

POLICY FOR ELECTRIC VEHICLE CHARGING SIGNS

PURPOSE

To establish standards for electric vehicle (EV) charging signage on State Highways that direct road users to public charging stations. This document services as an Addendum to the MassDOT Highway Division's [Supplemental Sign Policy](#).

APPLICABILITY

This policy applies to all State Highways, including freeway facilities and secondary roads. New service sign installations described herein shall not be allowed on freeways east of the Cape Cod Canal when, in the judgment of the District Highway Director, such a sign would adversely affect the scenic, historical, or environmental characteristics of the state freeway system.

CRITERIA

To be eligible for any type of EV signage, the following criteria must be met:

- A. The charging station shall be located in an area that is available to the general public 24 hours per day, 7 days a week.
- B. The charging station shall have a minimum of one Combined Charging System (CCS) or J3400 Direct-Current (DC) Fast Charging port capable of supplying a minimum of 150 kW per port.
- C. If not located on or adjacent to the State Highway, the station shall be no less than three miles from the exit (if signing from a freeway) or point-of-turn (if signing from a Secondary State Highway).

SIGN DESIGN

Business Logo Panels

An existing Business Logo Panel may be modified, or a new Business Logo Panel may be added, that includes a supplemental message for EV charging if all of the criteria from the previous section are satisfied. The supplemental message should generally conform to the example shown in Figure 2J-4 of the 11th edition of the [MUTCD](#).

Generic Service Signs

An Electric Vehicle Charging (D9-11b) sign may be added as a bottom plaque to an existing Business Logo sign assembly if all other spaces are occupied, as a bottom plaque to an existing Rest Area or Tourist Information Center sign, or as a bottom plaque to an existing Generic Service sign assembly. If no existing Business Logo or Generic Service signs exist on an interchange mainline approach, a new Generic Service sign assembly may be installed with an Electric Vehicle Charging panel. New Generic Service sign assemblies shall be ground-mounted installations only.

PROCEDURES

Applications for New Service Signs

An application may be obtained from the MassDOT Highway Division: <https://www.mass.gov/how-to/request-a-highway-logo-sign>. The applicant shall submit the completed application to the appropriate District Office: <https://www.mass.gov/info-details/find-your-highway-district-office>.

The District will review the application and conduct a field investigation, including a trip to the charging station, to determine if the business and the proposed sign location(s) comply with EV charging signing criteria.

Denied Applications

If the application is found in non-compliance with the criteria in this Policy, the District will notify the applicant of the denial in writing, including the basis for denial. If the denial is based upon non-compliance with the MUTCD, the application will not be eligible for appeal.

If the denial is based upon the criteria found in this Policy, only, the applicant may appeal the denial to the District Highway Director within 14 days. The District shall forward the application to the State Traffic Engineer with a recommendation either for approval or denial of a waiver by the Highway Administrator and a copy of the letter of appeal. The State Traffic Engineer will forward the application to the Highway Administrator, along with a recommendation for approval or denial of the waiver. If the Administrator approves the waiver, the State Traffic Engineer will notify the applicant and the District of the approval and the procedure will be as detailed starting in the second paragraph of “Approved Applications” below.

Any application not receiving a waiver from the Highway Administrator will be informed of its denial by the State Traffic Engineer.

Approved Applications

If the application found to be in compliance with the criteria in this Policy, the District will approve the application and prepare the service sign agreement and sign order cards. The service sign agreement will be forwarded to the applicant for signature.

The applicant will sign the service sign agreement and return it along with a \$5,000 surety bond and shop drawings for the proposed logo panel(s) within 45 days to the District Highway Director. Failure to return within 45 days will result in the application being denied. The surety bond shall be valid from when the agreement is signed until at least one year following acceptance of the sign installation by MassDOT-Highway. Note that the surety bond is required for new sign installations, only; applicants for add-ons or modifications to existing sign structures may omit the bond.

New Sign Structures

The District will review the shop drawings and, if approved, will forward the signed service sign agreement package to the State Traffic Engineer for Highway Administrator’s approval and execution. If the shop drawings are not in conformance with state and/or federal standards, the District Highway Director will notify the applicant and require new shop drawings to be submitted.

Upon receipt of the executed agreement, the Director of Contracts and Records will return the agreement and a copy of the approved sign contractor's list to the applicant. A copy of the agreement will also be sent to the District. This agreement expires one year from the date of the Administrator’s approval. If the service signs are not installed within this one-year limit, a new application must be submitted.

The letter of transmittal will direct the applicant to select a contractor from the Department's approved list and advise the applicant that the contractor must contact the District for a permit prior to the installation of the signs. Subsequently, the District will check the installation for compliance with the agreement.

Add-on Panel to an Existing Sign Structure

If the application is found to be in compliance with the criteria in this Policy, the District Highway Director will notify the applicant and advise the applicant to contact the District for panel fabrication details.

The District will require the applicant to forward shop drawings for the proposed logo panel(s) for review and approval. Once the shop drawings are approved for fabrication the applicant has the EV charging add-on fabricated by an approved sign contractor.

Once fabricated, the add-on panels, necessary mounting hardware, and a check for \$250 for each mainline or ramp panel (made out to the Commonwealth of Massachusetts) are forwarded to the District by the applicant. The District must receive these items within one year from the date of the notice of approval. Applicants that do not furnish the materials within the one-year limit must submit a new application. Upon receipt of all materials, the District will install the add-on panels.

FEE SCHEDULE

New Sign Structures

The entire cost for fabrication, erection and maintenance of the signs will be assumed by the applicant. The MassDOT Highway Division will thereafter own said sign(s). The cost of maintaining or replacing damaged or deteriorating signs will also be borne by the applicant.

Add-on Panels

Applicants approved to add panels to existing signs will assume the entire cost of fabricating their legends, logos and/or arrows and any fees for MassDOT - Highway Division forces to add the logos to existing signs.

Recurring Costs

In addition to the above costs all applicants for EV charging signs shall pay a non-refundable annual fee of \$1,200.00. Said fee must be paid on or before the first day of June each year. Any applicant's failure to pay said fee by the first day of June will result in the removal of their panel from the service sign. However, the MassDOT Highway Division will allow applicants of a new sign structure to recover their installation costs by waiving the annual fee in a pro-rated fashion. For example, a business that installs two sign structures at a cost of \$13,000 would have the annual fee of \$1,200 waived for ten years and ten months. These applicants will be required to provide MassDOT - Highway Division with invoices from their sign contractor verifying the cost of fabrication and installation of the signs.

Waiver for EV Chargers Owned by Municipalities or Other Public Agencies

MassDOT reserves the right to waive any fees for the installation of EV charging signs that direct road users to an EV charging station that is owned or leased and operated by a municipality or other public agency or authority. If waived, MassDOT will be responsible for the installation of the new sign and/or panel. In these circumstances, all other eligibility requirements will still apply.