

# SIGNS

Presented by: Division of Rural Services



# SIGNS OVERVIEW



**Regulations**

**Standards**

**Request Form**

**Procedures**

**Maintenance**

# SIGN REGULATIONS



Traffic signs (speed limits, stop, and yield signs to name a few) are not enforceable by troopers unless approved by the municipal "authority".



# SIGN REGULATIONS



**Who regulates road signs? Who is the “authority”?**

- **Local – per FNSB Code 12.02.010; all traffic signs require approval by the Director of Public Works**
- **State – the Alaska Traffic Manual**
- **Federal – the Manual of Uniform Traffic Control Devices (MUTCD)**

# SIGN REGULATIONS



**FNSB is required by state and federal mandates to track signs and monitor the retroreflectivity.**  
(per MUTCD and Alaska Traffic Manual)

# SIGN REGULATIONS



**How does FNSB plan to track/monitor signs?**

- **Asset management software specializing in roadside signs was implemented in 2015**
- **Existing Signs - update sign inventory within the Service Areas this summer**
- **New Signs - use of sign request forms, Capital Projects substantial completion reports, and new subdivision substantial completion reports**

# SIGN STANDARDS



- **Ensure signs are used as intended, and signs are placed at proper height, offset, and are visible to drivers**
- **Provide proper placement along roadsides**
- **Ensure signs have proper retroreflectivity**

# SIGN REQUEST FORM

## REPLACEMENT SIGN

## OR

## NEW SIGN

**Complete Part 1**

**For ALL Requests**

### Sign Requests Instructions



#### All Requests

- 1) Check the box for replacement or new installation of sign. Please do **not** combine replacement signs and new signs on the same form.
- 2) Provide Service Area, Date of request and Location information (Include a copy of service area map with location marked if difficult to describe).
- 3) Complete **Part 1**(for all requests):
  - a. Mark sign type from legend below.
  - b. Fill in description, when needed (such as "street name", "Stop sign", and definitely what "other" is).
  - c. Is a new post needed?
- 4) Sign and print name.

#### New Signs

- 5) Complete **Part 2**:
  - a. Include a brief reason for the request.
  - b. Attach or reference meeting minutes, if applicable.

#### Legend for Sign Types:

<u>Type</u>	<u>Sign</u>
1	Street Name
2	Stop
3	Yield
4	Speed Limit
5	Dead End
6	No Outlet
7	Turn Warning
8	Turn Warning with Speed Advisory
9	Other

# SIGN REQUEST FORM

## REPLACEMENT SIGN

### Legend for Sign Types:

<u>Type</u>	<u>Sign</u>
1	Street Name
2	Stop
3	Yield
4	Speed Limit
5	Dead End
6	No Outlet
7	Turn Warning
8	Turn Warning with Speed Advisory
9	Other



### RSA REQUEST FOR SIGNS

Return this signed form to Rural Services



This is a request to replace existing signs (Complete PART 1 ONLY)

This is a request for new signs (Complete PARTS 1 AND 2)

Service Area: ABC Service Area

Date: April 20, 2016

Location: Palm Road & Ocean View Drive

#### PART 1:

<u>TYPE</u>	<u>SIGN DESCRIPTION</u>
<u>1</u>	<u>the intersection of Palm Road &amp; Ocean View Drive</u>
<u>2</u>	<u>STOP sign for corner of Palm Road</u>
<u> </u>	<u> </u>
<u> </u>	<u> </u>

#### PART 2:

REASON FOR REQUEST

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Commissioner Signature: \_\_\_\_\_

Commissioner Name (Print): \_\_\_\_\_

# SIGN REQUEST FORM

**OR**  
**NEW SIGN**

## Legend for Sign Types:

<u>Type</u>	<u>Sign</u>
1	Street Name
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**RSA REQUEST FOR SIGNS**  
Return this signed form to Rural Services

This is a request to replace existing signs (Complete PART 1 ONLY)

This is a request for new signs (Complete PARTS 1 AND 2)

Service Area: ABC Service Area

Date: April 20, 2016

Location: Palm Road & Ocean View Drive

**PART 1:**

<u>TYPE</u>	<u>SIGN DESCRIPTION</u>
<u>2</u>	<u>STOP sign at the corner of Ocean View intersection</u>
_____	_____
_____	_____
_____	_____

**PART 2:**

<u>REASON FOR REQUEST</u>
<u>The Commission believes this intersection should be controlled</u>
_____
_____
_____

Commissioner Signature: \_\_\_\_\_

Commissioner Name (Print): \_\_\_\_\_

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# SIGN PROCEDURES



## Replacing an existing traffic sign:

- **Service area commissioner must complete a sign request form requesting the replacement**
- **Rural services will review the request and perform a field visit**
- **After the request is verified a work order will be sent to the sign contractor for installation**

# SIGN PROCEDURES



## **Add/Change an existing traffic sign:**

- **Rural Services recommends the commission hold a public meeting to discuss a major change (i.e. speed limit change)**
- **Service area commission must complete a sign request form requesting the new sign (with meeting minutes)**
- **Rural services will review the request and perform a field visit**

# SIGN PROCEDURES



## **Add/Change an existing traffic sign:** *(continued)*

- **An engineering review and recommendation will be conducted**
- **The recommendation is forwarded to Public Works for approval**
- **If approved, a work order will be sent to the sign contractor for installation**

# SIGN MAINTENANCE



- **If a commissioner notices a sign that is damaged, missing or worn please submit a sign request form for replacement**

# SIGN MAINTENANCE



## Winter sign maintenance:

- **Ensure the contractor avoids stockpiling snow near/around signs to hinder visibility**

# SIGN MAINTENANCE



## **Roadside brushing helps ensure the signs visibility to drivers**

- **Recommend 10 feet off the shoulder or to property line whichever is less**
- **Good sign visibility in the winter does not equal good sign visibility in the summer**

# Questions



THANK YOU!! for being  
here, and for your  
dedication to the  
Service Area

