

**GUIDE SIGNING
PRACTICES
AND PROCEDURES**

Colorado Department of Transportation
July 1996

RESOLUTION

WHEREAS, section 42-3-104, C.R.S., requires the Department of Transportation adopt a manual and specifications for a uniform system of traffic control that conforms to the system set forth in the most recent edition of the federal "Manual on Uniform Traffic Control Devices" (**MUTCD**); and

WHEREAS, the Transportation Commission adopted by Resolution Number 2128-D dated September 22, 1989, the 1988 Edition of the **MUTCD**, which contains the standards and guidelines for highway signing that may be used in Colorado; and

WHEREAS, the **MUTCD** allows each state the discretion to select messages to be used on guide signs, supplemental guide signs, and other informational signs of interest to the traveling public; and

WHEREAS, the proper selection of information to be presented on such signs is important to the safe and efficient use of the highway system, and can also enhance the economic vitality of our state and help the traveling public discover its many cultural and recreational opportunities; and

WHEREAS, the Transportation Commission adopted by Resolution No. TC-401 dated October 19, 1995, the "Interim Guide Signing Practices and Procedures" manual and an updated and revised Policy Directive 1500.0 "Guide Sign Policy"; and

WHEREAS, the Transportation Commission desires to update these existing signing policies to provide a consistent and more flexible policy to accommodate signing requests both in accord with the **MUTCD** and to meet changing public needs and expectations; and

WHEREAS, Department of Transportation staff has revised and updated certain sections of the "Interim Guide Signing Practices and Procedures" manual, principally those dealing with directional signs for cities, and has consolidated them into a document titled "Guide Signing Practices and Procedures" dated July, 1996; and

WHEREAS, a revised and updated policy directive 1500.0 titled "Guide Sign Policy" has been drafted to provide guidance for the Department to utilize the "Guide Signing Practices and Procedures" manual.

NOW, THEREFORE, BE IT RESOLVED, that pursuant to the authority of section 43-1-106(8), C.R.S., the Transportation Commission does hereby adopt the "Guide Signing Practices and Procedures" manual dated July, 1996, superseding the "Interim Guide Signing Practices and Procedures" manual dated October, 1995, as the method for the Department of Transportation to provide such signs.

Transportation Commission Resolution No. TC-470; July 18, 1996

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INTRODUCTION

Of the many programs administered by the Colorado Department of Transportation (CDOT), one of the most visible but least understood is the area of highway guide signing. "Guide" signs are those official signs, manufactured and installed by CDOT and others, which give information about and direction to many different types of services and destinations. Examples include not only the commonly observed signs for ***GAS, FOOD, LODGING, MUSEUM, TOURIST INFORMATION***, and so on but also specific destination names like ***ROCKY MOUNTAIN NATIONAL PARK, COLORADO SCHOOL OF AHEAD, LOVELAND Ski Area***, and ***FRONT RANGE AIRPORT***.

As a public agency, CDOT plays a major role in ensuring the economic vitality of our State and supports economic development in a variety of ways. We certainly recognize that local governments and individual businesses place a high value on guide signing; at the same time, motorists' needs and their ability to assimilate information while engaged in the already complicated driving task must be considered. Cost of the signs is another issue, as is the matter of controlling sign "pollution". Annually, CDOT receives hundreds of requests for highway signing from individual citizens, citizen groups and associations, businesses, local governments and elected officials. Given the magnitude and wide variety of these requests it is imperative that policies and procedures be developed to ensure that economic development is supported to the extent possible by providing motorists with necessary directional information in a consistent, understandable format. Most importantly, the policies and procedures must ensure that each request for highway signs is considered in a fair and equitable manner. The following information provides an outline of CDOT's policies and practices related to the more common types of signing requests received by the Department. The reader will note that some of these signing areas "overlap"; this overlap offers (in some cases) options for addressing a particular sign request.

The Manual on Uniform Traffic Control Devices (MUTCD), published by the Federal Highway Administration, is the national standard for the design and installation of traffic control devices (signs, signals and pavement markings) on all roads open to public travel. The principal purpose of such a national standard is to help ensure the safety of travelers by providing for the orderly and predictable movement of traffic throughout the national highway transportation system, and to provide such guidance, regulation, warnings and information as are needed for that purpose. Colorado State law (C.R.S. 42-4-104) requires that CDOT provide traffic control devices in accordance with the provisions of the **MUTCD**. While the **MUTCD** contains rather specific criteria for the design and application of most traffic control devices, it provides only general design and location criteria for most guide signs and allows the states to develop individual policies for guide signs to meet local needs. The **MUTCD** does state that no sign may contain any advertising or commercial message; this requirement is consistent with both State and federal outdoor advertising laws (exceptions are contained in the "Specific Business Information Signs" and "Tourist-Oriented Directional Signs" Programs; information and copies of the rules and regulations pertaining to these programs are available from CDOT).

INTRODUCTION (CONTINUED)

To aid the states in the development of individual guide sign policies, an industry group known as the American Association of State Highway and Transportation Officials (AASHTO) developed and published a document entitled *Guidelines for the Selection of Supplemental Guide Signs for Traffic Generators Adjacent to Freeways I Guidelines for Airport Signing* (1993). Colorado was represented on the AASHTO group that developed the Guidelines. The specific policies that follow are for the most part consistent with the recommendations contained in the Guidelines. In some cases the attendance and/or distance criteria contained in Colorado's policies are less restrictive than recommended in the *Guidelines*; in no case do the requirements for signing exceed those contained in the AASHTO *Guidelines*. Other criteria used to develop CDOT sign policies include the provisions of both State and federal outdoor advertising laws and consideration of the signing policies of other States.

