



# Monument Sign Submittal Requirements

This document represents general requirements for submittal of monument signs. This checklist does not take into consideration requirements by the Community Development Department. (11-12-2021 V3)

- 11" x 17" or larger engineered scale site plan complete with all sight lines and hashed out areas designating are-as where the monument sign cannot be installed:** An engineer shall sign the sight distance analysis plan relieving the City from any liability. All driveways within 500 ft of the site shall be identified on the plan to determine if the proposed monument sign affects adjacent driveway egress access locations. The drawing shall include/identify:
  - North arrow and scale
  - Label all streets
  - Clear offset dimensions for the proposed monument sign from the tangent section of the face of curb
  - Identify all existing controls (stop signs, signals, etc.)
  - All dimensions
- The design or 85th percentile speed shall be identified on the plan:** The 85th percentile speed can be found on the City's Traffic Engineering Webpage under Speed Survey Index for the segment of road. The 85th percentile speed is representative of what 85% of the drivers drive and is sufficient in determining the sight distance. Use City Standard Detail T1 for typical guidance.
- Identify actual sight distance on the plan:** Determine the sight distance by interpolating from the chart identified in the City Standard Detail T1(2021) or current.
- Identify Point A:** The location as identified from the primary affected driveway(s) or other adjacent driveways affected. At a minimum, it shall be measured from 15' back of the face of curb and 6' from the centerline (double yellow) of the driveway access. If there is a designated white crosswalk or white limit line, Point A shall be identified at 12' behind the crosswalk or limit line and 6' towards the location of an anticipated driver.
- Identify Point B1:** This point is located to the left as the driver exits the driveway and measured 6' from travel way (white edge line) or curb face if white edge line is not available.
- Identify Point B2:** This point is located to the right as the driver exits the impacted driveway and measured closest to the median (if applicable) or centerline (double yellow) similar to Point B1.
- Hash out all areas within the triangle between Point A, Point B1 and Point B2 (left and right of the affected driveway) behind face of curb:** Monument signs shall not be located within this hashed out area.
- Identify the location of the proposed monument sign (s):** The sign shall be shown outside of the identified hashed out area of the triangle with specific reference offsets from the curb return or face of curb.
- Plan shall be signed and sealed by a registered civil engineer in responsible charge.**