

## **Policy on Erection of Supplemental Signs and Traffic Control Devices on County Roads (Sample)**

This policy serves as a supplement to the *Manual on Uniform Traffic Control Devices (MUTCD)*, which as stated in Section 321.252 of the Code of Iowa, is the official sign manual of the state for placement of signs either not contained in the manual or not required by the manual. Examples of signs in the category are: Children at Play, Farm Machinery, Trucks Entering Highway, and historic and park signs as requested by other departments, public agencies, and members of the public. Speed limit signs, STOP and YIELD signs, and other warning signs on county roads are not covered under this policy but are covered by the warrants in the *MUTCD*. This document outlines county policy for placement of supplemental signs and defines who will pay for the signs, posts, and installation of each sign.

### **School Bus Signs**

School signs are divided into two categories: signs related to school buses and school warning signs. The installation of both types of signs is not required by the *MUTCD*, and it is not the policy of the secondary road department to place these signs at department expense. Signs of these types are placed at the request of the schools under the terms of this policy.

Two types of signs fall into the category of school bus signs: the School Bus Stop Ahead sign and the school bus turnaround sign. Both signs are designed as warning signs by the *MUTCD*, although they warn of conditions that are not always present throughout the day or year. These signs may be placed at the request of the school district. Any requests for the placement of these signs must come through the school bus superintendent or the superintendent of the school district. Requests from residents of the county or school district will be directed to the school.

Upon receipt of a request from the school bus superintendent or the superintendent of schools, the engineer or maintenance staff will review the location for the adequacy of available sight distance according to the *MUTCD*. The determination of adequate sight distance will be based on whether or not sight distance in advance of the location in question exceeds the values shown in the High Judgement Conditions column of Table 2C-4, "Advance Warning Sign Placement Distances," of the *MUTCD*. The speed selected for the determination of adequate sight distance will be based upon the legal speed limit of the road, unless there are circumstances present that lead the engineer or maintenance staff to believe that the speed is significantly higher or lower than posted. If the location has less than optimum sight distance, the county will install a sign at the appropriate distance ahead of the school bus stop or turnaround. The school district will pay for the sign if the school district does not already have one in stock with the county, and the county will provide the post, labor, and equipment to erect the sign at no cost to the school.

If the location has adequate sight distance for the speed limit of the road, the engineer will recommend that the sign not be placed. If the school insists that a sign be placed at the location against the recommendation of the engineer, the school will be responsible for all cost associated with the installation including sign, post, labor, and equipment costs.

Signs no longer needed will be removed upon request of the school district and stored in the sign shed for future use of the district. The school district will be reminded annually to review the need for these signs.

## **Children at Play and Related Signs**

Children at Play, Horses on the Highway, and other similar warning signs requested by county residents will be installed by the county sign crew after review of need. Signs will be placed at the appropriate advance distance for the posted speed limit according to *MUTCD* Table II-1, “Advance Warning Sign Placement Distances.”

The cost of the sign and post shall be paid by the resident or other party making the request for the sign. The county will provide the equipment and labor to install the sign at no cost to the party making the request. The county will install the sign at its earliest convenience and periodically review the continued need.

All sign installations will be done by a county crew. Signs installed by others will be removed. Private property owners may not install signs on county right of ways. Replacement of faded or vandalized signs is the responsibility of the party originally requesting the sign. The county will place a replacement sign on the existing post or replace a failed or damaged post but will not replace the sign. If the party requesting the sign is not willing to pay for a new sign, the sign will be removed. Signs that are no longer needed and are removed become the property of the county.

## **Farm Machinery and Trucks Entering Highway**

Farm Machinery, Trucks Entering Highway, and other similar warning signs requested by county residents will be installed by the county sign crew after review of need. Signs will be placed at the appropriate advance distance for the posted speed limit according to *MUTCD* Table 2C-4, “Advance Warning Sign Placement Distances.”

The cost of the sign and post shall be paid by the resident or other party making the request for the sign. The county will provide the equipment and labor to install the sign at no cost to the party making the request. The county will install the sign at its earliest convenience and periodically review the continued need. If the resident so requests, an advisory speed plate may also be installed with the warning sign. The appropriate advisory speed will be established based on a survey of the location by engineering staff and a determination of stopping sight distance by the county engineer.

All sign installations will be done by a county crew. Signs installed by others will be removed. Private property owners may not install signs on county right of ways. Replacement of faded or vandalized sign faces is the responsibility of the party originally requesting the sign. The county will place a replacement sign on the existing post or replace a failed or damaged post but will not replace the sign. If the party requesting the sign is not willing to pay for a new sign, the sign will be removed. Signs that are no longer needed and are removed become the property of the county.

## **Historical Markers**

Upon request, the secondary road department will erect signs guiding traffic to historical markers and sites. This will be done at the request of the county or state Historical Society, a community, or a public service organization. Signs requested by one of these parties must meet the guidelines of the *MUTCD*. The requesting party will be liable for the cost of the post and the sign. The county will install the sign appropriate for the site at no cost, after consultation with the party requesting the sign.

Replacement of faded or vandalized sign faces is the responsibility of the party originally requesting the sign. The county will place a new sign on the existing post or replace a failed or damaged post but will not replace the sign. If the party requesting the sign is not willing to pay for a new sign, the sign will be removed. The sign will remain the property of the party requesting the sign and will be returned to the organization.

### **Park Signs**

Park signs guiding traffic to city, county, and state parks and recreation areas may be placed within county right of ways. These signs will be placed at the request of the county conservation commission, the Iowa Department of Natural Resources, or an incorporated city within the county. Signs requested by one of these parties must meet the guidelines of the *MUTCD*.

The party making the request will be liable for the cost of the post and the sign. The county will install the sign appropriate for the site at no cost, after consultation with the party requesting the sign.

Replacement of faded or vandalized sign faces is the responsibility of the party originally requesting the sign. The county will place a replacement sign on the existing post or replace a failed or damaged post but will not replace the sign. If the party requesting the sign is not willing to pay for a new sign, the sign will be removed. The sign will remain the property of the party requesting the sign and will be returned to the organization.

### **Commercial Enterprise Signs**

New commercial enterprise signs, that is, signs that guide highway traffic to privately owned restaurants, small businesses, campgrounds, activities, services, shops, or stores, will not be placed within county right of ways, effective January 1, 2000. Signs placed before that date will be allowed to remain as long as the sign faces are legible. The signs may be replaced when they reach the end of their service life at the option of the party originally placing the request for the sign.

This supplemental signing policy has been reviewed and approved by the board of supervisors this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

Approved:

\_\_\_\_\_  
Chair, Board of Supervisors

Recommended:

\_\_\_\_\_  
County Engineer

Attest:

\_\_\_\_\_  
County Auditor