

Government of Alberta ■ Transportation	GENERAL PROVISIONS FOR INSTALLING PRIVATE SIGNS WITHIN THE HIGHWAY RIGHT-OF-WAY		<i>Issued: DEC 2006</i>
			<i>Revised: SEP 2011</i>
			<i>Page 1 of 3</i>
RECOMMENDED PRACTICES	PART	HIGHWAY SIGNS	
	SECTION	GENERAL	
	SUB-SECTION		

General

The following are general requirements for installing privately owned signs within the highway right-of-way.

These guidelines apply to the following categories of signs:

- Community Information Signs (e.g., Radio Station Sign, Rural Crime Watch Sign, Citizens on Patrol Sign)
- Public Awareness Signs (e.g., Wildfire Prevention Signs)
- General Information Signs (e.g., Institution Sign).

These guidelines do not apply to TODS and LOGOS signing programs.

Provincial Authority and Sign Approval Process

Alberta Transportation, through legislation, maintains control of all signs:

- within the limits of the right-of-way of any provincial highway.
- within the development control zone, 300 metres on either side of the limit of a controlled highway, or within 800 metres of a highway intersection. This does not apply minor provincial highways, as defined in the Roadside Management Classification Map.

Guidelines for installing signs within the area of controlled development are not included in this document.

All privately owned signs placed within the highway right-of-way require written approval from the nearest Alberta Transportation district office.

Sign Application

An individual or organization wishing to obtain approval for the placement of a private sign (e.g., Radio Station sign, Rural Crime Watch sign) must submit an application to one of the Alberta Transportation district offices. A listing of all district offices within the province is provided on the following webpage:

<http://www.transportation.alberta.ca/4450.htm>

Applications are made on forms established and approved by the department.

General instructions and application form samples are available on the Alberta Transportation website (at the address provided above).

The sign application (sign design and proposed location) is reviewed by a district office to ensure compliance with the departmental standard specifications and provisions.

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		<i>Revised: SEP 2011</i>
		<i>Page 2 of 3</i>

The Standard Specifications for Highway Construction, including:

Section 5.18 – Supply of Permanent Highway Signs, Posts, and Bases.

Section 7.7– Permanent Highway Signing.

are available from the Alberta Transportation website at the following address:

<http://www.transportation.alberta.ca/705.htm>

Sign Approval

After reviewing a sign application, a district office may issue a Letter of Approval.

A Letter of Approval is a document that binds the sign proponent and the Department through mutual agreement for the use and placement of a sign.

The document includes conditions that must be met before a sign can be installed on a highway and requirements for the installation and maintenance of the sign.

Installation and Maintenance

The sign applicant can choose one of the following two methods to handle the fabrication and delivery of signs:

- Managed by a private contractor.

The sign applicant is responsible for arranging with a private contractor to fabricate signs in accordance with the

provincial sign standards and specifications. Signs are delivered for installation to a location specified by the applicable department maintenance contractor.

- Managed by the applicable department maintenance contractor. The department maintenance contractor arranges for the fabrication and delivery of signs within the highway right-of-way.

All signs, including those delivered by a private contractor, must be installed by the applicable department maintenance contractor. This practice guarantees compliance with the department installation requirements and ensures that traffic accommodation procedures are followed.

The sign applicant will normally be responsible for any subsequent replacement of signs and supporting structures, as well as any sign repairs, with the option of using either a private contractor or the department maintenance contractor to complete the required maintenance activities.

All costs associated with fabricating, installing and maintaining signs will normally be the responsibility of the sign applicant.

The department monitors signs within the highway right-of-way to ensure the safety of motorists and provision of an aesthetically pleasant environment.

Excessive or Unsightly Signs

The department, through the legislation of the Traffic Safety Act, may take the following actions:

- request the sign owner remove obsolete signs
- remove or relocate signs which prevent a vehicle from having a clear and unobstructed view of the roadway.

Traffic Accommodation

Traffic accommodation is required when work is performed within the highway right-of-way in order to provide the motoring public with adequate warning and to protect workers within the work area.

The maintenance contractor responsible for installing signs within the highway right-of-way in a given contract maintenance area will be responsible for traffic accommodation during sign installation.

When maintenance activities are performed by a sign owner, traffic accommodation procedures for short duration projects must be followed as outlined in the *Alberta Traffic Accommodation in Work Zones* manual (available on the department website).

It may be beneficial to develop a traffic accommodation strategy consisting of a plan and/or written procedure to address site specific issues.

Safety Considerations

Large sign structures located within the roadside area are hazardous to errant vehicles. Placement of signs outside the clear zone minimizes the probability of a vehicle reaching the structure. Use of breakaway structures or use of protecting barriers can also minimize vehicle impact.

Guidelines for roadside and barrier design, and clear zone requirements are included in the department's *Highway Geometric Design Guide*, Section C.5 entitled "Roadside Design". Clear zone distances are showed in Table C.5.2a on page C-38 of the *Highway Geometric Design Guide*.

Signs that are too large or located too close to the roadway may also obstruct motorist sightlines at intersections, curves, ramps or other unusual highway sections.

Guidelines for the placement of signs within the highway right-of-way have been developed and are available on the Alberta Transportation website.