

**OREGON DEPARTMENT OF TRANSPORTATION
TECHNICAL SERVICES BRANCH
TRAFFIC-ROADWAY SECTION**

SIGN POLICY AND GUIDELINES

Chapter 1: Introduction

The Oregon Department of Transportation is responsible for furnishing and maintaining directional, regulatory, warning, and informational signing on the state highway system.

The Department's sign policy is a combination of State of Oregon Revised Statutes, Administrative Rules, Federal Highway Administration rules and guidelines, and engineering judgment. The Oregon Transportation Commission has adopted the Federal manual on Uniform Traffic Control Devices (MUTCD) with Oregon Supplements as the signing manual for the State of Oregon. Since the Manual on Uniform Traffic Control Devices has been adopted as policy, this document deals exclusively with items not included in the Manual or items that need further clarification as they are used on the state highway system

It is important to remember that if a policy exists and the sign meets the necessary criteria, the sign will be erected only when there is adequate space along the highway or freeway, and only if the designated location generates a large enough traffic volume to justify the placement of the sign. Existing signs that are not in conformance with this policy should be brought into compliance on a replacement basis.

SIGN TYPES

1. REGULATORY:

Colors: Black, red, or green letters on white background.
Types: Black letters - requires person to follow regulation on sign.
Red letters - prohibits action listed on sign.
Red circle and slash (symbol signs) prohibits action depicted on sign.
Green circle (symbol signs) allows action depicted on sign.
Green letters - Allows action listed on sign.
Exceptions: STOP and YIELD signs, disabled person's parking sign.

2. WARNING

Colors: Black letters or symbol on yellow background.
Type: Warns driver of existing or anticipated condition.
Exceptions: STOP, YIELD, and SIGNAL AHEAD signs.

3. CONSTRUCTION

Colors: Black letters or symbol on orange background.
Type: Gives direction or warning in construction or maintenance areas.
Exception: Regulatory and warning signs may also be posted in construction zones (i.e., STOP signs).

4. DESTINATION GUIDE SIGNS

Colors: White letters or symbol on green background.
Type: Identifies city, town, or destination.

5. RECREATIONAL GUIDE SIGNS

Colors: White letters or symbol on brown background.
Type: Identifies recreational opportunities or destination.

6. MOTORIST SERVICE SIGNS

Colors: White letters on blue background.
Type: Can be either word message or a symbol identifying services such as food, gas, lodging, camping, police, viewpoint, phone, hospital, diesel, tourist, and rest areas.

7. LOGO SIGNS*

Colors: White letters on blue background with business logo.

Type: Gas, food, lodging, camping.

8. TOURIST ORIENTED DIRECTIONAL SIGNS (TODS*)

Colors: White letters on blue background.

Type: Business identification and direction information for tourist-oriented businesses and services. Identifies cultural and historical features. Used only on the primary and secondary systems, not the interstate.

9. HISTORICAL and CULTURAL SIGNS

Colors: White letters on brown background, if single destination.

White letters on green background, if used with other destinations.

White letters on blue background, if off interstate. *

Type: Identifies historical or cultural features available on the interstate system. **

* Refer requests for signing to: Cheryl Gribskov, Director, Oregon Travel Experience, 1500 Liberty Street SE, Salem, Oregon 97302 (503) 378-4508.

** Refer requests for signing to: Outdoor Advertising Sign Permits, ODOT Right-of-Way Project Administration, 4040 Fairview Industrial Dr., Salem, Oregon 97302 (503) 986-3650.

**The following signs are not allowed on the state highway system.
The State Traffic Engineer may allow certain exceptions.**

Advertising
Amusement Parks
Animal Shelter
Billboards
Churches
Commercial Businesses (see traffic generator signing, page 5-24)
Day Care Centers
Death Markers
Drive-in Theaters
Drug Free School Zone
Educational Service District
Field Burning
Fraternity-Sorority
Green River Ordinance
Kindergartens
Memorial Highways (See Blue Star Rest Area Signing)
Miniature Golf
Neighborhoods
Neighborhood Watch
Nuclear Free Zone
Nursing Homes
Political Signs
Public Open Market
Public Agency (See Section 5)
Private Agencies
Recycling Centers (Private)
Residential Complexes
Retirement Homes
Rodeos
Rustic Signs for Chamber of Commerce
Service Clubs
Skating Rinks
Special Interest Districts (See T.O.D. Signing)
Sports Clubs
Stockyards
Trade Schools
Veterans' Affairs Offices
Waste Transfer Stations

SIGNING AGREEMENT
US FOREST SERVICE AND OREGON DEPARTMENT OF TRANSPORTATION

The following items of agreement cover the signing portion of Memorandum of Understanding NFS 12-RU-11060051-003 and ODOT Misc. Contracts & Agreements No. 28729, entered into July 3, 2012 by and between ODOT and the USDA Forest Service (USFS), Pacific Northwest Region:

1. **Installing and Maintaining Signs.** ODOT has authority and responsibility for the installation and maintenance of all signs within the right-of-way of the State Highway System, except as noted in paragraph 3 in this section. All such signing will be in accordance with Oregon Standard Specifications (current version), the Manual on Uniform Traffic Control Devices (MUTCD), the Oregon Supplements to the MUTCD, the “ODOT Sign Policy and Guidelines for the State Highway System” and Sign and Poster Guidelines for the Forest Service EM 7100-15, as appropriate.

