



LOUISIANA DEPARTMENT OF TRANSPORTATION & DEVELOPMENT
REVIEW OF PERMIT REQUEST FOR GUIDE SIGNS 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

Attach map with location identified along with approximate distance

City _____ Parish _____

State Route _____ (_____)

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

ATTACH THE FOLLOWING:

1. A map illustrating where the sign(s) will be placed
2. Unanimously passed resolution allowing sign
3. Shop drawings illustrating the size of sign, lettering height, font, color, legend type of material (sheeting) to be used and type of support

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 _____

**SELECT THE APPROPRIATE
 DEVICE(S):**

- Interstate Supplemental Guide Sign
 Non-Interstate Supplemental Guide

Conditions for Use:

1. The distance of the generator shall be no more than 5 road miles from the intersection of a state route unless it is a state park.
2. No trailblazing will be allowed except for state parks and state museums.
3. DOTD shall not place a sign in front of the facility.
4. Signs at the facility shall be in place prior to DOTD signing.
5. Verbiage of the facility shall match the official name (including what is on the facility sign and on the internet).
6. Only 3 supplements (both green and brown) shall be installed at an intersection.
7. Only 2 routes to get to the facility shall be signed.
8. If 2 facilities have similar names, then a common name with supplemental plaques shall be installed.
9. Prior to DOTD installing these signs, additional signing may be required on local streets.
10. The request for directional signs shall be in the form of a resolution unanimously passed by the governing authority making the request, and shall state the information which is to appear on the sign, the name and general location of the entity to which the public is to be directed, and the general location at which the sign is to be located.
 However, if the request is to sign for a state park or state museum, the request shall come on official letterhead from the Secretary of the Department. (No permit is required.)
11. See table on reverse side for locations that qualify for signing.

See Reverse Side of this form for sign design and qualifying locations.

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

Non-Interstate Highway Traffic Generator Criteria (Only facilities listed in chart will qualify for a sign.)

Classification	Criteria	Color	Sign Supplied By
Transportation Facilities	Provide 2 Scheduled movements (one way) per day, such as RR stations, bus stations & commercial airports.	Green	Permit
Educational Institutions & Non-Professional Sports facilities	<ol style="list-style-type: none"> 1. Post high-school institutions which own their facilities or have a long term lease (at least 10 years) having a minimum of 1,000 full time students or part-time students where everyday at least 500 students must attend a class located on the signed campus grounds. 2. State schools for special education such as Louisiana School for the Deaf & Louisiana School for the Visually Impaired. 3. Public or private schools or non-professional sports facilities that have a football stadium, soccer fields, baseball fields, track or gymnasium where at least 4 events are held each year at the signed campus with rival teams from out of town. 4. Public or private schools that host at least 4 educational competitions each year with at least 5 schools from out of town participating. 	Green	<ol style="list-style-type: none"> 1. Permit 2. DOTD 3. Permit 4. Permit
Correctional Institutions	Federal or state operated facilities such as correctional centers, youth camps or prisons	Green	DOTD
Health Care Facilities	<ol style="list-style-type: none"> 1. State or federally owned, operated and/or maintained medical facilities categorized as a primary or secondary care facility such as Earl K Long Medical Center or Alexandria VA Medical Center. 2. State or federally owned, operated and/or maintained mental health facilities such as Southeast Louisiana Hospital or Greenwell Springs Hospital. 	Green	DOTD
Large Traffic Generating Entertainment Areas	<ol style="list-style-type: none"> 1. Signing shall lead to parking areas. 2. Minimum of 500,000 attendees per year in facilities such as arenas, auditoriums, convention halls, stadiums, fairgrounds or racetracks. 	Green	Permit
Governmental Facilities	Any building complex housing a local, state or federal governmental agency that is open 8 hours a day for at least 5 days a week & has at least 12 public meetings per year or is open for public business such as military bases, courthouses, police stations, locations of the Department of Motor Vehicles or libraries.	Green	State Owned – DOTD Other – Permit
Parking Facilities	<ol style="list-style-type: none"> 1. Open to the public 2. Located no more than 4 blocks off the marked route 3. Minimum of 400 parking spaces 	Green	Permit
Recreational Facilities <i>(Signs shall lead only to the headquarters buildings for National Parks & National Forests.)</i>	<ol style="list-style-type: none"> 1. Open to the public at least 8 months out of the year. 2. Governmentally owned such as wildlife management or refuge areas, national forests or parks, state parks, lakes, beaches or dams. 	Brown	State & Federally Owned – DOTD Other – Permit
Historical Facilities, State or Federally Owned	<ol style="list-style-type: none"> 1. Open to the public for 8 hours a day for at least 5 days a week with advertised hours of operation (if seasonal – open for at least 8 months). 2. At least 1000 visitors per year. 	Brown	DOTD
National Cemeteries, State or Federal Historical Sites	<ol style="list-style-type: none"> 1. Open to the public. 2. If a historical site, then shall be on historical registry. 	Brown	DOTD

Note: If a facility is not on this list, they should apply for Tourist Oriented Directional Signs (TODS).

Guide Sign Design:

The guide signs are standard highway signs and shall be designed as follows:

1. The signs shall be made with background reflective sheeting in the color specified in Figure 2D.6.1. The primary legend in white reflective sheeting in a standard font.
2. Signs within the clear zone shall be installed on breakaway posts or shall be installed behind existing guardrail. Breakaway posts shall be AASHTO approved.
3. The signs shall contain no commercial advertising or sponsorship.
4. Minimum letter heights for capital and lower case letters for the primary message are:
 - a. two lane roadways – 4 to 6 inch lettering spaced 3 inches apart
 - b. multilane roadways, 45 mph or less - 4 to 6 inch lettering spaced 3 inches apart
 - c. multilane roadways, 50 mph or greater – 6 to 8 inch lettering spaced 4.5 inches apart
 - d. control of access roadways – 8 to 13 inch lettering spaced 4.5 inches apart

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: _____

Date Traffic Engineering Management Section Received

Headquarter Personnel to Review

Traffic Engineering Management Administrator (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** _____