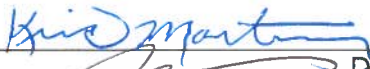





## City of Riverside Administrative Manual

*Effective Date:* 07/2003  
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*Policy Owner(s):* Public Works

*Approved:*

  
 \_\_\_\_\_ Department  
  
 \_\_\_\_\_  
**John A. Russo** City Manager  
 City Manager

### SUBJECT:

## Subdivision Directional Signs in Public Right-of-Way

### PURPOSE:

To establish policies and standards for the location of subdivision directional signs in the public right-of-way by private contractor pursuant to a license agreement ("licensee").

### POLICY:

These policies shall apply to subdivision directional signs placed in the public right-of-way for subdivisions with five or more new homes for owner-occupant sale. It shall not apply to subdivisions of fewer than five homes and it shall not apply to rental housing:

1. The "basic sign unit" is defined as the primary structure including the City/Community logo to be set in the ground. A "sign panel" is defined as the sign affixed to the basic unit, containing the name of the development and the directional arrow.
2. Subdivision directional signs shall not obstruct the use of sidewalks, walkways, bike and hiking trails; shall not obstruct the visibility of vehicles, pedestrians or traffic control signs; shall be installed in the immediate vicinity of street intersections; and shall be limited to not more than three (3) structures between street intersections. Subdivision directional signs that overhang onto the sidewalk shall provide a seven feet minimum clear distance between the bottom of the sign and sidewalk.
3. The basic sign unit and sign panels shall be constructed of aluminum with powder coated finish. The City/Community logo shall include an acrylic plant on with backscreened logo.
4. Basic sign units shall not exceed 8 feet in height.
5. The width of basic sign units and sign panels shall not exceed 5 feet.
6. Sign structure installations shall include "break away" design features causing the sign structure to separate from its base in the event of a collision.
7. A maximum of 8 directional panels shall be permitted per sign structure.
8. Sign panels shall be non-illuminated and shall contain only the name of the subdivision or city directions and directional arrow. For safety reasons, sign panels shall be organized according to directional arrows as follows:
  - Topmost sign panels: left arrows
  - Middle sign panels: straight arrows
  - Lowermost sign panels: right arrows
9. The sign panel lettering for tract identification shall be uniform. Copy shall be upper-case Helvetica Medium.
10. Sign panels shall only identify subdivisions located within the City of Riverside. Subdivisions

located outside of, but within one mile of, the City limits may be identified on existing subdivision directional sign kiosks as space permits. However, subdivisions located within the City limits have priority and may replace panels identifying subdivisions outside the City limits. In no case shall a subdivision directional sign structure only identify a subdivision located outside the City limits and no sign structure contain more than four panels identifying developments outside of the City limits.

11. No signs, pennants, flags, other devices for visual attention or other appurtenances shall be placed on the subdivision directional signs.
12. All sign structures must have applicable permits from the Public Works Department and the Planning Division of the Community and Economic Development Department.
13. Placement of signs must be in accordance with permit specifications at City approved locations.
14. The Licensee shall provide the City Surveyor with an "Annual Subdivision Directional Signing Status Report". The report shall be due by June 15th and shall include the locations, permit numbers, and subdivisions listed on each subdivision directional sign that is existing or has been removed during that fiscal year.

**PROCEDURE:**

<b>Responsibility</b>	<b>Action</b>
Licensee	1. Requests Subdivision Directional Sign application forms from Survey Section of Public Works Department.
	2. Returns completed application forms for all signs to Survey Section, together with written permission from all adjacent property owners fronting upon the locations requested.
Public Works	3. Survey Section forwards sketch of acceptable locations to Traffic Division for approval with copies to Public Works - Engineering, Public Utilities - Water Engineering and Electrical Engineering for checking clearance of any underground facilities.
	4. Traffic Division field checks all locations and approves, disapproves or suggests alternate suitable locations, returns sketches to Survey Section.
	5. Survey Section prepares final permit, notifies applicant of tentative approval and forwards permit to Director for final approval.
Licensee	6. Must sign permit. Responsible for erecting and maintaining the signs.
Public Works	7. Survey Section posts permit, indexes signs.
Licensee	8. Provides to the Surveyor a monthly accounting of the signs in place and makes a monthly payment to the City for leasing space on the subdivision directional signs for the preceding month in accordance with the terms of the license agreement.
Public Works	9. Deposits monthly payments from the licensee into an appropriate account established by the Finance Department.
	10. Charges for administering the subdivision directional sign program to an account established by the Finance Department.
Licensee	11. Submits annual report to the City Surveyor by June 15th including the status of all Subdivision Directional Signs that are existing or have been removed during that fiscal year.
Public Works	12. Prepares follow-up for an annual review with licensee to be completed by June 30th of each fiscal year.