General questions, comments and observations regarding CDOT guide sign policies and practices should be referred to:

Transportation Safety and Traffic Engineering Branch
Colorado Department of Transportation
4201 E. Arkansas Avenue, Room 172
Denver, Colorado 80222 (303)
757-9271

Questions regarding or requests to install specific guide signs should be directed to the appropriate CDOT Region Office (a CDOT Region Boundary Map is shown on Page 4):

Region 1 Traffic Engineer
18500 E. Colfax Avenue
Aurora, CO 80111
(303) 757-9122

Region 4 Traffic Engineer
P.O. Box 850
Greeley, CO 80632
(970) 350-2121

Region 2 Traffic Engineer
P.O. Box 536
Pueblo, CO 81002
(719) 546-5734

Region 5 Traffic Engineer
3803 N. Main Avenue, Suite 300
Durango, CO 81301
(970) 385-1400

Region 3 Traffic Engineer
222 S. 6th Street, Rm. 317
Grand Junction, CO 81501
(970) 248-7213

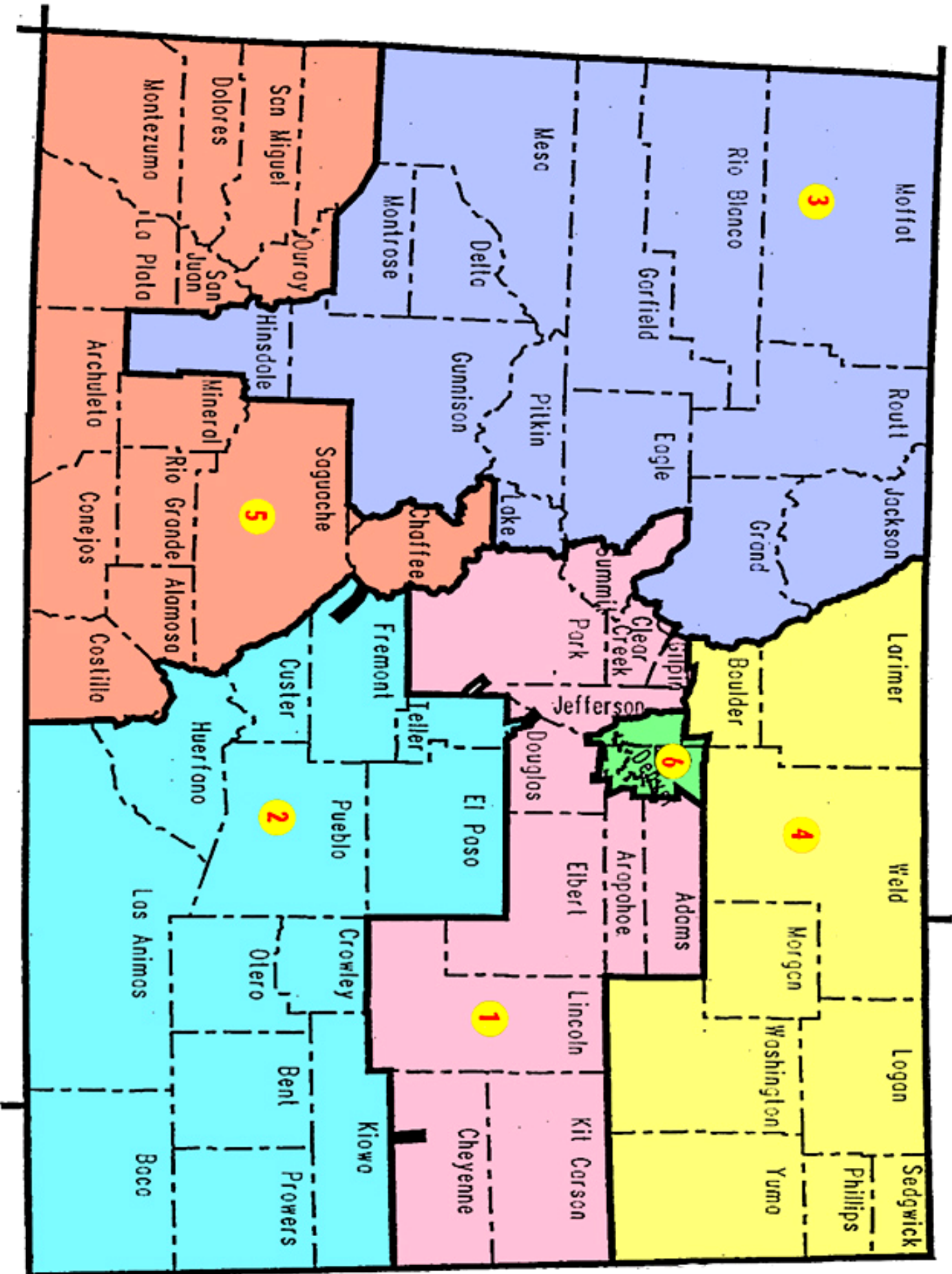
Region 6 Traffic Engineer
2000 S. Holly Street
Denver, CO 80222
(303) 757-9511

INTRODUCTION (CONTINUED)

It is recognized that a number of existing guide signs do not conform with the policies contained within this document. To help ensure the fair and equitable implementation of these policies, existing non-conforming signs should not be replaced upon reaching the end of their useful service life.

