

## Decorative Sign Encroachment Guidelines

### Overview

The City of Concord, henceforth the City, installs standard channel posts in the public right-of-way for the mounting of regulatory, warning, and informational/guide signs. The City will allow the installation of decorative signposts by neighborhood associations or other legally responsible entities or developers provided that: installation does not result in an adverse impact to the public safety or future roadway construction projects, and there is no cost to the City for the installation or maintenance. Throughout these guidelines the term, *sign*, refers strictly to the metal plaque, excluding the post assembly. It should be noted the guidelines listed below are only applicable on City maintained streets. Contact the North Carolina Department of Transportation (NCDOT) at 704.983.4360 for decorative signpost requests on state-maintained roads.

All requests for decorative signpost installations in the public right-of-way must meet the following installation/maintenance and submittal requirements. Verification of the items listed below is required with the request submittal package

### Design and Submittal Requirements

- Developer requested installations require documentation of an incorporated Homeowner’s Association (HOA) or other legally responsible entity; copy of Covenants/Restrictions with items indicating responsibility for any outstanding installation costs, maintenance costs, and acknowledgement of the transferability of requirements for the decorative signposts/installation as included in the Encroachment Agreement. Submittal also to include a scaled subdivision street/site plan indicating the location/identification of all proposed signing.
- The Developer/Neighborhood Association or other legally responsible entity will be responsible for maintaining insurance as outlined in the Encroachment Agreement. A Certificate of Liability Insurance (ACORD Form) naming the City as an additional insured party will be required prior to execution of an encroachment agreement.
- Submittal also to include a scaled subdivision street/site plan indicating the location/identification of all proposed signing.
- All signs (regulatory, warning, and informational/guide) must be in conformance with the [Manual on Uniform Traffic Control Devices](#) (MUTCD), US Department of Transportation/Federal Highway Administration, with respect to color, size, and shape. Street name sign lettering is white on green background with a white border, which shall remain exposed. Sign font must adhere to City’s adopted style, and match word

capitalization scheme. All MUTCD signs are to be of high intensity, retro reflective sheeting.

- Signposts must be designed to be “breakaway” in accordance with [NCHRP Report 350 \(pg. 9 Section 2.3.2.3.\)](#). A detail/specification sheet of the proposed signpost(s) with verification of breakaway design must be provided in submittal package.
- Signs attached to a backboard or framed with decorative border cannot alter the sign size, shape, or visibility.
- Signposts must meet height requirements to mount the sign in conformance with MUTCD requirements. Most typical installations require a vertical clearance of 7 feet from the bottom edge of the sign to the ground surface.
- Signs should be located on the right-hand side of the roadway where they are easily recognized and understood by road users. Signs in other locations should be considered only as supplementary to signs in the normal locations, except as otherwise provided in the MUTCD. Signs should be individually installed on separate posts or mountings except where:
  - A. One sign supplements another;
  - B. Route or directional signs are grouped to clarify information to motorists;
- Developer/Neighborhood Association or other legally responsible entity is responsible for purchasing and installing all signs on decorative signposts. For a new development the developer must purchase the signs from the City at the costs per the adopted City Fee Schedule. The developer will take on the responsibility of maintaining signs and sign assemblies. Vandalized or damaged signs must be replaced at the cost of the developer or responsible party. A copy of the executed Encroachment Agreement should be provided when ordering signs from the City.
- Replacement of lost or damaged custom traffic control guide street signs shall be accomplished within the appropriate time standard provided in the MUTCD, by the City, using standard materials until the developer or association installs replacement signs. If replacement signs are not installed within ninety (90) days, the emergency replacement by the City shall be considered permanent and full costs shall be paid by the developer or association.
- The City reserves the right to install temporary replacement signs using standard signpost mounting when decorative signposts and signs are damaged. Contact the City for removal of temporary signposts when replacement can be installed.

- Routine maintenance/replacement of damaged signposts and any sign mounting backboard/trim is the responsibility of the Developer or other responsible party.
- The City reserves the right to remove or relocate or require the removal or relocation of signs.
- The City reserves the right to install additional signs that are not mounted on decorative signposts.

All requests for decorative signpost installations are to be submitted to the Concord Transportation Department's Transportation Coordinator, Brian Taylor ([taylorb@concordnc.gov](mailto:taylorb@concordnc.gov)), for approval.