

# Sign Design Request Procedures

## Work Zone Traffic Control Procedures:

- Fill out request form found online

For East and West Region Projects:

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

For Central Region Projects:

- Email request to Ron King, P.E. ([ronking@ncdot.gov](mailto:ronking@ncdot.gov) )
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## 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