2. **Signs Furnished by ODOT.** ODOT is financially responsible for and will furnish, install, and maintain guide signs within the right of way or easement as requested by the USFS and approved by ODOT, for the following sign categories (examples shown in Appendix 1). Sign requests will be made to the ODOT District Manager at least 60 calendar days in advance by the USFS Forest Supervisor. A proposed sign plan will be provided by the USFS that shows the signs and their proposed locations. ODOT will review, modify, and approve or deny the request.
 - a. Approach signs for National Forest administrative facilities such as Ranger District and Supervisor offices that provide public services or functions.
 - b. Junction signs for important National Forest arterial routes.
 - c. Directional signs to important destinations within the National Forest. The following conditions apply:
 - Messages will be limited to no more than three destinations at any single location, using location names identified on public use maps.
 - At areas where there are more than one Agency’s facilities from one point on the highway, a generic recreation sign will be used with the represented Agencies’ logos below the generic message.
 - Up to four symbol plaques may be used on single destination signs, but they will not be used on generic multi-agency signs.
 - Local road numbers as well as Agency road numbers may be used where appropriate. USFS provided distinctive route marker(s) may be used.

- Advance destination signs will only be used where special emphasis is required. Examples are limited sight distance, high traffic volumes, multi-lane (more than 2) highways, and high speed areas.
- Agencies are encouraged to work together to develop specific signing to multiple destinations.

3. Signs Furnished by USFS. The USFS is financially responsible for and will furnish, install and maintain the following categories of signs:

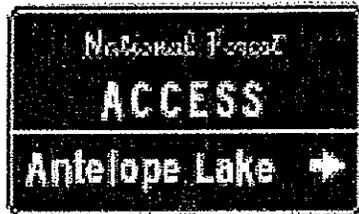
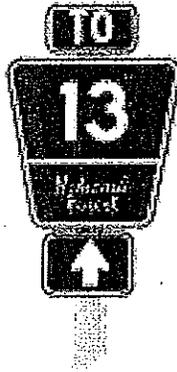
- a. Signs with pedestal bases such as large boundary or administrative site signs (examples shown in Appendix 2).
- b. The following signs are included in this category: National Forest Boundary (FE or FL); Recreation Site (RS); Headquarters (A or AS); and special interpretive signs. These signs are normally located outside the highway right-of-way or at parking areas. A permit from ODOT is required for placement within the highway rights-of-way. All signs within the highway right-of-way shall be installed on breakaway sign supports, or protected by barrier, or shall be removed by USFS when requested by ODOT.
- c. Emergency, construction and maintenance traffic control signs and devices.
- d. USFS will furnish, install, and maintain all temporary warning, regulatory, and guide signs; other traffic control devices (such as delineators, barricades, and temporary pavement markings); and all other appropriate devices which are needed to warn and control traffic during emergencies, construction, or maintenance activities, for which the USFS is responsible.

4. ODOT and USFS Cooperative Signing. ODOT and the USFS will cooperate in the installation and maintenance of the following categories of signs (examples shown in Appendix 3). Sign requests will be made to the ODOT District Manager at least 60 calendar days in advance by the USFS Forest Supervisor. A proposed sign plan will be provided by the USFS that shows the signs and their proposed locations. ODOT will review, modify, and approve or deny the request.

- a. Recreation Fee signs and logos will be furnished by the USFS. ODOT will maintain the signs and logos including installing new signs and logos on existing posts as appropriate to inform motorists when recreation fees will be charged. This maintenance will be provided at ODOT expense. Installations requiring new posts will be charged to the USFS. Logos on existing guide signs that direct motorists to National Forest facilities where fees are required will be installed and maintained at ODOT expense.

