

APPLICATION FOR PERMIT
TO INSTALL TEMPORARY DIRECTIONAL SIGN(S)
ON HIGHWAY RIGHT-OF-WAY
DURING IMPROVEMENT PROJECT

APPLICANT:	
ADDRESS:	
PHONE:	
TYPE OF BUSINESS / ACTIVITY:	
SIGN LOCATION(S): (number and placement to be coordinated with Project Engineer)	
On what highway?	At or approaching intersection with?
1) On:	At:
2) On:	At:
3) On:	At:
4) On:	At:
5) On:	At:
6) On:	At:
Remarks:	

I apply for permission to install and maintain temporary directional signs at the locations listed and in conformance with the guidelines attached to this application. I agree to comply with these guidelines and will remove all signs upon completion of the project, or when directed by the project engineer.

Applicant signature

Approved by: _____
Project Manager

Maintaining authority (if not WisDOT)

Project I.D.: _____

A copy of this permit must be sent or faxed (608-246-5383) to District One traffic section, attn: Barb Gassen, after approval by the project manager.

GUIDELINES FOR INSTALLATION OF SPECIAL DIRECTIONAL SIGNS ON IMPROVEMENT PROJECTS

Whenever a traffic generator (normally a commercial business) is affected by an improvement project, the WisDOT may allow the placement of temporary directional signs in the highway right-of-way at locations approved and documented by the Project Manager.

The following guidelines will apply:

1. The signs will not obstruct the view of, or interfere with official traffic control devices such as signs and barricades, or obstruct the view of drivers entering or traveling on the highway. Signs shall be placed to allow at least 6 feet of clearance from edge of shoulder to edge of sign, or at least 2 feet from back of curb to edge of sign (per MUTCD 2A.19).
2. Where several neighboring businesses are affected, every effort shall be made to identify these businesses on common signs. In the interest of legibility and not creating undue distraction to drivers, it may be necessary to identify businesses by their general location, e.g., "Main Street Businesses", "Downtown Businesses", or "City Business District", rather than by individual business names. No one sign may be larger than 4' x 8'.
3. If access to the business(s) will be through the closed portion of the highway under construction, one directional sign at the beginning of the detour, at each end, will be allowed. Additional "trailblazers" may be necessary to guide traffic along the closed portion of the road, as approved by the Project Engineer.
4. If access to the business(s) will be via a road connecting the detour route to the closed portion of the highway, one sign will be allowed in each direction on the detour at the point where a motorist must leave the detour. Additional "trailblazers" may be necessary to guide traffic along the local road system after leaving the detour route. These signs must be approved by the Project Engineer AND the local road's maintaining authority.
5. For uniformity and readability, the lettering shall be black block style letters, approximately 4" high, on a white background. Red, orange, fluorescent lime green or other colors will not be allowed.
6. Sign supports shall be of breakaway materials, i.e., 4" x 4" wood posts, or smaller, as appropriate to the size and weight of the sign. It is the responsibility of the sign installer to contact Diggers' Hotline at 1-800-242-8511. Signs may also be placed on a type I, II, or III barricade, but not on those that are part of the official improvement project traffic control.

The Project Leader will coordinate the design and placement of the signs with the owner, and the Project Manager will grant or deny approval. All approved signs, their design and locations, will be documented on the permit form attached to these guidelines. A copy of the permit shall be sent or faxed to District One Traffic, attn: Barb Gassen, and the maintaining authority in the case of local roads. The approved signs will be erected and removed at the expense of the applicant. Signs not removed within 48 hours of notification to do so will be removed and the cost billed to the permittee. The Project Leader is responsible for seeing that all signs are removed at the completion of the project.

No privately erected signs will be allowed on freeways. Any directional signs on freeways will be erected by contractor or state forces, and only with the approval of the District Traffic Engineer.