

October 1, 1993

**TRAFFIC ENGINEERING DIRECTIVE**

204

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**SUBJECT: PUBLIC SERVICE SIGNS**

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The purpose of this directive is to enumerate the Traffic Engineering Division policy on the installation of various PUBLIC SERVICE signs such as BIRD SANCTUARY, CIVIC SIGN RACKS, DRUG FREE SCHOOL ZONE, COMMUNITY SLOGAN, AND CHAMPIONSHIP SIGNS.

**BIRD SANCTUARY SIGNS**

The Department shall not assume responsibility for the fabrication, installation, maintenance or replacement of BIRD SANCTUARY signs. However, these signs may be installed on State highways if the following conditions are met:

1. The Bird Sanctuary must be a legally recorded sanctuary approved by a County Commission or City Council.
2. The sign location must not interfere with any signing installed by the Department, nor shall it limit the sight distance on the roadway, nor shall it interfere with traffic and maintenance operations.
3. Approval to install such signs shall be given by the Division of Highways through a written agreement or permit with the sponsoring organization.
4. The sign shall be fabricated and installed in accordance with current Traffic Engineering Division standards.
5. A supplemental panel with the name of the sponsoring organization may be mounted below and conform in color with the BIRD SANCTUARY sign.

**CIVIC SIGN RACKS**

These signs may be installed at county, city, or community boundaries to provide a forum by which the local community may list the various civic clubs, churches, and other non-commercial facilities within the area. The installation and maintenance of these devices are the responsibility of the county, city or civic club sponsoring the rack. The sponsoring agency also has the responsibility to determine what can be displayed on the sign.

**The Division of Highways responsibility is only to provide assistance in the location of the structure, preferably off the state right of way. If a location cannot be found off the right of way, a permit will be issued for the sign structure to be placed on state right of way, provided that the structure does not interfere with Division maintenance activities or create a hazard along the roadway. These structures will not be allowed on controlled access highways.**

**The structure can be fabricated from either three inch steel pipe or four by four inch treated posts. The minimum size of the structure is two feet high by four feet long while the maximum size is nine feet high by twelve feet long. The minimum height of the bottom of the structure is 7 feet where parking is allowed and 5 feet where parking is not allowed.**

### **DRUG FREE SCHOOL ZONES**

**Signs of this type may be installed on school property to alert people of the state law prohibiting drugs within a school zone. If it is necessary to install these signs on state highways, they can be installed provided that the following requirements are met:**

- 1. The signs shall be installed and maintained by the school or governmental agency sponsoring their placement. Approval to install such signs shall be given by the Division of Highways through a written agreement or permit.**
- 2. The signs shall be installed in accordance with Division of Highways' signing requirements and specifications.**
- 3. The signs shall not be installed on the same post as official Division of Highways signs.**

### **CERTIFIED BUSINESS LOCATION**

**Signs of this type shall be installed only when the identified area meets the minimum economic development guidelines established by the State. These signs shall be mounted underneath the BOUNDARY LINE sign. The size should be such that they match the width of the boundary sign and contain white legend on a green background. Additionally, they should be installed by the Division of Highways.**

### **CHAMPIONSHIP SIGNS**

**These signs may be manufactured by the Division of Highways and delivered to the respective school to honor the current achievement of the academic or sports team. Only two signs will be provided by the Division of Highways for any single championship. It is the responsibility of the school or local officials to install the signs. Preferably, the signs should be mounted on school property.**

## **COMMUNITY SLOGAN SIGNS**

**Signs of this type should be installed off the State right of way or on Civic Sign Racks that have been approved by written agreement or permit with the Division of Highways. These signs will not be allowed on controlled access highways.**

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**Ken F. Kobetsky, Director  
Traffic Engineering Division**