



# APPLICATION FOR PERMIT TO INSTALL TEMPORARY BUSINESS SIGN(S) ON HIGHWAY RIGHT-OF-WAY DURING IMPROVEMENT PROJECT



|  |   |
|--|---|
| APPLICANT:   |   |
| ADDRESS OF BUSINESS/ACTIVITY:  |   |
| PHONE:   |   |
| TYPE OF BUSINESS/ACTIVITY:   |   |
| SIGN LOCATION(S): (number and placement to be coordinated with Project Engineer)   |   |
| On what highway  | At or approaching intersection with what highway? |
| 1) On:   | At:   |
| 1) On:   | At:   |
| 2) On:   | At:   |
| 3) On:   | At:   |
| 4) On:   | At:   |
| 5) On:   | At:   |
| 6) On:   | At:   |
| Remarks:   |   |
| Two drawings MUST be attached: One drawing must show the proposed sign design(s) and dimensions and the other must show the proposed sign location(s). |   |

I apply for permission to install and maintain temporary directional signs at the locations listed and in conformance with the guidelines attached to this application. I agree to comply with these guidelines and will remove all signs upon completion of the project, or when directed by the project engineer. I understand that signs may be removed without notice if they do not comply with the attached guidelines, do not match the attached drawings or do not comply with any additional conditions stated on or attached to the permit.

Reviewed by: \_\_\_\_\_  
Traffic Operations

\_\_\_\_\_  
Applicant Signature

Approved by: \_\_\_\_\_  
Project Manager

\_\_\_\_\_  
Maintaining Authority (if sign location is not on STH, a representative's signature is required)

Project ID: \_\_\_\_\_

6. Sign supports shall be of FHWA approved breakaway materials, i.e., 4" x 4" wood posts, or smaller, as appropriate to the size and weight of the sign. It is the responsibility of the sign installer to contact Diggers' Hotline at 1-800-242-8511 prior to installation. When it is not possible to mount the signs on post supports, use portable mounts, i.e. type II or III barricades, approved by the Project Engineer. Business signs shall not be placed on any devices that are part of the official traffic control for the project. In urban locations, the project manager may have the work zone contractor install a type III barricade for mounting of the sign, and coordinate obtaining the sign from the permit requestor. This avoids the permit requestor being out on our state highways in high traffic volume areas for safety reasons.

