Action Item #3 - City of Westfield Decorative Street Sign Post Standard

The City of Westfield Public Works Department (WPWD) installs standard "U" channel posts or square posts in the public right-of-way for the mounting of regulatory, warning, and informational/guide signs. WPWD will allow the installation of decorative signpost ts by residential developers and neighborhood associations on a case-by-case basis provided that their installation does not result in an adverse impact to the public safety or future roadway construction projects and that there is no cost to the City for installation or maintenance. It should be noted that this policy and the requirements listed below are only applicable on City maintained streets. Contact the Indiana Department of Transportation (INDOT) at (317) 467-3459 for decorative signpost requests on state maintained roads.

Design and Submittal Requirements

All requests for decorative signpost installations in the public right-of-way must meet the following installation/ maintenance and submittal requirements. Verification of the items listed below is required with the request submittal package.

- Signposts must be designed to be "breakaway" in accordance with NCHRP Report 350. A detail/specification sheet of the proposed signpost(s) with verification of breakaway design provided in submittal package.
- All signs (regulatory, warning, and informational/guide) must be in conformance with the *Manual on Uniform Traffic Control Devices* (MUTCD), US Department of Transportation/Federal Highway Administration, with respect to color, size, and shape. Street name sign lettering is white on green background.
- Residential Developer/Neighborhood Association is responsible for providing and installing all signs on decorative signposts. All MUTCD signs are to be of high intensity, retro-reflective sheeting with verification provided in submittal package.
- Signposts must be of sufficient height to mount the sign in conformance with MUTCD requirements. Most typical installations require a vertical clearance of 7 feet from the bottom edge of the sign to the ground surface.
- Signposts at intersections must be installed in locations as provided in the The City of Westfield Construction Standards & Specifications (WCSS).
- Signposts cannot be installed closer than 8 feet from the face-of-curb or edge-of-pavement unless impeded visually or by right-of-way limits.
- WPWD must approve the color (other than black) of signposts and any requested sign mounting/trim.
- Only signs and only one sign can be mounted on a signpost (exception: 1) 2 street name signs can be mounted on a signpost – (WCSS). 2) Supplemental plates on warning signs as approved by WPWD on a case-by-case basis).
- Residential Developer requested installations require documentation of an incorporated Homeowner's Association (HOA); copy of Covenants/Restrictions with items indicating HOA responsibility for any outstanding installation costs, maintenance costs, and acknowledgement of the transferability of requirements for the decorative signposts installation as included in the Installation Agreement. Submittal also to include a scaled subdivision street/site plan indicating the location/identification of all proposed signing.
- Signs attached to a backboard or framed with decorative trim cannot alter the sign size, shape, or visibility.

- WPWD reserves the right to install temporary replacement signs using standard sign post mounting when decorative sign posts and signs are damaged. Contact WPWD for removal of temporary sign posts when replacement can be installed.
- Routine maintenance/replacement of damaged signposts and any sign mounting backboard/trim is the responsibility of the Neighborhood Association/Residential Developer.
- The City reserves the right to remove or relocate, or require the removal or relocation, of signs.
- The City reserves the right to install additional signs that are not mounted on decorative signposts.
- Enter into an agreement with the City covering hold harmless provisions.

Any work within the public right-of-way that requires closure of the sidewalk or travel lanes during installation of the decorative signposts requires a right-of-way encroachment permit. The contractor is responsible for ensuring that all closures are in conformance with *The City's Construction Standards and Specifications*. The right-of-way encroachment permit must be obtained from The City of Westfield's Customer Service Department - 2728 E 171st St, Westfield, IN 46140 (317) 804-3153, prior to the beginning of work.

All requests for neighborhood decorative signpost installations are to be submitted to the WPWD Engineering Department, 2706 E 171st St, Westfield, IN 46140.