

Memorial Highway Sign Process

Legislature

- Passes Act to memorialize state route and directs DOTD to erect signs once a payment is received.


DOTD Legislative Liason

- Notifies Traffic Engineering Managment (TEM) and Districts of passed Acts.

Traffic Engineering Management (TEM)

- Approves size and number of signs
- Sends list to Chief Maintenance Engineer and Traffic Services

3rd Party Payment

- Submits payment to DOTD
- Mails to 
- Writes check out to DOTD

DOTD Annex Building
ATTN: Chief Maintenance Engineer
1212 East Highway
Baton Rouge, LA 70802

Chief Maintenance Engineer

- Logs payment
- Authorizes Traffic Services to begin fabrication
- Routes payment to HQ Financial Services

Traffic Services

- Fabricates signs
- Installs Interstate signs
- Notifies District when non-interstate signs are ready for pickup

District

- Picks up signs from Traffic Services
- Installs signs
- Notifies legislator and DOTD HQ upon installation