Purpose
To define the process for the Utah Department of Transportation (Department) establishing City or Municipal boundary signs on State highways other than freeways and grade separated expressways.

Policy
City or Municipal boundary signs will conform with the current edition of the Manual on Uniform Traffic Control Devices (MUTCD). City or Municipal boundary signs will not be used on freeways, highways built to freeway standards, or grade separated expressways.

City or Municipal boundary signs will use a white legend (6 inch maximum letter height) with a green background, except as noted in (2) below. The signs will not use the legend Town, Township, or City unless used as an integral part of the City or Municipality name such as Salt Lake City or Cedar City. There are two alternatives for the City or Municipal boundary sign.

1. City or Municipality Name Sign.
   a. This alternative will only consist of a word message.

2. City or Municipality Name and Pictograph Sign
   a. This alternative will consist of the City or Municipality name in a word message and a pictograph on the sign face. This pictograph will be provided by the City or Municipality and meet the following criteria:
      1) The pictograph will not exceed two times the height of the upper-case letters of the principal legend on the sign, to a maximum of 24 inches wide and 24 inches high with rounded corners.
      2) The pictograph will be supplied as either self-adhesive sheeting or sheeting applied to 0.080 inch aluminum substrate.
      3) The design of the pictograph will be consistent with the MUTCD.
      4) The pictograph will not display names of businesses or organizations.
5) The design will be approved by the Region Traffic Operations Engineer.

b. An interagency agreement will be in place between the Department and the City or Municipality before installation of the sign. All costs associated with this alternative will be the responsibility of the City or Municipality.

Additional signs or panels will not be placed on a boundary sign or the sign supports. A maximum of one sign may be installed on each State road entering the City or Municipality. Existing City or Municipality boundary signs not complying with this policy should be removed.
Responsibility: Region Director or Region Traffic Operations Engineer

Actions:

1. Receive request for City or Municipal Boundary signing.
2. Review request for feasibility and compliance with the MUTCD and this policy.
3. Respond to requestor with sign placement decision.
4. Create a work order when decision is made to proceed with sign installation.
5. Coordinate design and delivery of pictograph if paragraph 2 of this policy applies.
6. Arrange for sign installation.

Responsibility: Region Utilities Coordinator

7. Prepare and execute the interagency agreement if required under paragraph 2 of this policy.