions (including establishing Handicap Spaces)</b>	Traffic	LTA
<b>No Pedestrian Crossing / Bicycle Crossing</b>	Traffic	LTA
<b>School Zone Speed Limit</b> (“When Flashing” or during hours posted)	OSTA	OSTA
<b>School Zone Fines Doubled</b>	Traffic	LTA
<b>School Zone</b>	Traffic	LTA
<b>Slower Traffic Keep Right</b>	Traffic	LTA
<b>Speed Limits (Private Road)</b>		LTA
<b>Speed Limits (Public Roads)</b>	OSTA	OSTA
<b>“STATE LAW - Yield to Pedestrians” in-road ‘sandwich board’ style sign</b>	District	LTA
<b>Stop Here on Red</b>	Traffic	LTA
<b>Stop Here on Red sign on a Town Road approach to a State-owned traffic control signal</b>	Traffic	Traffic
<b>“Your Speed” sign &amp; changeable message assembly</b>	District	LTA

## Traffic Control Pavement Markings

<u>ITEM</u>	<u>State Highway</u>	<u>Town Road</u>
Install/Remove STOP Bars and Yield Lines	Traffic	LTA
Install/Revise/Remove Center Line Markings (excluding passing zones)	Traffic	LTA
Install/Remove Crosswalks	Traffic	LTA
Install/Remove Passing Zone	OSTA	LTA

## Traffic Control Signals/Devices

<u>ITEM</u>	<u>State Highway</u>	<u>Town Road</u>
Adding supplemental Flashing lights on Warning Signs	Traffic	LTA
Flashing Beacon	Traffic	LTA
Lane-use Control Signals (including reversible lane signals)	Traffic	OSTA
Pedestrian Hybrid Beacon (a.k.a. HAWK Signal)	Traffic	OSTA
New installation of Traffic Control Signal	Traffic	OSTA
Temporary Traffic Control Signal	Traffic	OSTA

## State Owned - Traffic Control Signal Revisions

<u>ITEM</u>	
Add/Delete/Revise FLASH Operation	Traffic
Add/Delete of Walk Phase (exclusive or concurrent)	Traffic
Add/Delete Emergency Vehicle Pre-emption	Traffic
Change of Ownership (between State and Town/City)	Traffic
Operation Revision (e.g., semi- to full- actuation)	Traffic
Lane-use Control (any approach regardless of Ownership)	Traffic
Removal of existing Traffic Control Signal	Traffic

## Municipally Owned - Traffic Control Signal Revisions

<u>ITEM</u>	<u>State Highway</u>	<u>Town Road</u>
Change of Ownership (between State and Town/City)	OSTA	OSTA
Removal of existing Traffic Control Signal	OSTA	OSTA
Revise timing values <u>outside</u> MIN – MAX range	OSTA	OSTA
Revise timing values <u>within</u> MIN – MAX range	LTA	LTA
Establish MIN – MAX range for timing values	OSTA	OSTA
Any other Signal revision (including Lane-use change)	OSTA	OSTA

## Miscellaneous Items

<u>ITEM</u>	<u>State Highway</u>	<u>Town Road</u>
Changes in Railroad Protection Devices	OSTA	OSTA
Emergency and Authorized Vehicles Only	Traffic	LTA
Major Traffic Generators (§ 14-311, 14-311a, & 14-311c)	OSTA	OSTA
Traffic Restrictions (§ 14-311b – Any commercial establishment or any parking area for 20 cars or more)	OSTA	LTA
Traffic Regulations on State-owned Properties and Facilities	OSTA	
Permits for Merritt/Wilbur Cross/Milford Parkways Vehicle Use	OSTA	
Permits for Parades and Special Events	District	LTA
Filming within highway/roadway right-of-way	DECD	LTA

*All other items not listed above should be directed to Traffic*