We at CDOT believe the guide signing policies that follow strike the appropriate balance between the needs of local governments, individual businesses, motorists and passengers; and that the policies consider everyone's desire to minimize sign "pollution" and comply with both federal and state regulations governing outdoor advertising and the design and application of highway guide signing. While every effort will be made to accommodate requests for guide signs within the limits of these policies and the options they may provide, it is recognized that misunderstandings may occasionally occur during the administration of these policies. As such, a procedure has been developed to allow an applicant to request a review of the administrative decision regarding their request if the applicant believes the policies have been interpreted incorrectly by CDOT staff. A description of the Sign Policy Administration Committee process is included in this document.

CDOT TRANSPORTATION REGIONS



SIGNING PRIORITIES

A basic concept of traffic engineering is the recognition that the primary purpose of highway signing is to warn, regulate and guide traffic. To achieve this purpose it is important to understand that the amount of legend displayed on a sign and the spacing between signs impacts the driver's ability to read, comprehend and respond properly to a particular sign message.

Annually, CDOT receives numerous requests for highway signs. In some locations, requests to provide signing for qualified traffic generators exceed the space available. Since the installation of many sign messages within a short distance can create an “information overload” for the driver, decisions regarding sign selection, message design and sign spacing should be based upon the criteria established in the **MUTCD** and the policies contained in this booklet. When the number of qualified signing requests exceeds the available space for the signs, the following list of sign types shall be used to establish priorities for installation:

1. **Regulatory Signs** (*STOP*, yield, *RIGHT LANE MUST TURN RIGHT*, etc.)
2. **Warning Signs** (curve, cross road, *SCHOOL BUS STOP*, etc.)
3. **Navigational Guide Signs** that identify the route a traveler must follow to complete a trip. On Interstates and Freeways, these are the primary interchange identification signs (*UNIVERSITY BLVD*, *GYP SUM*, etc.); on conventional highways, these signs indicate directions and distances to cities/towns and other well-known destinations.
4. **Emergency Medical Care**
5. **General Traveler Services** (*GAS*, *FOOD*, etc.)
6. **Other Traffic Generators** of the types discussed in this booklet. The establishment of signing priorities for traffic generators located within a particular local jurisdiction should be coordinated with that local jurisdiction. In those instances where more than one local jurisdiction is involved, it is recommended that a committee of all affected parties be convened to develop the signing priorities within established policies and guidelines. If these methods are not successful, signing priorities for qualified traffic generators will be based upon the amount of traffic generated on an annual basis.

SIGNING PRIORITIES (CONTINUED)

Section 2F-7 of the **MUTCD** states that

“Freeways offer superior traffic service to population centers located on or near them. For this reason, the course of the freeway route and the major destinations of ‘control cities’ along it must always be clearly identified...Continuity in successive sign messages...(is) essential.”

City and county boundary signing may be installed, and custom versions of such signs are permitted as set forth in the “Political Boundary / Identification Signing” section of this booklet. In addition, this same section describes a method of providing directional signing for cities at freeway-to-surface street interchanges. At freeway-to-freeway interchanges Navigational Guide Signs that employ the names of approved control cities are used to give general directional information to both interstate and intrastate travelers.

Given the large number of possible destinations accessible from urban Interstate and Freeway Interchanges, the cross street name shall be used as the message on the primary interchange signing. In rural areas, either the cross street/road name or the adjacent local community name may be used as the message on the primary interchange signing.

AIRPORTS

Introduction: Both general and commercial aviation play a major role in our overall Transportation System. Airports provide the interface between the various surface transportation modes (automobiles, buses, trucks, rail) and air passenger travel/air cargo services. Because of their importance to the overall Transportation System and since they are often the destination of travelers unfamiliar with the area, CDOT recognizes the need for airport guide signs on State Highways as follows:

Interstates and Freeways: Public airports that are open to scheduled air service and/or general aviation *and* are within ten miles of an Interstate Highway or Freeway may be signed at the interchange most commonly used to access the airport.

Conventional (Other) State Highways: Public airports that are open to scheduled air service and/or general aviation and are within ten miles of a conventional State Highway may be signed at the intersection with the local street or road most commonly used to access the airport.

Additional Criteria/Information: The specific name of the airport may be included on the directional signing, if desired by the airport authority and local government. Any necessary trail blazer signing should be provided and installed by the appropriate road authority. Private airports requiring the owner's permission to use are not eligible for signing.

Example Signs:



(Interstate/Freeway)



(Conventional State Highway)

EMERGENCY MEDICAL CLINICS

Introduction: Travelers are sometimes faced with medical emergencies. Because many communities have 911 telephone service and provide emergency response in a variety of ways, only those emergency medical clinics staffed 24 hours per day may be signed. At a minimum, signed facilities shall have a registered nurse on duty with a physician on call.

Interstates/Freeways/Conventional (Other) State Highways: Facilities must be within five miles of the highway and approved by the Colorado Department of Health. A person in responsible charge of the facility must certify in writing that the facility meets this signing criteria. Where a qualifying hospital and an emergency medical clinic both exist, only the hospital shall be signed (the criteria for signing *HOSPITALS* is listed under the heading for **GENERAL TRAVELER SERVICES**).

