

# Design Standards Letter

**Letter Number: G-2006-02**

**Letter Date: 03/02/2006**

**Effective Date: 03/02/2006**

**Section/Plan No.: Sign Design Process**

**Subject: Sign Design Process**

## Body

-----  
Since August 2003 the Traffic Division at CO has performed the design of signs for construction projects. The original intent of the design being performed by the Traffic Division was to gain consistency in the size and format of signs and to optimize the layout. These designs included little review time and could be provided to the districts in a relatively short timeframe.

Since that time the design role of the Traffic Division has been expanded to include a review of the sign's content in addition to the size and layout. This additional review has been included to provide the maximum possible uniformity across the state and nationally. This has resulted in the need for a greater period of time to complete designs. In addition to designing signs for construction projects, all signs installed by MoDOT forces are also produced in this same manner.

The additional design work along with the increased volume of requests for sign designs has affected the ability of the Traffic Division to continue the short response time to which district staff has become accustomed. The current D-28 form, the sign order form, says to typically allow 10 working days for the sign to be designed. Based on the additional workload ten days is no longer an adequate amount of time for the Traffic Division to perform the necessary reviews and to design the sign. The design of signs can no longer be the last item of work to be completed prior to the PS&E submittal date.

In an effort to meet the needs of district design staff and not delay the completion of roadway plans, the Traffic Division is now requesting thirty (30) working days be allowed for the sign design process.

Even if the final sign content is not known, the Traffic Division encourages district staff to submit preliminary sign designs earlier in the design process. Sign designs can be revised and modified much easier and faster later in the design phase of the project when compared to designing them all from scratch at the last minute. With this additional design time the Traffic Division can ensure that sign designs can be completed without delaying project submittals.