- b. National Forest Scenic Byway signs will be furnished by the USFS. ODOT will install and maintain the signs at ODOT expense. Installations requiring new posts will be charged to the USFS.
 - c. USFS administrative and recreation signs within the state highway right-of-way not covered in other categories will be furnished by the USFS. ODOT will install and maintain these signs. Installations requiring new posts will be charged to the USFS. The USFS and ODOT will agree in a separate project agreement as to how maintenance and other installation expenses will be shared.
5. **Highway Advisory Radio Signs.** USFS will coordinate with and abide by State requirements to obtain a permit for Highway Advisory Radio (HAR) signs. Requirements are listed in ODOT's "Guidelines for Highway Advisory Radios" and in the "Sign Policy and Guidelines for the State Highway System". These signs will provide the USFS the capability to communicate forest information to motorists using the vehicle's AM radio receiver. The Forest Service "shield", "National Forest" logo, and "Northwest Forest Pass" logo may be incorporated into the HAR sign layout. USFS will reimburse ODOT for all costs involved in the fabrication, installation, and maintenance of the HAR signs. Any reimbursement(s) will be authorized by a separate appropriate document.
6. **Signs Off the Right-of-way.** Signs installed off the right-of-way, and visible to highway travelers, will comply with: The Federal Highway Beautification Act of 1965, Part 750, Subpart B, National Standards for Official and Directional Signs (750.153 and 750.154); the Oregon Motorist Information Act; and ORS 377.505 to 377.545. Permits for such signage will be obtained from ODOT – Outdoor Advertising Unit.
7. **USFS Shield.** The USFS "shield" and "National Forest" script logo are copyrighted by the Department of Agriculture and will be allowed and should be used as agency identification as approved by the USFS. USFS logo is not needed on a sign if specific words such as "National Forest" are used.
8. **Fire Suppression Emergency Signs.** During an incident management activity such as a fire suppression emergency, USFS and ODOT maintenance personnel will coordinate to identify the signing requirements and accomplish the installation of signs and traffic control devices as soon as possible after the emergency occurs. ODOT will work with USFS to identify any hazards that may not be visible at night, and have the necessary signs, barricades, and flashers in place prior to darkness to protect both the traveling public and fire fighting personnel.

Appendix 1 – Examples of signs where ODOT is responsible for installation and maintenance



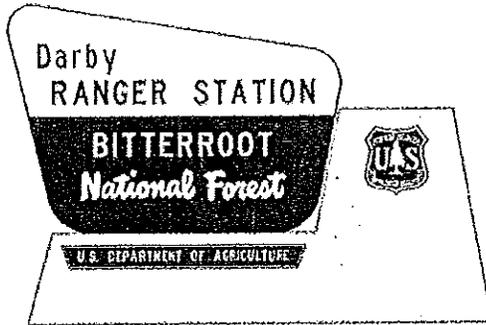
Appendix 2 – Example of signs where USFS is responsible for installation and maintenance.



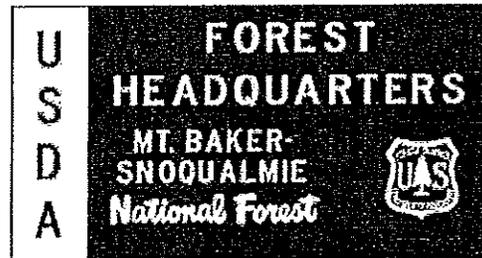
RS-Recreation Site Identification sign



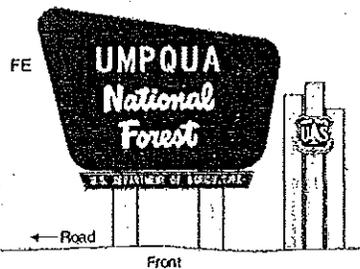
NRA-National Recreation Area sign



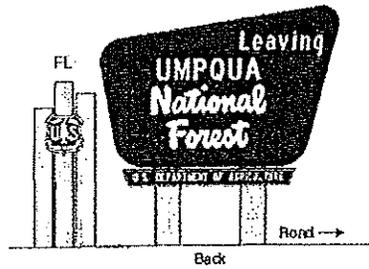
AS-Administrative Site Sign



Administrative Site Sign - Urban



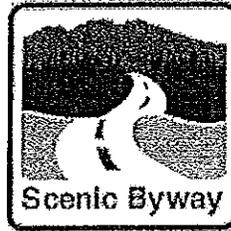
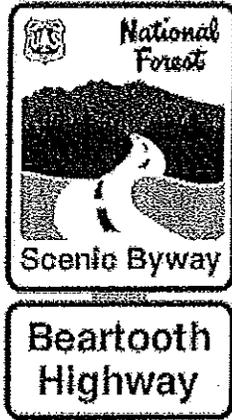
FE-National Forest Entrance Sign



FL-Forest Boundary Leaving sign

Appendix 3 – Examples of signs where USFS/ODOT share financial or performance responsibility for installation and maintenance

National Forest Scenic Byway



SBL



MFE

Recreation Fee Sign Examples and Fee Logo



Fee Logo



MFL