Additional Criteria/Information: Any necessary trail-blazer signing should be provided and installed by the appropriate road authority.

Example Signs:



(Interstate/Freeway)



(Conventional State Highway)

GENERAL TRAVELER SERVICES

Introduction: Signs in this series direct interstate and intrastate travelers unfamiliar with an area to services commonly needed during the course of a trip. In accordance with the **MUTCD** these services are restricted to **GAS, DIESEL, LP-GAS, FOOD, LODGING, CAMPING, TOURIST INFORMATION, HOSPITAL** and **PHONE**.

In urban areas it is assumed that traveler services (with the exception of **CAMPING, TOURIST INFORMATION** and **HOSPITAL**) are commonly available and that it is neither necessary nor appropriate to provide signing for them. As such, only **CAMPING, TOURIST INFORMATION** or **HOSPITAL** may be signed in urban areas.

The signing criteria below is based principally upon the number of hours during the day that the particular service is available. Since directional signing for these services is visible at all times, it is important that the services be available for the majority of the day. No one benefits if a traveler is directed from his/her trip to a service that is closed.

Interstates and Freeways: Due to great travel distances between services in rural areas, signing for services meeting the criteria below is encouraged to provide information to travelers that will allow them to plan their stops safely and efficiently.

To qualify for signing, the traveler service must be located within three miles of the interchange. In addition, a telephone must be available for public use (this requirement may be waived if a public telephone is otherwise available in the vicinity of the interchange). Along with the above, specific traveler services must also meet the following criteria:

GAS/DIESEL/LP-GAS: Service must be available a minimum of twelve hours per day, seven days per week.

FOOD: This service defines restaurant-type facilities serving three meals per day, seven days per week.

LODGING: Facility must be open seven days per week and provide adequate sleeping accommodations.

CAMPING: Facility must be open seven days per week and provide drinking water and modern sanitary facilities.

GENERAL TRAVELER SERVICES (CONTINUED)

TOURIST INFO: The facility may be operated by either a non-profit organization or a private enterprise whose primary purpose is the dissemination of tourist information. While staffing is not required, the available information must cover local, regional and statewide tourism activities. The facility should be within one mile of the highway and be open a minimum of eight hours per day, seven days per week between Memorial Day and Labor Day. When a facility is operated on a seasonal basis the signing should be removed when the facility is not open.

HOSPITAL: Emergency Room Physician(s) must be available 24 hours per day, seven days per week to address a wide variety of medical emergencies. Facility must be approved by the Colorado Department of Health.

PHONE: Signing for public telephone may be provided only if the phone is accessible 24 hours per day, seven days per week and the signing is not redundant given that a public telephone is present in any facility also signed under this section.

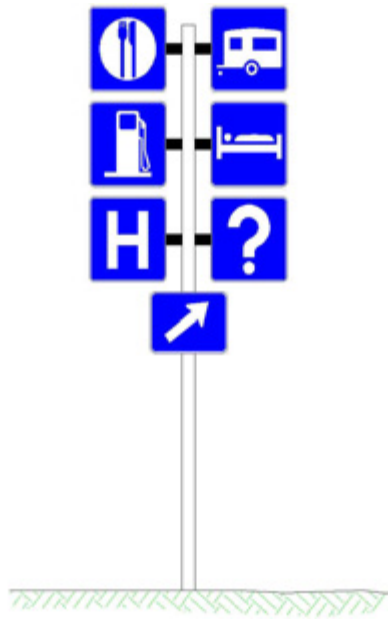
Conventional (Other) State Highways: Services are generally located within sight of the highway and therefore do not require signing. Traveler services signing may be installed if an investigation establishes a need for a particular sign (for example, the service is unique to the area and not readily visible from the highway in advance of the access to the service). Signing criteria are otherwise the same as for Interstates and Freeways above.

Additional Criteria/Information: Symbol signs, rather than word messages, shall be used for the traveler services described in this section. Any necessary trail-blazer signing should be provided and installed by the appropriate road authority. When a service is operated on a seasonal basis, the signing shall be removed when the service is not available.

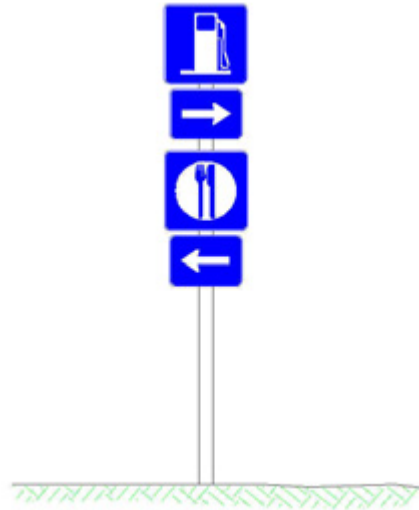
GENERAL TRAVELER SERVICES (CONTINUED)

On rural highways, some of the traveler services described above *may* be eligible for signing under either the “*Specific Business Signs*” program (Interstate Highways) or the “*Tourist-Oriented Directional Signs*” program (Conventional State Highways). Under these programs, each participating business pays for special directional signing that identifies the business by name.

Copies of the rules and regulations pertaining to these programs are available from CDOT.



