
Procedure to Determine Need for Entrance Signs

Purpose and Objective:

The purpose of this procedure is to establish in writing the process to be followed when considering the need for an Entrance Sign. The objective is to clarify and streamline the process so that it can be completed with improved efficiency and consistency. For convenience, this procedure is designed to be used as a form.

References:

Ohio Manual of Uniform Traffic Control Devices §2C.40
Traffic Engineering Manual §202-8, §702-5
Location and Design Manual, Volume 1, Figures 201-4E and 201-5E
District 7 Entrance Sign Policy

Process:

1) Entrance sign is requested.

Entrance type (i.e. Hospital, School, Plant, etc.): _____
Location: _____
Requested by: _____ Date: _____

2) Gather Information.

Entrance traffic volume (vehicles per day): _____
Roadway ADT (Average Daily Traffic): _____
Does entrance traffic vary by season or day of week? Yes No
If yes, please explain: _____

Would signs need to be covered up for part of the year? Yes No
If yes, for what time period? _____

Check files for any previous studies or other pertinent information.
Summary of findings: _____

Evaluate crash history.
Years Ran (min. 3 years): _____ Number of Crashes: _____
Number of crashes: _____
 Draw Collision Diagram (Optional- may depend on number of crashes found.)

3) Visit the location in the field.

Date of Visit: _____
 Draw Condition Diagram
 Take photos (Optional)
Is sufficient sight distance available? Yes No
If no, is there a reasonable option for increasing the sight distance? Yes No
If yes, please explain: _____

Are there other sight conditions that would impact need for entrance signs? Yes No
If yes, please explain: _____

4) Make a final decision.

a) Apply engineering judgment to the facts to determine if an entrance sign should be installed.

Final Decision: _____
Justification for decision: _____

Other Recommendations: _____

5) Follow up with decision.

Respond to the requestor.

Date Responded: _____

If applicable, send to traffic department to have the sign installed. Not Applicable

Date sent to Traffic Department: _____ Date Installed: _____

Other Changes: _____

Attached Documents:

- Initiating letter, etc.
- Condition Diagram
- Crash Data (may include Collision Diagram)
- Photos (optional)
- Other Information: _____