

Town Guidelines for Ordering Street Signs

I. Introduction

The Town's Road Naming and Numbering Ordinance requires that MUTCD-compliant road signs be installed for all shared access ways serving three or more properties or uses. The zoning administrator, road commissioner or 911 Coordinator will determine when a new or replacement road sign is required.

II. Scope

The town clerk's office, town highway department and zoning office will work with private landowners to order and install road signs. The landowner has the option of installing signs at their own cost; however, the town highway crew is required to be notified before any work, including the installation of signs, is performed in a town highway right-of-way (typically 25 feet from the center of the town road). In order to be visible, road signs are required to be installed approximately 5 feet from the edge of pavement, which will be within the public right-of-way in most situations, thus requiring town review and approval before installation. Applicants for town zoning permits or highway access permits will be provided with a copy of these guidelines at the time of application to inform them of the process and possible costs.

III. Procedures

1. The town zoning officer or town clerk staff should provide a copy of these guidelines, upon request, or as part of the information provided to applicants for a zoning permit, including subdivision approvals and highway access permit applications.
2. When a new road name is required, the land owner shall submit a road name approval request, typically a letter signed by all landowners that will share the road, to the Selectboard. Upon approval of the new name, the town's E911 Coordinator will be informed of the new name and update the town's 911 database and the property owner will be contacted with instructions on road sign installation.
3. The property owner will then call the town clerk's office to order the sign. If a sign is less than 37 inches it will require one post. If 37 inches or longer the sign will require two posts. The cost of the sign, or a replacement sign, and posts and brackets are paid by the landowner on all private roads and paid by the town for all town highway signs.
4. The costs are as follows:
 - a. Sign – approximately \$100. The town's invoice will determine the landowner's cost. The cost is determined by the number of letters needed.
 - b. Posts and bracket - \$50.00 per post
5. The town clerk's office will call the landowner to pick up and pay for the sign after it is delivered to the town office.
6. The landowner will bring the sign to the highway garage (call first 888-4625) and work out a time with the town highway crew for them to install the sign. The highway crew will only install signs at the intersection with a town road, at no cost to the landowner. All other road signs which might also be required for interior private road intersections are to be installed by the landowner, not the town highway crew. Interior road name signs, brackets and posts may be ordered by the town with costs paid by the landowner.

Approved for use by the Town Administrator on January 16, 2014.