



## PUBLIC WORKS DEPARTMENT

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# STANDARD OPERATING PROCEDURE

**Date:** November 2019  
**To:** All Public Works Staff  
**From:** Public Works Director  
**Re:** SOP 100-18: Traffic, Street Name, and Community Wayfinding Signs and Supports.

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### Purpose

The purpose of this SOP is to provide guidance for the design, material, construction, and installation of traffic control signs, street name signs, and community wayfinding signs and sign supports maintained by Public Works within the public right of way.

### Policy

1. The design, construction, materials and installation of traffic control signs, street name signs, and community wayfinding signs and installations thereof shall conform to the most recent editions of the following documents: the Manual on Uniform Traffic Control Devices (MUTCD); the Pima County Department of Transportation/City of Tucson (PCDOT/COT) Signing Manual; Arizona Department of Transportation Traffic (ADOT) Engineering Policies, Guidelines, and Procedures; Pima Association of Governments (PAG) Standard Specifications for Public Improvement; and this Standard Operating Procedure.
2. Sign panels: Flat sheet aluminum sign panels shall comply with PAG Standard Specification 608-2.02. Additionally, all street name signs and signs 16 square feet (48" x 48") or larger shall be 0.125-inch thick 3105-H26, 5052-H36, or 5052-H38 aluminum alloy. Sign panels smaller than 16 square feet other than street name signs may be 0.080-inch thick 3105-H26, 5052-H36, or 5052-H38 aluminum alloy.
3. Retroreflective sheeting: Signs shall comply with PAG Standard Specification 608 and;
  - a. ATSM Type XI sheeting shall be used for all warning signs, post-mounted street name signs, overhead signs, and STOP and YIELD signs.
  - b. ATSM Type IV sheeting shall be used for all other signs.
  - c. Warning signs shall be Fluorescent Yellow sheeting.
  - d. School signs shall be Fluorescent Yellow-Green.
  - e. Street name signs shall be green, brown, or blue.
4. Street name sign legends shall comply with the MUTCD section 2D.43.
  - a. Street names shall be lower-case letters with initial upper-case letters.
  - b. Street name sign legends shall be white.
  - c. Letter sizes shall be as specified in MUTCD Table 2D-2.
  - d. The minimum height for and upper-case letter shall be 6 inches.
  - e. The minimum height for lower-case letters shall be 4.5 inches.
5. Sign supports: Any device that is used to display a traffic sign is known as a sign support. Sign supports shall comply with the latest edition of the Pima County Department of Transportation/City of Tucson (PCDOT/COT) Signing Manual and be of a breakaway or yielding type meeting the crashworthiness criteria of National Cooperative Highway Research Program (NCHRP) Report 350 or the American Association of State Highway and Transportation Officials (AASHTO) Manual for Assessing Hardware (MASH) criteria.



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All new or replacement sign supports shall be a single 2" perforated galvanized square tube post mounted in an approved concrete foundation; an approved slip base assembly when called for on the plans and approved by the Town; or U-channel buried directly into the ground or strapped to a median island pole. U-channel supports shall be used only for temporary sign supports and supports strapped to median island pedestrian poles.

6. Painting of signs and supports: The Town will install unpainted galvanized steel sign supports for all new and replacement installations. Neighborhood Associations may paint sign supports and the unfinished aluminum side of signs in approved colors. The Neighborhood Association shall be responsible for the ongoing maintenance of paint on signs and sign supports.
7. Decorative bases and finials. Neighborhood Associations that wish to install and maintain approved decorative bases and/or finials on sign supports other than traffic signal or street light poles may do so at their own expense. Documentation that the decorative elements do not affect the performance of breakaway or yielding sign supports and will not become a dangerous projectile when struck by a vehicle is required prior to installation on Town property or within the public right of way.