(Interstate/Freeway)



(Conventional State Highway)

LOCAL GOVERNMENT SERVICES AND FACILITIES

Introduction: City/Town and County governments provide a variety of valuable services and facilities of interest to travelers, such as police protection, parks and libraries. Signing for such services and facilities that do not otherwise meet the criteria for traffic generators is permitted on conventional highways when the signing meets CDOT's design and installation standards and is provided, installed and maintained by the local government at no cost to CDOT. Local governments are encouraged to take a comprehensive planning approach to signing services and facilities for purposes of consistency and to avoid a "patch work" system of signing.

Interstates and Freeways: Signing not permitted.

Conventional (Other) State Highways: Signing for services and facilities owned and operated by local governments is permitted on State Highways at the intersection with the local street or road most commonly used to access the service or facility.

Example Signs:



MUSEUMS

Introduction: Colorado's many museums are an important cultural resource of interest to residents and tourists alike. To help Colorado communities and local historical societies preserve our history and cultural heritage, CDOT provides "Museum" signing as follows:

Interstates and Freeways: In rural areas, signing may be provided for museums located within ten miles of an interchange. These museums shall be open a minimum of six hours per day, six days per week (during operating season). The museum must attest that its minimum annual attendance is 20,000 persons (this attendance requirement is not to be adjusted for seasonal operation). Museums in urban areas shall not be signed.

Conventional (Other) State Highways: In rural areas, signing may be provided for museums located within five miles of a State Highway (within one mile of a State Highway in urban areas). These museums shall be open a minimum of four hours per day, five days per week (during operating season). Signing for qualified museums will be provided at the intersection with the local street or road most commonly used to access the museum.

Additional Criteria/Information: Museums must be operated by a non-profit organization to qualify for highway signing. When a museum operates on a seasonal basis, the signing should be removed when the facility is not open. Any necessary trailblazer signing should be provided and installed by the appropriate road authority. The type of museum (for example MINING) may be included on the signs.



(Interstate/Freeway)



(Conventional State Highway)

NATIONAL HISTORIC DISTRICTS

Introduction: National Historic Districts are designated by the National Park Service and the Colorado Historical Society. The Historical Society and CDOT have jointly developed a list of National Historic Districts that are eligible for signing.

Interstates and Freeways: Signing for designated National Historic Districts may be placed only at the point(s) where the District boundary crosses the highway.

Conventional (Other) State Highways: Signing for designated National Historic Districts may be placed at the point(s) where the District boundary crosses the highway. If the District boundary does not cross the highway, directional signing to a District located within five miles of the highway may be placed on the highway at the intersection most commonly used to access the District.

Example Signs:



(Interstate/Freeway)



(Conventional State Highway)

POINTS OF INTEREST

Introduction: The purpose of “Point of Interest” signing is to identify historical signs and monuments placed immediately adjacent to the highway and approved for signing by the Colorado State Historical Society. In addition, “Point of Interest” signing may be used to identify geological features of interest to the general public.

Interstates and Freeways: Historic signs and monuments are placed only in safety rest areas or designated overlooks. Rest Areas are signed as such without reference to “Point of Interest”. Overlooks are typically signed “Scenic Overlook” or “Scenic Area”; however, in lieu of such messages they may be signed as “Point of Interest”. Signing for “Point of Interest” located outside the Interstate or Freeway right of way is not permitted.

Conventional (Other) State Highways: Signing is permitted for “Point of Interest” which are located immediately adjacent to the highway.

Example Signs:



(Interstate/Freeway)



(Conventional State Highway)

POLITICAL BOUNDARY/IDENTIFICATION SIGNING

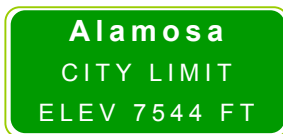
Introduction: Signing for incorporated city and town boundaries and county lines is provided in both rural and urban areas principally as a means of identifying changes in responsibility for certain governmental-related activities, such as law enforcement and emergency response. Secondly, such signing provides travelers with destination information concerning Colorado's major cities and towns.

In rural areas, “boundary” signing for unincorporated towns may be appropriate to supplement otherwise necessary directional signing and indicate to interstate/intrastate travelers that they have reached an intermediate destination. To qualify for “boundary” signing, unincorporated rural towns should have an official United States Post Office and be designated on an official State map published by CDOT.

In urban areas, the large number of unincorporated subdivisions, housing developments and business “parks” makes it impossible to provide signing for all such areas. Additionally, in urban areas interchanges and intersections are identified by cross-street names as this information is significantly more useful to travelers given the large number of potential destinations. Boundary signing for unincorporated places in urban areas provides little useful information to travelers and as such, shall not be installed. Typically, subdivisions, housing developments and business “parks” are identified by on-premise signing provided by the developer and installed in accordance with State and federal outdoor advertising rules and regulations. Information pertaining to on-premise identification signing is available from CDOT.

Interstates/Freeways/Conventional (Other) State Highways: Three different types of political boundary/identification signs are available for use.

TYPE 1 signs are the commonly used boundary signs described in the **MUTCD** and provided/maintained by CDOT:



POLITICAL BOUNDARY/IDENTIFICATION SIGNING (CONTINUED)

TYPE 2 signs are identical to **TYPE 1** signs in design with the addition of an official “logo” and/or “slogan”. At the request of the local government, CDOT will permit the installation of **TYPE 2** signs in lieu of **TYPE 1** signs. **TYPE 2** signs will be provided and maintained by the local government and must meet CDOT standards for design and mounting.



