



**Washington State  
Department of Transportation**

RME's listed are correct as of June 2015.  
Check to ensure you use the current RME.

# Memorandum

[DATE]

TO: [Name]  
[Region] Materials, [MS]

THRU: ThruPlaceholder

FROM: Team Leader/Designer Name  
Electrical Design Team Name, MS ?????  
PhonePlaceholder

## Address to Appropriate Materials Engineer

A. Ahmadi	B. Dias
NWR Materials, NB82- 29	OR Materials, 47440
J. Lowrey	P. Gonseth
SWR Materials, S-15	SCR Materials
K. Littleton	B. Romine
ER Materials	NC Materials

SUBJECT: SR-???, MP ??? to ???, XL-????  
Project Name  
Signal Standard, Signal Bridge Standards, Luminaires, High Mast Luminaires, Timber Strain Poles, Steel Strain poles Types IV or V & Camera Pole Foundation Recommendations Request

Delete the foundation types that are not applicable to your project.

Fill in the information required for the foundation designs that you're requesting. Delete the foundation types that are not applicable to your project.

We are in the process of designing a Traffic Signal, Traffic Signal Bridge, Illumination System, High Mast Luminaire, Timber Strain Pole, Steel Strain pole Types IV or V and ITS Camera Pole installation in the vicinity of the intersection of SR ??? and 123456th Avenue in Your County, Washington. Fourteen 40 foot, Type III medium cutoff luminaires with 16 foot mast arms will be installed on the approach roadways to this intersection. One 50 foot, Type III medium cutoff luminaire with 16 foot mast arm will be installed on the NE corner of the intersection. One high mast luminaire with lowering device, 100 feet, with six luminaires with an effective projected area of xx square yards, One Type II (no luminaire) traffic signal with ?? long signal mast arm with ?? XYZ wind load will be installed on the SE corner of the intersection. One Type III traffic signal with ?? long signal mast arm with ?? XYZ wind load and 50 foot, Type III medium cutoff luminaire with 16 foot mast arm will be installed on the SW corner of the intersection. One Traffic Signal Bridge with ??? foot long beam. Signal Bridge Standard 1 with one 40 foot Type III medium cutoff luminaire with 16 foot mast arm on the SW corner, and Signal Bridge Standard 2 without luminaire on the NE corner will be installed. There will be one 50 foot camera pole, load Case 1 or Case 2, effective wind area ?? square feet, installed on the NW corner of the intersection. Please provide foundation recommendations for the traffic signal poles, Signal Bridge Standards, luminaires, High Mast Luminaires, Timber Strain Poles, Steel Strain Poles Types IV or V and camera poles associated with the subject project.

A vicinity map and a plan of the area are attached for your information. We have also attached plan sheet(s) showing the locations and types of the proposed traffic signal poles, traffic signal bridges, luminaires, High Mast Luminaires, Timber Strain Poles, Steel Strain Poles Types IV or V and camera poles.

The scheduled Ad date for this project is Month Day, Year.

If you have any questions please call Designer Name at ???-???-????.

Typist's Initials  
Placeholder  
Attachment:  
AttachmentPlaceholder

cc: ccPlaceholder

As the system designer, you must provide enough information for the Materials Engineer to determine where your structures will be constructed. Site plans with contours, alignments, and stationing are required. If new fill will be placed, roadway sections are strongly encouraged. Each structure should have its location identified by station and offset. Luminaire and camera pole heights must be identified. If you know the pole height is such that a standard foundation cannot be used, make note of that fact.