



PUBLIC WORKS DEPARTMENT
TRAFFIC ENGINEERING DIVISION

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POLICY REGARDING THE INSTALLATION OF DECORATIVE SIGNPOSTS BY OTHERS

1. The Petitioner (if other than the City of jurisdiction) is to provide documentation that the respective City Manager supports their request for the installation of decorative signposts.
2. The Petitioner must supply a survey of existing signs within the area; identifying specific signs for which the signposts change is desired. This survey is to be in the form of a map or legible illustration depicting the affected streets, each of the affected signs and their pertinent attributes (type of sign, location, etc.).
3. The Division's Planning and Design Section verifies this survey in the field and determines if any signs need to be added, relocated or removed before the Petitioner orders any signposts.
4. The County performs the work identified in Step 3.
5. The Petitioner submits the design and specifications of the proposed signposts to the County for their review and approval.
6. Upon successful completion of all of the above, the County will grant the Petitioner to proceed with the purchase and installation of the new signposts. Signs must be continuously displayed during the installation process and the installation shall be performed in accordance with all standards of the Manual on Uniform Traffic Control Devices.
7. The Division's Planning and Design Section will inspect the completed installation and based on the inspection results, will issue a letter to the Petitioner either identifying any deficiencies or approving the installation. The Petitioner and Petitioner's contractor assume all liability until such time as the County inspects the installation and issues an approval letter.
8. The County will utilize standard U-channel posts for maintenance of signs (e.g. knockdowns, etc.), which can be replaced with decorative posts by the Petitioner. The Petitioner will return any un-reused removed materials (which are to be tagged so as to identify the location of the removal) as part of their sign replacement to the County's Sign Superintendent. This will ensure that County property does not become disposed of by third parties, and also serve as notification to the County of the change-out. The County's Studies Section will inspect these signs after the change-out and notify the Petitioner of deficiencies only, if found.
9. The Petitioner is responsible for the maintenance of the decorative posts in perpetuity.

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