TYPE 3 signs are the so-called “custom” political boundary/identification signs provided by local governments and installed within CDOT right of way. Since each design is unique, only general guidelines are provided here. Local governments considering the installation of such signs should contact the appropriate CDOT Region Traffic Engineer to discuss design, installation and permitting details.

In general, **TYPE 3** signs must be designed in good taste and not bear any political or commercial advertisement. If located within the “clear zone”, mounting must meet CDOT breakaway standards; otherwise the sign must be located outside the “clear zone” so as to not present a collision hazard to errant vehicles. **TYPE 3** signs are provided, installed and maintained by the local government at no cost to CDOT. **TYPE 3** signs are placed in lieu of standard **TYPE 1** signs except in those circumstances where a **TYPE 3** sign is constructed a substantial distance from the actual political boundary.



POLITICAL BOUNDARY IDENTIFICATION SIGNING (CONTINUED)

Directional Signs for Cities/Towns: Directional signing for cities and towns should be provided under the guidelines set forth in Sections 2D-35 through 2D-38 of the **MUTCD**. On freeways and expressways, supplemental signing for cities and towns at interchanges with surface streets may be provided using a logo panel signing system similar to the method used to sign for General Traveler Services (see page 11 for example signing). These logo panels are typically 36 inches square and bear the city or town logo and/or name. While a ground-mounted supplemental guide sign is limited to two destination names, the logo panel signing approach allows for as many as six cities/towns to be signed at a single location. In addition, directional signing for cities/towns will be possible at many more interchanges as this design requires less space between signs than the typical ground-mounted supplemental guide sign.

To be eligible for signing at an interchange, both CDOT and the affected city/town must agree that the interchange is a major access to the city/town. Given that the interchange is a major access, first priority for inclusion on the sign should be given to cities/towns immediately adjacent to the interchange. Secondary priority for inclusion on the sign should be given to cities/towns, whose corporate limits are within five miles of the interchange, again assuming agreement that the surface street is a major access to the city/town. Qualifying cities/towns must provide the logo sign panels to CDOT for installation along the freeway or expressway mainline, along with any logo panels necessary for installation on the exit ramps.

Existing ground-mounted supplemental guide signs bearing city or town names may remain in place until their useful service life is reached, at which time replacement signing should be reviewed under this approach. Existing ground-mounted supplemental signs may be replaced with a logo panel sooner should a qualifying city or town desire to do so.

RADIO INFORMATION

Introduction: Signing may be provided for two distinctly different types of radio broadcasts due to the value the information has to motorists. Commercial AM and FM radio stations can broadcast road, weather and general traffic information useful to motorists traveling through rural areas. So-called “Highway Advisory Radio (HAR)” uses various frequencies to broadcast a wide variety of non-commercial information. Both forms of radio communication provide valuable information to travelers.

Signing for Commercial AM/FM Radio on Rural Interstates/Freeways/ Conventional (Other) State Highways: To qualify for signing, commercial radio stations must broadcast periodic weather and road condition/traffic information of value to travelers. During periods of adverse weather, such information shall be broadcast at intervals not exceeding 30 minutes. The station must broadcast a minimum of 16 hours per day, seven days per week and have a signal strength adequate to serve at least 40 miles of the highway. A maximum of four frequencies shall be shown on the sign, and signs shall be spaced a minimum of 20 miles apart.

Signing for Highway Advisory Radio (HAR) on Interstates/Freeways/Conventional (Other) State Highways: Signing for HAR stations may be provided only when the stations are operated by a government agency or government-affiliated agency. The station must broadcast a minimum of 16 hours per day, seven days per week (exceptions may be made for those HAR stations that are used to broadcast emergency information only). Due to the low power of such broadcasts, messages must be structured so that motorists may receive at least two repetitions of the message while traveling through the broadcast zone. Typical information for broadcast includes (but is not limited to) road, weather and traffic conditions; road construction information; parking availability; seasonal activities; information concerning wildlife, cultural history or local geology; emergency information; civic or special events; and local tourist information.

While the typical sign message for HAR broadcasts reads “*TRAVELERS/INFORMATION/TUNE RADIO TO/(frequency)*”, the sign legend may be modified to better represent the type of information being broadcast; e.g., “*PARKING/INFORMATION/TUNE RADIO TO/(frequency)*”.

RADIO INFORMATION (CONTINUED)

Example Signs:



SKI AREAS

Introduction: Colorado enjoys an international reputation for the quality of its skiing and ski areas. Signing for those areas providing downhill and/or cross-country skiing and open seven days per week during the season may be installed.

Interstates and Freeways: Signing shall be installed only at the interchange most commonly used to access the ski area. The area must be within 50 miles of the interchange to be signed. Appropriate ramp signing must also be installed.

To qualify for signing in an urban area, the Ski Area must exhibit an annual attendance of at least 65,000 persons. For signing in rural areas the minimum annual attendance figure is 40,000 persons.

Conventional (Other) State Highways: Signing shall be installed at the intersection with the local street or road most commonly used to access the ski area. In addition, signing should be installed either 1/2 or 1 mile in advance of the intersection.

Additional Criteria/Information: Any necessary trail-blazer signing should be provided and installed by the appropriate road authority.

