



PUBLIC WORKS DEPARTMENT

STANDARD OPERATING PROCEDURE

Date: November 2019
To: All Staff
From: Public Works Director/Planning and Building Director
Re: SOP 100-14: Way Finding Signage within Public Right of Way

Purpose

The purpose of this Standard Operating Procedure (SOP) is to provide guidance for the installation of new, or replacement of existing way finding or other guide signs in the public right-of-way. Signs outside of the right-of-way may require approvals from Planning and Zoning or Building Safety and are not covered in this SOP.

Policy

1. Anyone wishing to install a sign in the ROW must obtain approvals from the Planning and Zoning and Public Works Departments prior to the installation of any signs. This includes all new signs as well as replacement of existing signs.
2. Contact Planning and Zoning to determine whether your proposed sign will be allowed, and if so, what the approval process will include. Your process may involve submittal directly to Planning and Zoning with routing to Public Works, or it may not require Planning and Zoning review at all. Planning and Zoning staff are the best resource for determining what your process will be.
3. The Applicant shall provide a map showing the location of the proposed sign and cut sheets of the proposed sign. The cut sheet shall include, at a minimum: the overall sign size; all text and/or graphics with detailed dimensions; font type; and colors.
4. Public Works shall review and field check the proposed location and dimensions to ensure they are appropriate for the location specified.
5. Upon approval of Planning and Zoning and Public Works for the installation of the sign, the Applicant must obtain a right-of-way permit prior to the installation of the sign. The right-of-way permit will outline any conditions on the installation such as the duration the sign will be in place, maintenance responsibilities for the sign, etc.
6. Prior to installation of the sign, a BlueStake shall be completed. If there are any conflicts that will require significant relocation of the sign the Applicant shall contact Planning and Zoning and Public Works and provide a revised location plan.
7. Any signs placed within the right-of-way without prior approval as outlined above shall be removed immediately by the applicant upon notification from Public Works. If sign is not removed by applicant within 24 hours of notification, Public Works may remove and charge the applicant a minimum of \$150 for the removal of each sign per Section 3.10.140.A of the Town Code.