

All Town Sign Replacement Program - 2013

Program Overview

Continuing from last year, the Iowa Department of Transportation is reorganizing its Small Town Sign Replacement Program to provide signs to all communities in Iowa. New for this year, several additional signs qualify for replacement. With the goal to focus resources on safety, the program offers to replace the following eligible signs that are deficient, damaged or obsolete:

- Stop
- Stop Ahead
- Yield
- All Way (eligible for new locations)
- Speed Limit
- No Right Turn
- No Left Turn
- No U-turn
- Wrong Way
- One-way on Right Arrow
- One-way on Left Arrow
- One-way with Right Arrow
- Do Not Enter
- One-Direction Large Arrow
- Two-Direction Large Arrow
- Speed Reduction
- Railroad Advance Warning
- School Symbol
- Bicycle Symbol
- Pedestrian Symbol
- Crossing Diagonal Left Down Arrow
- Crossing Ahead Supplemental

The sign post for eligible signs may be replaced if:

- Sign mounting height is incorrect
- Post is damaged
- Post is warped (sign not level or perpendicular to roadway)
- Lateral post placement is incorrect
- Longitudinal placement is incorrect

Posts and fasteners are provided for each eligible sign, if needed. Individual cities may receive signs, posts and fasteners up to a total of \$5,000 in value.

The applications are submitted to the Program Coordinator for evaluation. If the application is approved, the Iowa DOT will provide the signs, posts and fasteners to the applicant. The applicant is responsible for installation of the signs and is required to notify the Program Coordinator after completion

Application information and guidance is available to on our web site or may be sent to applicants by mail, upon request.

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Program Overview (Cont'd)

Program Coordinator

John Sebastian

Phone: 515-239-1991 Fax: 515-239-1891

General Office Phone: 515-239-1557

Email: john.sebastian@dot.iowa.gov

Website: <http://www.iowadot.gov/traffic/smalltownsign.htm>

Submit Applications to:

Iowa Department of Transportation
Office of Traffic & Safety
All Town Sign Replacement Program
800 Lincoln Way
Ames, IA 50010

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Application Process

1. Identify signs and posts to be replaced

Signs eligible through this program provide replacements for signs already in place. This program does not provide signs for new installations with the exception of the All Way sign.

Applicants are required to perform an assessment of their sign needs by identifying deficient, damaged or obsolete signs.

2. Determine proper location and length of post for each sign

Applicants must verify the existing signs are properly located and mounted at the correct height. This exercise is necessary for an applicant to determine the length of replacement posts and to assure replacement signs are properly installed.

3. Fill out application

The applicant information and the sign locations from the field review are entered on the application. The preferred format of the application is the Microsoft Excel spreadsheet available from our website. The spreadsheet automatically calculates the running costs. The application may be submitted on paper, but the applicant will need to calculate the sign costs by hand. The application request cannot exceed \$5,000.

4. Obtain a signed resolution

A resolution must be prepared and approved by the applicant's City Council. The approved and signed "City Council Resolution" must be submitted to the Program Coordinator with the application to be eligible for approval.

5. Submit application & supporting documentation to Program Coordinator

Electronic submittal:

- 1.) Email the "Sign Application" spreadsheet.
- 2.) Mail or fax the signed resolution.

Or, hardcopy submittal:

- 1.) Mail or fax the "Application Information Sheet"
- 2.) Mail or fax the "Sign and Signpost Request Sheet(s)"
- 3.) Mail or fax the signed resolution.

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Application Review Process & Requirements

Application Review - The application is reviewed to verify all supporting documentation has been received. The requested signs and/or posts are reviewed for proper location and appropriate use. The applicant may be contacted for any clarification.

Application Approval - Once the application has been reviewed, we will determine if funding is available to approve the grant. The notification of approval or denial will be sent to the applicant.

Shipping of Materials - Signs, posts and/or fasteners for approved grants will be shipped to a DOT maintenance garage near the applicant. Upon arrival, the applicant will be notified of the arrival of the shipment and where it may be picked up. Depending on inventory availability, shipments should arrive approximately 8 weeks after the application is approved. If the grant includes both signs and posts, the shipments may arrive at different times. The signs are shipped from the DOT Sign Shop and the posts/fasteners are shipped from the DOT Warehouse.

Installation of Signs - The grant requires the installation of the signs and/or post in a timely manner. Therefore, the installation should be complete within 180 days of being furnished as per the city resolution. Please notify the Program Coordinator of any extenuating circumstances.

Notification of Installation - Within 30 days of the installation of the sign and/or posts, notify the Program Coordinator.