### **The following guidelines apply along freeway/expressway mainline:**

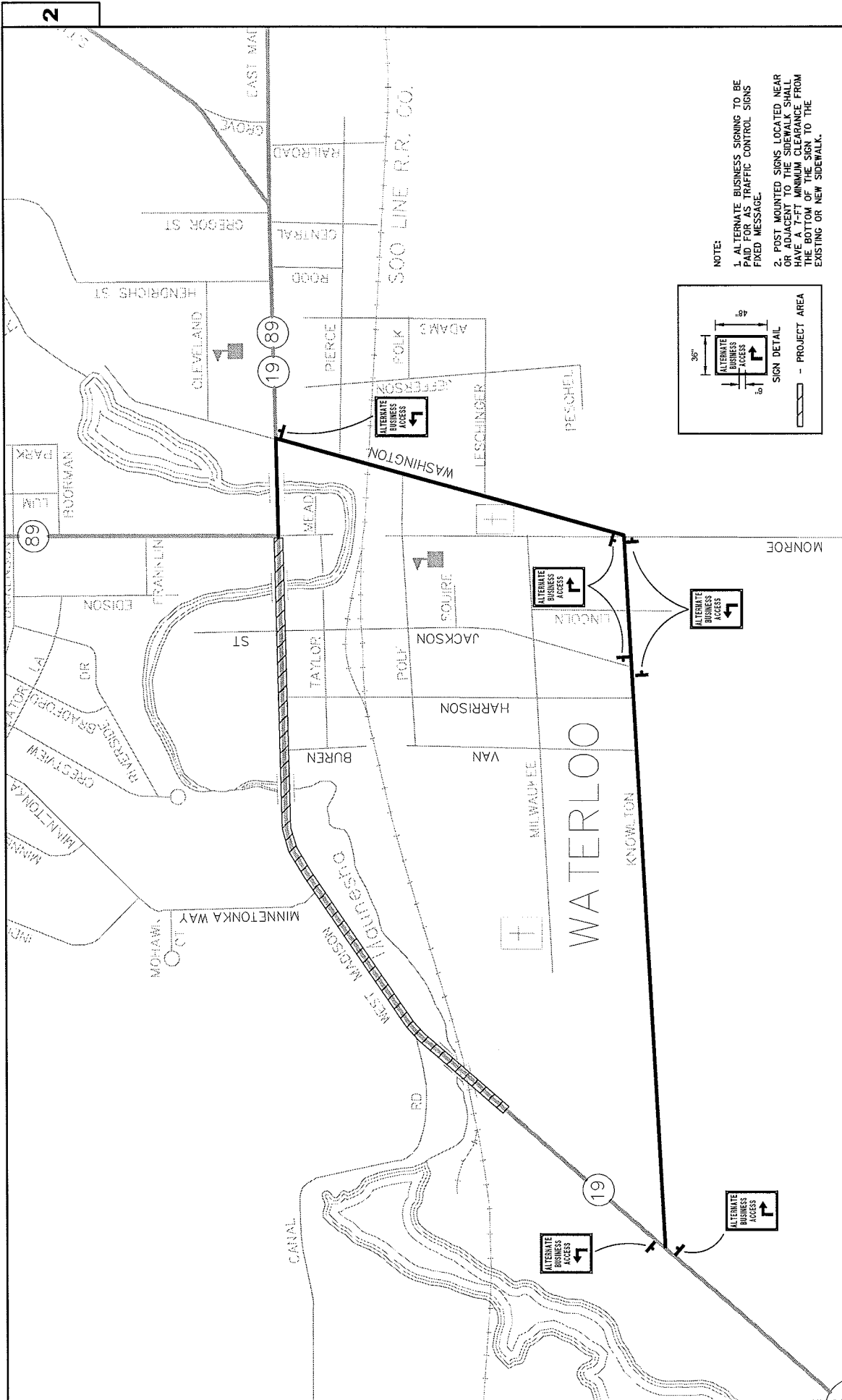
1. No privately erected signs will be allowed on mainline freeways/expressways. Temporary Business Signs are **not allowed on freeway**. All signs on mainline freeways/expressways will be erected by contractor, county, or state forces, at the discretion of the Region Traffic Operations Engineer. Where there are existing green traffic generator signs on the freeway that met statewide policy approval (TGM 2-15-3) prior to the project starting, temporary fixed message sign details should already be included in the original contract. Examples: University of Wisconsin, Waukesha or Bristol Renaissance Faire.

### **General Coordination & Permit Conditions for Privately Erected Signs**

The Project Engineer will coordinate the design and placement of the signs with the owner, and the Project Manager will grant or deny approval. All approved signs, their design and locations, will be documented on the permit form attached to these guidelines. A copy of the permit shall be sent or faxed to the WisDOT Region Traffic Engineer and the maintaining authority in the case of local roads. The approved signs will be erected and removed at the expense of the applicant. If consultation on sign design or installation requirements is needed, contact the Region Traffic Engineer.

If non-complying signs or signs with potential to cause safety problems are located on a project, the Project Engineer will notify the business identified on the sign. Such signs not removed or corrected immediately will be removed by the department or its representatives and the cost billed to the sign owner.

All temporary signs must be removed by the applicant within 48 hours following restoration of normal traffic patterns. Such signs not removed after 48 hours will be removed by the department or its representatives and the cost billed to the sign owner. The Project Engineer is responsible for seeing that all signs are removed at the completion of the project.



- NOTE:
1. ALTERNATE BUSINESS SIGNING TO BE PAID FOR BY BUSINESS OWNERS AS TRAFFIC CONTROL SIGNS FRIED MESSAGE.
  2. POST MOUNTED SIGNS LOCATED NEAR OR ADJACENT TO THE SIDEWALK SHALL HAVE A 7-FT MINIMUM CLEARANCE FROM THE BOTTOM OF THE SIGN TO THE EXISTING OR NEW SIDEWALK.

