

DEPARTMENT OF TRANSPORTATION

50 Higuera Street
SAN LUIS OBISPO, CA 93401-5415
PERMIT DEPARTMENT TELEPHONE: (805) 549-3152
TDD (805) 549-3259
INTERNET <http://www.dot.ca.gov/dist05/>



GENERAL ENCROACHMENT PERMIT APPLICATION REQUIREMENTS FOR SPECIAL EVENT SIGNING

To maintain safe highway operations, Caltrans will allow nonprofit organizations sponsoring attractions or events conducted for nonprofit purposes, to place directional signing in the Caltrans right of way. To qualify for sign placement, the attraction or event must demonstrate significant traffic generation and require a specific circulation plan, approved by the local agency, designed to address a traffic problem that would necessarily rely upon the directional signs. If the event does not generate sufficient traffic volume to require a formal circulation plan, then the signs will not be approved. To assist us in approving your request please provide the information and material noted below with your encroachment permit application.

1. Provide documentation of the expected traffic that will be generated by the event and a traffic study that shows times, volumes, and event traffic routes.
2. Provide a letter from the affected local agency or agencies specifically approving the event traffic being directed through the local agency's (s) jurisdiction. An Event Traffic Sign Plan that will be used to guide event traffic from the State highway to the event site, approved by the City or County, must accompany the approval letter.
3. Include a north arrow, and scale engineer's scale (1:5, 1:20, 1:50) (1" = 20', 50', 100', 1-mile) etc. on all drawings. Drawings that are not to scale must show essential dimensions.
4. Existing pavement, traffic lanes, shoulders, curbs, sidewalks, landscaping and highway signs in the immediate vicinity of proposed sign installations should be shown on the Sign Installation Plan to help determine impacts to the highway and highway users.
5. Signs shall be designed and commercially manufactured according to Caltrans' Standard Specifications, the Caltrans Traffic Manual, as well as the Manual of Uniform Traffic Control Devices (MUTCD). Sign panel surfacing shall be black lettering on reflective orange background. Lettering size shall be commensurate with highway traffic speeds to allow adequate comprehension of the message at normal highway speeds.

Event Signs should generally be mounted on their own suitable barricades or posts. Request to mount special event signs on existing State sign installations will be considered on "non-action" signs only; Caltrans warning, construction area, regulatory, and guide sign installations must not be utilized by event sponsors for

special event sign installations.

6. Normally, Special Event Signs will only be approved for generic messages such as "Event Parking," "Fair Parking," "Show Parking," or "Festival Parking Use Next Exit." Where supplemental information is required, messages must be limited to fit on a maximum sign panel area not to exceed 25 sq. ft.
7. Signs shall be placed and removed by the permittee at no cost to Caltrans, and covered until they are needed for actual event traffic.
8. Five copies of your plans must be submitted. Plans must not exceed 24" X 36" in size and be clear and legible for microfilming. **PLAN SHEETS MUST BE NESTED, BOUND, AND FOLDED TO FILE DRAWER SIZE.** (A minimum \$80 service charge will apply to unfolded plans.)
9. Unless exempt, a deposit of \$246.00 must be submitted with your application. Portions of it may be refundable. However, some permits may require additional deposits for review and inspection of the proposed work.

AVOID UNNECESSARY DELAYS TO YOUR APPLICATION. If you need help or information please call our office at (805) 549-3152.

DEPARTMENT OF TRANSPORTATION

50 HIGUERA STREET
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*Flex your power!
Be energy efficient!*

January 12, 2005

Sign Color and Letters:

1. Special event signs shall be orange backgrounds (retroreflective) with black letters.
2. The orange retroreflective background shall be either Type 3 or Type 4
3. For highways, 13.3 inch (cap) and 10" (small case letters). If all caps, size is 10 inch.
4. For conventional highways, 8 inch for caps and 6 inch for small case letter. If all caps, size is 6 inch.

Sign Size:

1. For speeds less than 55 mph, use 36" x 36" diamond shape sign.
2. For speeds over 55 mph, use 48" x 48" diamond shape sign.

Sign Installation:

1. Post size should be 4"x6". Sign shall be installed not less than 7 ft. from the bottom of the sign to finished grade.
2. Depth of post buried in the ground should be minimum 4 ft.
3. Post shall have 2 drilled holes for breakaway feature. The first hole shall be drilled 3 inches measured from finished grade, and the second hole shall be drilled 18 inches from finished grade. The hole diameters shall be 1-1/4 inch.
4. The State Permit Inspector shall determine sign location.

Changeable Message Signs (CMS):

1. The use of CMS signs to display or advertise any special event is discouraged. In the event that posted sign is not feasible, Caltrans would review your situation on an individual basis. CMS signs is used to display a safety or transportation-related message.

Fabrication of sign panel shall be metal and constructed in accordance to Caltrans' standards and specifications. Wood, plastic, and/or paper is not permitted.

STATE OF CALIFORNIA DEPARTMENT OF TRANSPORTATION



SIGN	DIMENSIONS (INCHES)						
	A	B	C	D	E	F	G
MINIMUM	36						
STANDARD	48						

COLORS
 BORDER & LEGEND - BLACK
 BACKGROUND - ORANGE (REFL)

THE POLICY FOR INTENDED USAGE OF THIS SIGN IS SHOWN ON REVERSE SIDE.

C. J. Butler
 CHIEF, DIVISION OF TRAFFIC ENGINEERING

9-26-86
 DATE

REVISION

REVISION