



NOVA DISTRICT, FAIRFAX PERMITS

GUIDELINES FOR ROADSIDE MEMORIALS

VDOT current guidelines for Roadside Memorials until the new Land Use Permit Manual is approved.

The sign specification is attached. There cannot be any deviation from the sign specifications. All memorials erected under these guidelines are to be the same.

Roadside memorials can be installed on any of our highway systems as long as the **requester pays the entire cost of fabricating and erecting the sign.** using the following:

- VDOT will meet with the requester and review/approve the proposed location of the sign. The sign cannot be installed within the clear zone.
- The requester will bear the entire cost of the sign. Fabrication and installation of the sign must be per the sign specification attached (Page 2).
- When the sign has been fabricated, VDOT will issue a Land Use Permit at no cost (permit fee and surety waived) to the permittee, for a period of two (2) years. The Residency Administrator shall sign the permit regardless of the highway system. The permittee needs to know that the sign **will not*** remain on site more than two (2) years. They are responsible for removing the sign and if they do not, then VDOT will remove the sign and retain it at the Residency or Area Maintenance Headquarters for 30 days.
- VDOT participation is limited to identifying the location of the sign and issuing a permit.
- All memorials shall be erected on the right hand side of the highway. The shoulder is larger thus allowing ample room to pull over and install the memorial without interfering with traffic.
- If the sign is to be erected on the Interstate System, the Residency Administrator forwards a memorandum to Jim Cline or Mutaz Alkhadra indicating that the permit has been issued and the permit number.

* In a memo to Jim Cline dated February 01, 2005, Commissioner Shucet stated – *as far as I am concerned they can remain in place as long as they're not a safety hazard.* This was in response to a request for a citizen to appear before the CTB for the purpose of requesting an extension. In order for a memorial to remain longer than the two year period the permittee should write a letter requesting a one (1) year extension; this can be repeated in following years. The letter should be directed to the Residency Administrator who issued the permit.



SHAPE	Top Panel:	Square	
	Bottom Panel:	Horizontal Rectangle	
COLOR	Message and Border:	Black (Non-Reflectorized)	
	Field:	Gray (Non-Reflectorized)	
SIZE		Top Panel	Bottom Panel
	Horizontal:	24"	30" (Max)
	Vertical:	24"	6" (9" Max)
	Circle Diameter:	22"	
MESSAGE		Top Panel	Bottom Panel
	Line 1	Capitals: 3" D	2" C
	Line 2	Capitals: 3" D	See Notes
	Line 3	Capitals: 2" D	
	Line 4	Capitals: 2" D	
BORDER WIDTH		Top Panel	Bottom Panel
		1"	3/8"
CORNER RADIUS		Top Panel	Bottom Panel
		1 1/2"	1 1/2"

Notes: Top Panel -Vertical spacing between the top of the panel and Line 1 is 4 1/8". Vertical spacing between Lines 1 and 2 is 2.25". Vertical spacing between Lines 2 and 3 is 2". Vertical spacing between Lines 3 and 4 is 1 1/2".

Bottom Panel – Vertical spacing between the top of the panel and Line 1 is 2". The use of initials and/or avoidance of hyphenated names may be needed for the deceased's name to fit the bottom panel. If necessary, the bottom panel may be increased to 9" in height and a second line used to accommodate those names that will not fit onto one line. When a 9" panel is used, vertical spacing between the top of the panel and Line 1 is 2" and vertical spacing between Lines 1 and 2 is 1". When the applicant requests that the deceased's name not be indicated, the message "A LOVED ONE" should be used on the bottom panel.

Mounting height of the memorial markers shall be 3' from the top of pavement at the pavement edge to the top of the top panel except in areas behind guardrail and barrier where the mounting height shall be increased as necessary for the markers to be visible.