



LOUISIANA DEPARTMENT OF TRANSPORTATION & DEVELOPMENT
**REVIEW OF PERMIT REQUEST FORM FOR STREET NAME SIGNS, ADVANCE STREET
 NAME SIGNS & INTERSECTION WARNING SIGNS WITH LOCAL STREET NAME PLAQUES
 ON STATE RIGHT OF WAY**

LOCAL GOVERNMENT INFORMATION

Name _____

Mailing Address _____

City _____ State _____ Zip Code _____

DESIGNATED GOVERNMENT OFFICIAL CONTACT INFORMATION (OWNER)

(Submit Power of Attorney documentation stating this person has the authority to enter into a legally-binding agreement on behalf of the local government).

Name _____

Title _____

Phone _____ Fax _____

Email _____

DESIGNATED CONTACT INFORMATION (if different from above)

Name _____

Title _____

Phone _____ Fax _____

Email _____

LOCATION INFORMATION OF THE DEVICE (DOTD owned support or breakaway support)

City _____ Parish _____

Attach map with location identified

State Route _____ (_____)

Latitude _____ Longitude _____

State Route _____ (_____)

Latitude _____ Longitude _____

State Route _____ (_____)

Latitude _____ Longitude _____

State Route _____ (_____)

Latitude _____ Longitude _____

State Route _____ (_____)

Latitude _____ Longitude _____

State Route _____ (_____)

Latitude _____ Longitude _____ (If more than 6 locations, attach additional sheets.)

SELECT THE APPROPRIATE
DEVICE(S):

- Street Name Sign
 (only if attached to signal pole)
D3-1 or special
- Advance Street Name Sign
D3-2
- Intersection Warning Sign with Local
 Road Name Plaque
W16-8aP & W2-1 thru W2-8 or W3-1 thru W3-3
- Other _____

- Full signal maintenance agreement for
 lighted street name sign

General notes:

DOTD shall not fabricate, pay for, install or maintain Street Name signs on any roadway. The installation and maintenance of these street name signs as well as intersecting street name signs is the responsibility of the local governing body.

The local governing authority may install street name signs once a permit has been approved for the following situations:

- (1) On existing signal supports or LADOTD owned poles.
- (2) Overhead street name signs on signal supports if the local government has a full signal maintenance agreement with LADOTD and the poles can handle the wind loads.

No permit is required for local street name signs on break away supports within DOTD right-of-way.

See reverse side of this form for information on placement of sign on signal pole & lettering heights.

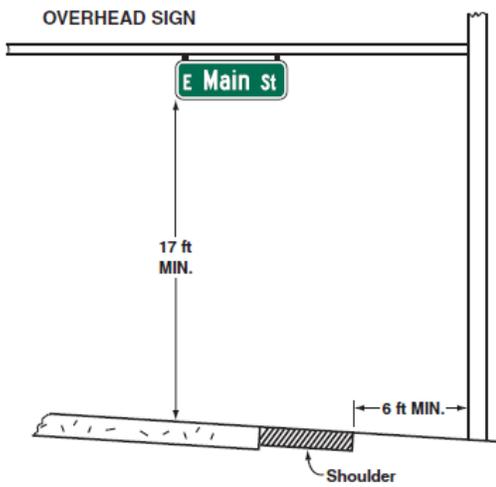
ATTACH THE FOLLOWING:

1. A map illustrating where the sign(s) will be placed
2. For all non MUTCD signs, attach shop drawings illustrating the size of sign, lettering height, font, legend and type of material (sheeting) to be used
3. Plans for breakaway support and appendages

I certify that the information contained herein is true, complete, and correct to the best of my knowledge. I understand that if any information contained herein is found to be falsified, this request and any permit issued based on this information shall be voided.

Signature of Owner _____ Date _____

Return Completed Form to the District Permit Specialist at the DOTD District Office where subject property is located.



Minimum Letter Heights on Street Name Signs

Type of Mounting	Type of Street or Highway	Speed Limit	Recommended Minimum Letter Height	
			Initial Upper-Case	Lower-Case
Overhead	All types	All speed limits	12 inches	9 inches
Post-mounted	Multi-lane	More than 40 mph	8 inches	6 inches
Post-mounted	Multi-lane	40 mph or less	6 inches	4.5 inches
Post-mounted	2-lane	All speed limits	6 inches*	4.5 inches*

* On local two-lane streets with speed limits of 25 mph or less, 4-inch initial upper-case letters with 3-inch lower-case letters may be used.

DEPARTMENT OF TRANSPORTATION & DEVELOPMENT USE ONLY

Date Request Received _____ Date Owner Contacted _____
 (Owner should be contacted within 14 business days of date request is received.)

District _____ Request Processed By _____ (District Permit Specialist)

District Personnel to Review

Comments:

 District Traffic Operations Engineer (Print & Initial) Date _____
 Phone # _____ email: _____

 Area Engineer (Print & Initial) Date _____
 Phone # _____ email: _____

Notification of Receipt Sent to Applicant by _____ **Date** _____
 (with or without comments or resubmission instructions)

Denial Letter Sent to Applicant by _____ **Date** _____