

Zack Stewart
Northern District Commissioner

Wayne O. Burkes
Central District Commissioner

Ronnie Shows
Southern District Commissioner



Kenneth I. Warren
Executive Director

~~James H. Kopf~~
Deputy Executive Director/
Chief Engineer

RECEIVED
MAR 16 1998

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March 6, 1998

ROADWAY DESIGN

MEMORANDUM

TO: District Engineers

FROM: Assistant Chief Engineer-Operations
Stephen L. McMahan

RE: Guidelines for City/County Welcome Signs
With Acknowledgement for Landscaping,
Maintenance, and Appearance Improvements

COPIES TO:
RAY WMB
JIM VINSON JW
TUCKER JDM
PHIL H. PHH
ORIG. BACK TO PICK

Attached is the revised guidelines for placement of "Welcome to City/County" signs by cities and counties on highway right-of-way. These guidelines have been expanded to include "Welcome to County" signs and signs acknowledging the name of the organizations, individuals, businesses or industries that furnish the landscaping and maintenance at the site.

The placement of these signs may be allowed through the standard MDOT permit process. The attached guidelines have been developed for regulating this process with the District Engineer issuing approval of permits.

Any questions of interpretation concerning these guidelines are to be reviewed by the State Maintenance Engineer. Any deviation from these guidelines must be approved by the Chief Engineer.

SLM/JDV/we
Attachment

- pc: Commissioner Burkes
- Commissioner Shows
- Commissioner Stewart
- Assistant Chief Engineer-Preconstruction
- Special Projects Administrator-Operations
- Special Projects Engineer
- State Maintenance Engineer
- State Traffic Engineer
- Central File (via 65-01, 62-01)



“WELCOME TO CITY/COUNTY” SIGN GUIDELINES

I. SIGN LOCATION

- A. If a suitable site cannot be found off right-of-way, then a site on right-of-way will be considered and width of structure and landscaping will be subject to available right-of-way.
- B. Sign should be located near city/county limits as dictated by terrain.
- C. Signs will not be allowed on interstate right-of-way or fully controlled right-of-way.
- D. Signs proposed on controlled access routes at uncontrolled exits or side roads will be considered on a case by case basis.
- E. The closest edge of a sign shall be at least 15 meters (fifty (50) feet) from the nearest edge of pavement and no closer than 1.5 meters (five (5) feet) from the right of way line except in curb and gutter sections.
- F. In curb and gutter sections with speed of 45 MPH or less, the minimum distance may be reduced to three (3) meters (ten (10) feet) behind the curb.
- G. Signs shall be located at a site where the cutting of trees can be kept to a minimum.
- H. Sign location shall be reviewed in the field by district personnel prior to approval.

II. SIGN MESSAGE

- A. Sign message shall be restricted to “Welcome to City/County Name” or “City/County Name Welcomes You” and an established city/county logo or slogan.
- B. No advertisements and/or other signs/message shall be attached to or in proximity of sign except as provided in Section V below.

III. SIGN STRUCTURE

- A. Sign architecture and design is the responsibility of permittee, but must be approved by MDOT.
- B. Sign may be lighted provided it does not adversely affect vision of motorists. Flashing or moving lights will not be allowed.
- C. All wiring shall be underground and in conduit.
- D. Floral plantings and/or shrubs may be permitted around the base of the sign structure, extending no more than 3 meters (ten (10) feet) from the nearest edge of base.

IV. SIGN MAINTENANCE

- A. Permittee shall perform perpetual maintenance of sign structure and landscaping to a level acceptable to MDOT.
- B. Permit shall perform the necessary maintenance to ensure visibility.
- C. Failure of the permittee to perform the required maintenance shall void the permit and the permittee shall remove the sign, sign structure, and landscaping as directed by MDOT. In the event the permittee does not remove the sign in a timely manner, MDOT reserves the right to remove the sign and invoice the permittee for cost of removal.

V. Signs for Acknowledging Landscaping, Maintenance and Appearance Improvements at "Welcome to City/County" Signs.

- A. Organizations, individuals, businesses, and industries will be permitted to install a sign acknowledging their effort for furnishing and maintaining landscaping and/or grounds at "Welcome to City/County" sites.
- B. The city/county has the responsibility for applying for the permit in the name of the city/county, using MDOT permit forms. Further, the city/county is responsible for approving the sponsor named on the sign. The changing of the sponsor will be the city/county's responsibility.
- C. Only one sign will be permitted at each "Welcome to City/County" location.
 - 1. The sign shall be no larger than 0.6 meters x 0.6 meters (24 inches x 24 inches) with white letters on blue background.

2. The top of the sign shall be installed no higher than 1.2 meters (4 feet) above the ground and shall not block the view of, nor shall it be located more than 3 meters (Ten (10) feet) from the "Welcome to City/County" sign and shall not conflict with requirements I (E) and I (F) above.
3. The message on the sign shall read "Maintained by (Sponsor's Name)" or "Sponsored by (Sponsor's Name)". (No logos, company colors or advertisement of any kind is permitted.)
4. The design and location of the sign shall be approved by the MDOT District Engineer.
5. The furnishing, installing and maintenance of these signs shall be at no cost to MDOT.

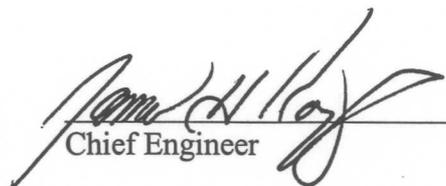
D. The landscaping, grounds, and other improvements and the sign shall be maintained and present a neat and well kept appearance.

VI. The District Engineer or designee has the responsibility for the implementation of this program. Questions of interpretation concerning these guidelines are to be discussed with the State Maintenance Engineer. Any deviation from these guidelines must be approved by the Chief Engineer. The District Engineer or designee shall advise the applicant of the disposition of their application.

Recommended Approval:

Approved:


State Maintenance Engineer


Chief Engineer


Assistant Chief Engineer-Operations