



**PERMIT REQUEST FORM FOR
GATEWAY/ROUNDBOUT ENHANCEMENTS 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 _____

State Route _____ (_____)

Latitude _____ Longitude _____

State Route _____ (_____)

Latitude _____ Longitude _____

State Route _____ (_____)

Latitude _____ Longitude _____

State Route _____ (_____)

Latitude _____ Longitude _____

ATTACH THE FOLLOWING:

1. A map illustrating where the signs will be placed
2. If incorporated, a legal copy of the limits of corporation showing the city or town limits
3. If not incorporated, a signed document by the parish government agreeing to the sign placements at the boundaries
4. Shop drawings illustrating the size of sign, lettering height, font, legend, type of material (sheeting) to be used and type of support
5. A landscaping plan, along with signed [DOTD Vegetation Supplement](#), if there are any changes to existing ground
6. A lighting and electrical plan, along with signed [DOTD Certification for Permit Lighting Supplement](#), if lighting or electrical is used.

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 _____

General Notes for Gateway Signs:

-Only local governments will be permitted to install and maintain gateways in accordance with the provision of the Gateway Sign Permit form. All costs associated with the installation and maintenance of permitted signs shall be borne by the local government.

-Signs to be placed within the control of access of the Interstate shall require approval of the FHWA prior to final permit approval.

-Applications for a Gateway Sign permit may be sent to the District Office to which the requested sign would belong.

1. A Gateway Sign permit must be signed by an official of the local government requesting the sign.
2. The signs shall be installed on a breakaway support.
3. The following must be attached to the request:
 - a. A map illustrating where the signs will be placed
 - b. If incorporated: A legal copy of the limits of corporation showing the city or town limits
 - c. If not incorporated: A signed document by the parish government agreeing to the sign placements at the boundaries
 - d. Shop drawings illustrating the size of sign, lettering height, font, legend, and type of material (sheeting) to be used
 - e. Lighting and electrical plan if applicable
 - f. Landscaping plan if applicable

Signs installed with gateways are not standard highway signs but may contain messages and shall be designed as follows:

1. Legends shall be made with white reflective sheeting or illuminated by appropriately placed spotlights or streetlights. Legends, which are illuminated, may be any color.
2. Gateways should be placed outside of the clear zone. If not possible, the gateway signs within the clear zone shall be installed on breakaway supports or shall be installed behind existing guardrail. Breakaway posts shall be AASHTO approved.
3. Gateways shall contain no commercial advertising.
4. Minimum letter heights for capital and lowercase letters are:
 - a. two lane roadways - 4 inch lettering spaced 3 inches apart
 - b. multilane roadways, 45 mph or less - 4 inch lettering spaced 3 inches apart
 - c. multilane roadways, 50 mph or greater - 6 inch lettering spaced 4.5 inches apart
 - d. control of access roadways - 13 inch lettering spaced 4.5 inches apart

Location and Placement:

Gateways are to be placed at the official corporate limits or as close as possible. Un-incorporated communities shall have a letter of concurrence from the parish government concurring with the name and location of the signs. Location of each sign shall be shown on the permit form.

If Gateway Sign is Within Control of Access:

- Incorporated government
- Population of $\geq 10,000$ residents
- Approval by FHWA (to be obtained by DOTD)

Sponsorship Signs for Roundabout Landscaping:

The Roundabout Landscaping Sponsorship signs shall only be placed in an area within the center island of the roundabout behind the truck apron curb. The sign shall be mounted as an independent sign assembly that is 2 feet above ground.

1. The signs shall be made with blue background reflective sheeting with the primary legend in white reflective sheeting.
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. Letters are capitalized in 2 inch Clearview Hwy-2-W font.

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

DEPARTMENT OF TRANSPORTATION & DEVELOPMENT USE ONLY

Date Request Received _____ Date Owner Contacted _____

(Owner shall be contacted within 14 business days of date request is received.)

District _____ Request Processed By _____ (District Permit Specialist)

District Personnel Review

Comments:

District Traffic Operations Engineer (Print & Initial) Date

Phone # _____ email: _____

Design 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: _____

FHWA Approval (if on Control of Access) (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 _____