

VIRGINIA DEPARTMENT OF TRANSPORTATION
TRAFFIC ENGINEERING DIVISION
INSTRUCTIONAL & INFORMATIONAL MEMORANDUM

GENERAL SUBJECT: Signs		NUMBER: IIM-TE-303.1
		SUPERSEDES: TE-303
SPECIFIC SUBJECT: Proposed Roadway Improvement Sign		DATE: August 18, 2016
		SUNSET DATE: None
DIRECTED TO: District Location & Design Engineers District Environmental Managers Residency Engineers/Administrators Regional Operations Directors Regional Operations Maintenance Managers District Bridge Engineers	APPROVAL: /original signed by/ Raymond J. Khoury, P.E. State Traffic Engineer Richmond, VA August 18, 2016	

Revisions are shaded.

In the past, the Department has received complaints ~~in the past~~ from citizens indicating they were unaware of proposed roadway improvements until after construction had begun. Therefore, in the interest of promoting better public awareness of these improvements, a sign ~~has been~~ was designed to be installed for installation at proposed project locations.

This sign shall be installed ~~approximately one month prior to the public hearing or notification of a willingness to hold a public hearing~~ prior to the public involvement notice being posted in newspapers. ~~As~~ At a minimum, they shall be installed at the termini of the project. On projects where there is a great influx of traffic from a side road onto and/or across the roadway slated for improvements, consideration should be given to placing additional signs for this traffic. ~~Visibility~~ by pedestrians and cyclists should also be considered.

Signs should not be posted on the Interstate mainline. Instead, signs should be posted on interchange on-ramps and/or on approaches to grade-separated crossings of the Interstate within the project limits.

The signs shall display either the relevant District office general phone number or the VDOT Project Manager's phone number.

Signs shall be removed ~~within a reasonable time~~ after the date of the public hearing or after it is decided not to hold a hearing.

An adequate number of these signs to allow all projects to be properly signed should be made available to your Residencies. Each District/Residency should store an adequate number of these signs to allow for all projects to be properly posted in a timely manner.

CC:

Mohammad Mirshahi, P.E. - Deputy Chief Engineer
District Engineers/Administrators
Regional Traffic Engineers
Bart Thrasher, P.E. - L&D Division Administrator
Dr. Jose Gomez, P.E. - VCTIR Director
Kendal Walus, P.E. - Structure & Bridge Division Administrator
Angel Deem – Environmental Division Administrator
Jessie Yung, P.E. - FHWA Virginia Division Acting Administrator
Chuck Koebel – Central Virginia Sign Shop Manager

**IIM-TE-303.1 – Attachment A
Proposed Roadway Improvement Sign**



Sign size “B” may be erected where Right-of Way is inadequate for Sign size “A”.

SHAPE	Horizontal Rectangle		
COLOR	Message and Border: Field:	Black (Non-reflectORIZED) White (ReflectORIZED)	
SIZE	Horizontal: Vertical:	A 60" 42"	B 48" 30"
MESSAGE	Line 1 VDOT Logo: Line 2 Capitals: Line 3 Capitals: Line 4 Capitals: Line 5 Text:	6" 4" C 4" C 4" C 6" C	4" 3" C 3" C 3" C 5" B
BORDER WIDTH		½"	¾"
CORNER RADIUS		3"	3"

Notes: Vertical spacing between Line 2 and the border is 11½" for Sign A and 7⅞" for Sign B. Vertical spacing between Line 5 and the border is 2½" for Sign A and 2⅞" for Sign B. Line 1 (VDOT logo) shall be centered between the border and Line 2. Vertical spacing between Lines 2, 3, 4 & 5 is 3" for Sign A and 2" for Sign B.