Example Signs:



(Interstate/Freeway)



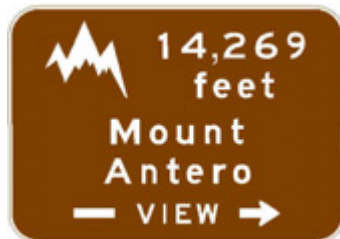
(Conventional State Highway)

SPECIAL MOUNTAIN PEAKS

Introduction: Colorado gains much of its international fame from its mountains. Annually, millions of visitors come to Colorado to participate in the many recreational and cultural opportunities and to enjoy the scenery. While Colorado has over 1,000 individual mountains that rise over 10,000 feet, it is “The Fourteeners” that are most “famous”. Due to the interest many visitors have in identifying these peaks, the following signing approach has been developed:

Interstates/Freeways/Conventional (Other) State Highways: Outside city/town limits, mountain peaks over 14,000 feet in elevation and other dominant mountain peaks of special significance may be identified by signing. The peak must be clearly visible and easily distinguishable from the location where the sign is to be placed; preference should be given to locations where an adequate shoulder or pull-off area exists adjacent to the roadway.

Example Sign:



STATE PARKS AND RECREATION AREAS

Introduction: Colorado's many State Parks and Recreation Areas provide a wide variety of outdoor activities for Colorado residents and tourists alike. As a frequent destination for travelers, guide signing may be provided as follows:

Interstates and Freeways: Signing shall be provided only at the interchange most commonly used to access a State Park or Recreation Area that is within 20 miles of the interchange. In rural areas this distance may be increased one mile for each 10,000 annual visitors over 100,000 up to a maximum distance of 50 miles from the interchange. In urban areas the distance may be increased by one mile for each 20,000 annual visitors over 200,000 up to a maximum distance of 25 miles.

Conventional (Other) State Highways: Signing shall be provided only at the intersection with the local street or road most commonly used to access a Park or Recreation Area that is within twenty miles of the intersection in rural areas or within ten miles of the intersection in urban areas. In rural areas the distance may be increased one mile for each 10,000 annual visitors over 100,000 up to a maximum distance of 50 miles from the intersection.

Additional Criteria/Information: Any necessary trail-blazer signing should be provided and installed by the appropriate road authority.

Example Signs:



(Interstate/Freeway)



(Conventional State Highway)

WATCHABLE WILDLIFE

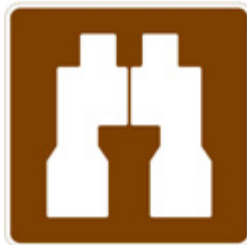
Introduction: Wildlife viewing areas have been identified by the Colorado Division of Wildlife under their "Watchable Wildlife" Program. Signing may be provided only for those locations that are approved by the Division of Wildlife and meet the criteria outlined below.

Interstates and Freeways: Signing is typically not permitted, except in those circumstances where significant physical improvements have been made (an example is the viewing site for Big Horn Sheep adjacent to I-70 at Georgetown). Requests for signing should be reviewed on a case-by-case basis.

Conventional (Other) State Highways: Signing shall be provided only at the intersection with the local street or road most commonly used to access a viewing site that is within five miles of the intersection. Sites must include adequate parking and appropriate interpretive signing, and be listed in the *Colorado Wildlife Viewing Guide*. Accesses to viewing areas directly adjacent to State Highways should comply with the criteria set forth in the *State Highway Access Code*.

Additional Criteria/Information: Any necessary trail-blazer signing should be provided and installed by the appropriate road authority.

Example Sign:



OTHER TRAFFIC GENERATORS

Introduction: Traffic generators, other than those specifically mentioned in this booklet, are considered to be those publicly owned and/or operated destinations or special points of interest operated by non-profit organizations that routinely attract a significant amount of traffic unfamiliar with the area. Commercial businesses shall not be signed, except for those eligible under either the “Specific Business Signs” program (Interstates and Freeways) or the “Tourist Oriented Directional Signs” program (Conventional State Highways). In addition, traffic generators of the types listed below do not normally warrant signing regardless of the attendance criteria:

Traffic Generators that Do Not Normally Warrant Signing

- | | | |
|------------------------------|----------------------------|----------------------|
| - Cemeteries | - Seminaries | - Churches |
| - Subdivisions | - Private Schools | - Shopping Centers |
| - Medical Facilities | - Business Parks | - Humane Facilities |
| - City and County Facilities | - Armories | - Court Houses |
| - Arsenals | - Driver's License Centers | - Golf Courses |
| - Highway Buildings | - Church/Scout Camps | - Prisons or Jails |
| - Game Preserves | - Civil Defense Facilities | - Arboretums |
| - Power Plants | - Vocational/Trade Schools | - Grade/High Schools |

Guide signing for other non-profit or publicly owned and/or operated facilities meeting the following criteria may be installed:

Interstates and Freeways:

Type of Generator	Criteria	Major Metro Area	Urban Area	Rural Area
1. Colleges and Universities	Total Enrollment	4,000	2,500	1,500
	Distance from Interchange (Mi.)	3	4	5
2. Military Bases	No. of Assigned Personnel	5,000	4,000	3,000
	Distance from Interchange (Mi.)	5	7.5	10

OTHER TRAFFIC GENERATORS (CONTINUED)

Type of Generator	Criteria	Major Metro Area	Urban Area	Rural Area
3. Other Qualifying Destinations	Annual Attendance	200,000	170,000	130,000
	No. of Seats (if applicable)	4,000	3,000	2,000
	Distance from Interchange (Mi.)	5	5	5

Conventional (Other) State Highways:

Criteria for signing colleges, universities and military bases is the same as set forth above. Signing for communities should be provided under the guidelines contained in Sections 2D-35 through 2D-38 of the **MUTCD**. Signing for other qualifying destinations should be provided in accordance with the following:

Criteria	Major Metro Area	Urban Area	Rural Area
Minimum Number of Annual Visitors	125,000	50,000	12,500
Distance from State Highway (Mi.)	1**	1**	1**

**Above distances may be increased one mile for each 10% over minimum volumes listed above, up to a maximum of ten miles total distance.

