



P O L I C Y

Department Public Works	Policy No. 15/01	Page 1 of 2
Policy Title INFORMATIONAL SIGNS	Date: July 9th 2015	Resolution No.

POLICY STATEMENT:

To provide direction on the installation of informational signs.

PROCEDURE:

1. Requests for installation of different types of informational signs can require either the approval of the Public Works Department or Council as shown below. Responsibility for the installation costs is also outlined: (The fee schedule will be found in the Fees for Service Bylaw 2015-08)

TYPE	INSTALLATION COST	APPROVAL REQUIRED
Children Playing	Applicant	Council
Hidden Approach	County	Public Works
Wildlife Crossing	County	Council
Stock Crossing	Applicant	Council
Stock at Large	Applicant/County	Council
Engine Brakes	Applicant	Council

2. If a sign is considered to be to the benefit of the entire community (such as a “Children Playing” sign at a ball diamond), no costs will be borne by the applicant.
3. Requests for signs will only be considered on municipal public roads.
4. The County will encourage any new requests for stock crossing signs to use a portable sign instead.
5. All maintenance costs for public signs are to be covered by the County.
6. Any existing signs, which are no longer required, need approval from Council before their removal.
7. The cost of the ‘Stock at Large’ signage will be the responsibility of whoever installs the cattle guard.
8. Council may approve the installation of Engine Brake Signs. These signs will read “Please use discretion utilizing engine brakes between the hours of 10:00pm – 6:00 am”. Criteria utilized for evaluating if a sign will be installed will include but not be limited to the following:

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- a) Large Truck Volumes
- b) Number of Residences in Proximity to Intersection
- c) Proximity of Residence to Roadway
- d) Characteristic changes of the road/intersection
- e) Historical information on Road/intersection – If the road historically had high truck volumes and a residence was constructed beside this road, a sign may not be approved for installation.

Application for work Request is required, and specific documentation is attached.

Approved: *H. M. Mathett* July 9, 2015

Revised:

Date: _____

Contact Name: _____



WORK REQUEST

Problem Area:

Phone #: _____ Cell #: _____

Request For (check one):	Deadline:
<input type="checkbox"/> Dust Control	April 30 th
<input type="checkbox"/> New Approach	May 31 st
<input type="checkbox"/> Approach Widening	May 31 st
<input type="checkbox"/> Ditch Clean/Repair	May 31 st
<input type="checkbox"/> Culvert Repair	June 30 th
<input type="checkbox"/> Culvert Replacement	June 30 th
<input type="checkbox"/> Road Gravelling	July 31 st
<input type="checkbox"/> Brush Removal	August 31 st
<input type="checkbox"/> Roadside Spraying	October 1 st
<input type="checkbox"/> Sign Installation/Replacement	N/A
<input type="checkbox"/>	

Nearest Intersection

Range Rd: _____ Township Rd: _____

Land Location(s)

LSD: _____ ¼: _____ Sec: _____ Twp: _____ Rge: _____ W of the _____th Meridan

LSD: _____ ¼: _____ Sec: _____ TWP: _____ Rge: _____ W of the _____th Meridan

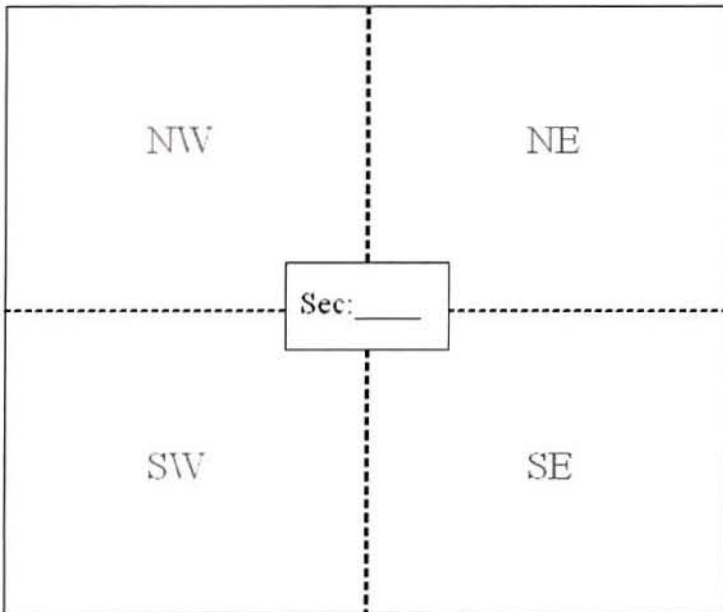
Requests made before the deadline should be completed within the same year, requests made after the deadline will be forwarded to the following year.

Description (detailed information including landmarks, condition of area, etc..)

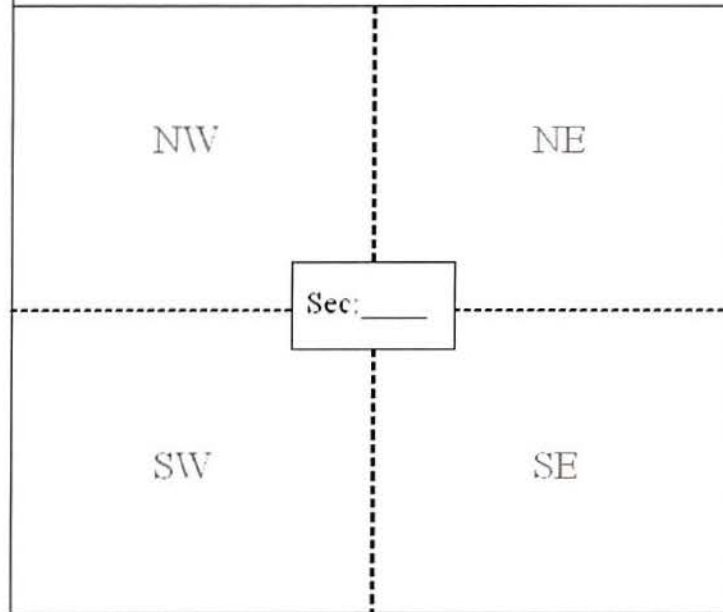
Length of Area (if applicable): _____

Type of Sign (if applicable): _____

TWP: _____



TWP: _____



Please be as descriptive as possible when drawing the map.

Office Use Only Resolutions

<input type="checkbox"/> Received
<input type="checkbox"/> Contact Made
<input type="checkbox"/> Completed
By: _____
Date: _____
<input type="checkbox"/> Denied
<input type="checkbox"/> Called Back