

Control of traffic by off-duty police or traffic control officers may be necessary to promote public safety, or to improve traffic flow where traffic control devices cannot accommodate special circumstances. The purpose of this administrative policy is to define the circumstances under which permission to direct traffic will be granted, in accordance with [City Code Sec. 14-9](#).

The CDOT Private Traffic Control Permit is managed by the Development Services Division's Right-of-Way Section. Information about the Private Traffic Control Permit can be found at <https://www.charlottenc.gov/Services/Permits/Private-Traffic-Control>. Private Traffic Control Permitting can also be reached at 704-336-4119. Any correspondence in writing may be done via e-mail: PrivateTrafficControl@charlottenc.gov, or by mail to the Charlotte-Mecklenburg Government Center (CMGC):

Private Traffic Control Permitting
CDOT Right-of-Way Section, 6th Floor
600 East 4th Street
Charlotte, NC 28202

Approval Conditions:

Permission is granted for public service agencies to direct traffic, in accordance with responsibilities consistent with the North Carolina General Statutes, the Charlotte City Code, and these guidelines.

Applicants could be persons, corporations, organizations, or other private entities that employ off-duty police or traffic control officers, whether or not for compensation, to direct, control or regulate traffic on a public street.

On a non-emergency basis, approval will be granted to applicants based on appropriate conditions as stipulated for:

1. Direction on non-thoroughfares during any hours, subject to safety considerations, as well as the provisions of item 6, which follows.
2. Direction on thoroughfares during weekday peak rush periods 7-9 a.m., 11 a.m.-1 p.m., and 4-6 p.m., upon the determination by the Charlotte Department of Transportation (CDOT) that public safety or convenience requires assistance, as well as the provisions of item 6, which follows.
3. Traffic control during weekday peak rush periods at high congestion locations will not be approved unless crash history indicates the location would operate better with off-duty officer assistance.
4. Direction on thoroughfares during off-peak periods, upon determination by CDOT that direction does not interfere with traffic safety or circulation, as well as the provisions of item 6 below.
5. Direction on weekends, subject to safety and traffic flow, will generally be granted, subject to the provision of item 6 below.
6. If the intent is to use traffic control officers other than a Charlotte-Mecklenburg Police Department (CMPD) or Mecklenburg County Sheriff's Office (MCSO) officer, that individual directing traffic in the street must show that they have passed minimum police certification standards training for traffic control.
7. In accordance with the exemptions listed in the "Exemptions" section of this document, if the use of traffic control officers is covered by a different City permitting process, approval for traffic control services is granted under those permits, and application for a Private Traffic Control Permit is not necessary.

Request Types:

Temporary Requests are requests for private traffic control services seven (7) days or less in duration. Temporary Requests must be submitted four (4) business days prior to the event to the [CMPD](#) or [MCSO](#) Secondary Employment Units. Exceptions may be made for extenuating circumstances on a case-by-case basis. Temporary Requests will be reviewed jointly with CMPD or MCSO and must meet the “Approval Conditions” above. Temporary Requests are considered without charge to the requestor. Requestors will receive notifications of approval, whether by condition or as requested, or denial from the CMPD or MCSO Secondary Employment Coordinator.

Annual Permit Requests are required for any entity requesting private traffic control services for seven (7) or more days. The Annual Permit application and renewal processes are detailed below.

Annual Permit Approval Process:

The process for approval of all non-emergency off-duty officer traffic control on thoroughfares is:

1. Applicants will apply for a CDOT Private Traffic Control Permit through the [Cityworks Application Portal](#).
2. Applicants must submit the following application package:
 - a. Application in Cityworks
 - b. Application fee using Cityworks, or by check via mail, or in-person at the CMGC.
 - c. Certificate of General Liability and Automobile Insurance listing the City of Charlotte as the certificate holder for a minimum of \$1,000,000 bodily injury or property damage via email, or in-person or by mail at the CMGC.
 - d. A diagram or map depicting where traffic control officer(s) will be working via email, or in-person or by mail at the CMGC.
3. CDOT and the CMPD or MCSO Secondary Employment Coordinators will jointly review the completed application package within ten (10) business days. If the applicant mails any of the required documents or application fee, application review may be delayed.
4. CDOT will notify the applicant by telephone and via email of the approval of the application.
5. The applicant must pay the annual permit fee through the Cityworks Portal, or by check via mail, or in-person at the CMGC.
6. The Private Traffic Control Permit, if granted, will be returned by email to the applicant. A copy of the Permit must be kept in an administrative office on-site. Issued Private Traffic Control Permits are valid unless voided until the end of the calendar year, regardless of when the Permit is issued.
7. CDOT reserves the right to cancel the Private Traffic Control Permit at any time.
8. CMPD and MCSO monitor the status of every Private Traffic Control Permit. If at any time a Private Traffic Control Permit is voided or expired, CMPD and MCSO will discontinue hiring of the traffic control job(s) at the designated site(s) until reissuance.
9. If the Certificate of Liability Insurance expires after Permit issuance, the applicant must forward a renewed policy to CDOT via email, or via mail, or in-person at the CMGC.

Annual Permit Renewal Process:

1. The renewal period for issued Private Traffic Control Permits begins on December 1st of each calendar year.
2. If the applicant intends to make any change to the previously approved Private Traffic Control Permit details, the change must be submitted in writing via email, or in-person or by mail at the CMGC, for review during the renewal period.
3. All Private Traffic Control Permits expire after December 31st of the calendar year. CMPD and MCSO will discontinue hiring officers for locations with Private Traffic Control Permits in renewal process or expired status after January 1st of the next calendar year.
4. The renewal grace period ends after January 31st of the next calendar year. If the applicant has not completed the renewal process before February 1st, they must pay an additional application fee upon submittal. Exceptions may be made on a case-by-case basis.

Complaint Processing:

Any complaints about traffic control officers directing traffic received by CDOT will be referred to the Secondary Employment Coordinator at the CMPD, the MCSO, or other appropriate body based upon employer for review.

Permit Fees:

Annual permit fees will be charged as follows:

Non-refundable Application Fee:	\$25.00
(If granted) Annual Permit Fee:	\$50.00

Fees are subject to change.

Exemptions:

1. Law enforcement officers and traffic control officers directing traffic in accordance with the responsibilities of N.C. General Statute 20-114.1.
2. If the use of traffic control officers is covered by a different City permitting process, approval for traffic control services is granted under those permits, and application for a Private Traffic Control Permit is not necessary.

Appeals Process:

Any applicant denied a Private Traffic Control Permit or any Permit holder whose Permit has been revoked may, within ten (10) days of the receipt of the notice of such action, request in writing a hearing before the City Manager or his/her designee. The Transportation Director or designee will determine if the Permit is in the best interest of the City.