OTHER TRAFFIC GENERATORS (CONTINUED)

Signs shall be installed at the State Highway intersection with the local street or road most commonly used to access the facility or destination.

Example Signs:



(Interstate/Freeway)



(Conventional State Highway)

TEMPORARY GUIDE SIGNING FOR SPECIAL EVENTS

Introduction: Requests for temporary directional signing for special events are quite common. Such special events include (but are not limited to) the PGA/International golf tournament, the United States Olympic Festival, World Cup Ski Championship races, and World Youth Day/Papal Visit activities. Event organizers often have a number of opportunities to provide attendees with travel directions via flyers, newspaper advertisements, ticket mailings, etc. and should be encouraged to do so. The principal purpose of Special Event signing is to direct attendees to parking areas, and special signing is typically installed only from the point where driver "confusion" might reasonably be expected to begin. Overall, the anticipated impacts of special event traffic on the public safety and mobility will determine what, if any, temporary directional signing is appropriate. Since both State and federal law prohibit most commercial advertisements on public rights of way, the purpose of special event guide signing is limited to directing traffic to and around the event site in a safe and efficient manner.

Interstates/Freeways/Conventional (Other State Highways): Given the above, temporary guide signing may be installed for special events meeting *all* the following criteria:

- The event is expected to attract a large number of people unfamiliar with the area.
- Otherwise necessary modifications to normal traffic flow patterns result in safety and traffic operational concerns that can be mitigated/minimized by temporary guide signing.
- The location of the event is not otherwise identified by permanent guide signing.
- Event organizers agree to pay for or otherwise reimburse CDOT for all costs associated with the design, manufacture, installation and removal of the temporary signing and other necessary traffic control devices. In any case, CDOT will consult with affected law enforcement officials and take whatever actions are deemed necessary to ensure the public safety during the conduct of the event. Event organizers will be billed for the actual costs incurred in this effort.

Additional Criteria/Information: Given the temporary nature of special events, signing shall be designed and manufactured with black legend on an orange background.

Example Sign:



VARIABLE MESSAGE SIGNS

Variable (or Changeable) Message Signs are either fixed or portable electronic/electromechanical signs capable of being programmed to display a wide variety of messages. All variable message signs used on CDOT right of way shall be controlled by CDOT or its contractors, or by local governments under an agreement with CDOT.

Due to the requirements and limitations of both State and federal outdoor advertising rules and regulations, variable message signs shall not be used to display commercial messages or advertising. To help ensure the future value of the messages displayed on these signs, messages are restricted to those necessary to advise motorists of important road, weather, construction and traffic information. Messages not related to the preceding or those that are redundant given existing signing or law are not allowed.

**SIGNING FOR THE UNITED STATES FOREST SERVICE
AND BUREAU OF LAND MANAGEMENT**

The policies and criteria for signing United States Forest Service and Bureau of Land Management facilities and boundaries are contained within the current Memorandum of Understanding (MOU) between CDOT and these agencies. A copy of the current MOU is available from

Transportation Safety and Traffic Engineering Branch
Colorado Department of Transportation
4201 E. Arkansas Avenue
Denver, Colorado 80222
(303) 512-5100

SIGN POLICY ADMINISTRATION COMMITTEE PROCEDURES

In recognition that misunderstandings may occasionally occur during the administration of the policies contained in this booklet, the process described below has been established to allow an applicant for a sign to request a review of the administrative decision denying his/her application when the applicant believes the policies have been interpreted incorrectly by CDOT staff.

The Sign Policy Administration Committee (the Committee) shall consist of three members appointed by the Executive Director of the Colorado Department of Transportation (CDOT). No more than two of the members shall be employed by CDOT.

Applicants may request the Committee review staff decisions by forwarding all relevant information to:

Sign Policy Administration Committee
c/o Chief Engineer for Operations and Maintenance
Colorado Department of Transportation
4201 E. Arkansas Avenue
Denver, Colorado 80222

It is important for the applicant to provide complete written information concerning the request for review as the Committee may or may not request a personal interview with the applicant prior to rendering a decision.

Upon receipt of a request for review, the Committee Chair shall ask the involved CDOT Region staff for their written analysis regarding the matter. In addition, the Committee may request a written analysis of the issues from the Staff Traffic Engineering Branch and/or written analysis/information from any other affected person, agency or organization.

The Committee shall meet within 30 days of receipt of all relevant written information to review the issues and render a decision. In reaching a decision, the Committee shall consider all written information received, CDOT's Sign Policies as contained in this booklet, information contained in relevant sections of the federal *Manual on Uniform Traffic Control Devices* and the Colorado Supplement thereto, and any other relevant CDOT standard, policy or practice.

The applicant shall be advised in writing of the Committee's decision, which shall be CDOT's final administrative decision regarding the matter.