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SPECIAL CONDITIONS FOR ADDITIONS TO EXISTING ANCILLARY STRUCTURES

February 2026

1. General Conditions

This document describes the requirements and conditions by which MDOT will allow local agencies to install and operate equipment such as cameras, conduit, and electrical cabinets on MDOT owned ancillary structures (such as but not limited to sign structures, dynamic message sign (DMS) structures, spun concrete poles, strain poles, mast arms, light poles, and walls).

The following definitions apply when used herein:

Designer. The individual who is a Professional Engineer licensed in the State of Michigan and is responsible for the design and working drawings required herein.

Checker. A Professional Engineer licensed in the State of Michigan who is employed by the same company or agency as the Designer and is responsible for verifying and checking the design and working drawings developed by or under supervision of the Designer.

Ensure that the proposed equipment will not interfere with the operation, inspection, maintenance, and structural integrity of the existing structure nor any equipment or appurtenances currently attached to the structure. At any time, if interference to MDOT operations is detected, the local agency upon notice from MDOT, must cease operation of their equipment and coordinate with MDOT toward a mutually agreed upon resolution. If MDOT decides to replace, remove, or relocate the existing structure in the future, the local agency is responsible for salvaging, replacing, and/or relocating their equipment at no cost to MDOT.

MDOT possesses the sole authority over their owned ancillary structure assets and thus at any time may request for the local agency to adjust the placement or remove their assets based on MDOT's discretion, without formal justification. If the addition causes interference with any MDOT equipment, the state has a right to remove it.

Use materials that are compatible with the existing structure that will not reduce the expected service life of the existing structure and any existing equipment.

Ensure that proposed equipment and conduit are installed in accordance with the latest version of the National Electric Code (NEC).

The local agency is required to provide separate power and communication sources for their assets, unless granted written authority by MDOT for the ability to connect to the same power meter or utilize the existing site's communication medium.

The local agency shall not co-locate their supporting infrastructure within MDOT owned conduit or MDOT owned handholes, unless granted written authority by MDOT.

Prior to attaching any new component to the existing structure, the local agency shall provide a minimum notice of 15 working days for MDOT to pre-test all existing MDOT components on the structure. The local agency is responsible for restoring all MDOT assets to their pre-test conditions after construction activities are complete. After installation, MDOT will perform post-testing. The local agency is required to repair/replace any failed MDOT component identified in the post-test that was operational during pre-test at no expense to MDOT.

MDOT will provide a point of contact who must be notified if any damage occurs to MDOT assets during the installation.

2. Submittals

Submit complete working drawings, notes, special provisions, calculations, design standards and specifications for the proposed work to MDOT.

All submittals must be as an Adobe portable document format (PDF) file. Hard copies of submittals will not be accepted. A submittal set, indicating revisions to be made, will be returned following each review. Revise and furnish the final submittal.

2.1 Working Drawings

Prepare working drawings on 11 inch by 17 inch or 8.5 by 11 inch sheets including borders. Provide a title block in the lower right hand corner of each sheet. Include the sheet number, drawing date, and project location, within all title blocks and a revision box. The Designer's seal must be clearly visible on the submittal.

Include all details, dimensions, quantities, and cross sections on the working drawings necessary for the installation. Submittal shall include, but are not limited to the following:

- A. An elevation view of the existing ancillary structure showing locations of existing equipment and the locations and details of proposed equipment;
- B. A plan view that includes the location of conduits and/or electrical tie ins (if applicable);
- C. Complete and detailed cut sheets for all proposed equipment;
- D. Details or cut sheets showing how the proposed equipment is attached to the existing structure such as details of cutting, drilling, bolting, etc.;
- E. Details showing any modifications to the existing structure such as but not limited to making holes in the existing structure to run conduit and how the existing corrosion-protection system will be repaired if it is affected by the modifications;
- F. A view showing minimum vertical and horizontal clearances from the roadway to the structure or appurtenance for both the existing condition and the proposed condition; and
- G. Notes showing the weight and effective wind areas of the proposed equipment and their connections.

2.2 Calculations

Provide detailed design calculations on 8.5 by 11 inch sheets. Provide design calculations and explanatory notes that are legible and that demonstrate that the design criteria originally used in the design of the existing ancillary structure are met accounting for the impacts of the proposed equipment, installation methods, and any proposed modifications to the existing structure. If the design criteria for the existing structure are not known, use the AASHTO LRFD Specifications for Structural Supports for Highway Signs, Luminaires, and Traffic Signals, First Edition (2015) with 2017 to 2022 Interim Revisions (AASHTO LRFD LTS-1) and current versions of MDOT standard plans, special details, and Standard Specifications for Construction.

Include the following information:

- A. Project designations (structure number if applicable, MDOT control section, and agency job number);
- B. Page numbers;
- C. Date of preparation;
- D. Initials of the Designer and Checker;
- E. Design assumptions and notes;
- F. Design calculations; and
- G. Material specifications.

2.3 Maintenance Agreement

Receive a written operation and maintenance agreement from MDOT which will be signed by a representative of the local agency.