

	<b>COMMUNITY MAP/ INFORMATION SIGN</b>		<i>Issued: JUL 2013</i>
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<b>RECOMMENDED PRACTICES</b>	PART	HIGHWAY SIGNS	
	SECTION	COMMUNITY INFORMATION SIGNS	
	SUB-SECTION		

### General

As a courtesy to their visitors, some communities may wish to install a sign display which includes a community map, information about the community and/or its heritage, and information about large community events.

For communities with a Visitor Information Centre, that site is often the best place to install such a sign. However, not all communities have a Visitor Information Centre and others wish to display their community information at a provincial highway roadside turnout in close proximity to the community.

### Standard

Community Map/Information signs are custom designed signs consisting of one large panel containing text and/or graphical messages and a support structure.

The content of Community Map/Information signs may include anything except any form of commercial advertising.

Preferably, the sign should be constructed using light-weight materials such as wood or aluminium sheeting.

Sign structures placed within the clear zone, as defined in the department's Highway Geometric Design Guide, must have a breakaway structure base, or motorists must be protected from striking the structure through the use of a protective barrier.

Use of heavy and rigid materials, such as concrete or steel, is not desirable. When impacted by a vehicle, rigid structures may cause serious damage to a vehicle and result in passenger injury.

No heavy or rigid structures will be allowed within the clear zone.

Community Map/Information signs are limited to a maximum size of 6 square metres.

### Guidelines for Use

All urban municipalities in Alberta are eligible for a Community Map/Information sign. One Community Map/Information sign will be permitted on each highway entrance for the inbound direction to a community.

Community Map/Information signs will only be permitted at provincial highway roadside turnouts, which must meet the geometric standards of Alberta Transportation as specified in the Highway Geometric Design Guide.

Where a roadside turnout does not exist at the desired sign location, the applicant is required to design and construct the necessary roadside turnout to department standards at the applicant's cost.

An urban municipality that wishes to obtain approval for the placement of a Community Map/Information sign must submit an application to one of the Alberta Transportation district offices.

A listing of Alberta Transportation district offices, general instructions, and an example of the sign application form are provided at the following link:

<http://www.transportation.alberta.ca/613.htm>

A typical sign application should include:

- Name and address of the urban municipality;
- Sign details (including the size of the sign), the details of the message wording and symbols, the size and colour of lettering, and the sign background colour; and
- Sign location details including the legal land description and distances to the highway right-of-way.

After reviewing and accepting an application for a sign within the highway right-of-way, the department may issue a Letter of Approval.

A Letter of Approval is a document that binds the sign proponent and the department through mutual agreement for the use and placement of a sign.

**Guidelines for Placement**

Community Map/Information signs are installed on the back side of roadside turnouts (meeting department standards) in close proximity to the community they represent (within 8 km of corporate limit). Community Map/Information signs are installed parallel to the highway.

At roadside turnouts with existing signage (such as Provincial Heritage Marker Program signs), a Community Map/Information sign will only be permitted if there is sufficient space available.

Larger rigid structures, if allowed within the highway right-of-way, must be placed as far as possible from the edge of the road.

Excessively large or rigid structures will not be allowed within the highway right-of-way.

**Installation and Maintenance**

The requirements for fabricating, installing and maintaining Community Map/Information signs are outlined in the Recommended Practices guideline entitled General Provisions for Installing Private Signs within the Highway Right-of-Way.

The municipality or community is responsible for all costs associated with their Community Map/Information sign, including:

- Installation and maintenance of the sign;
- Future replacement of the sign and the sign structure; and
- Any damages resulting from vandalism.

**References to Standards**

<i>Highway Geometric Design Guide</i>	F2.4 Class III – Rest Areas (Turnouts)
<i>Highway Geometric Design Guide</i>	Table C5.2a, Clear Zone Distances
<i>Recommended Practices</i> Section: General	General Provisions for Installing Private Signs within the Highway Right-of-Way