

Wayfinding Sign Application

This form provides a 7 step application process for local agencies. The application is to be completed by an authorized local or county official and submitted to ADOT District Permitting Office (see below). For more complete information on the process including frequently asked questions, visit the ADOT Wayfinding Sign webpage at: <https://azdot.gov/business/engineering-and-construction/traffic-engineering/wayfinding-signs>

Step 1: Applicant Information

Applying Agency:	
Primary Contact Name:	
Title:	
Mailing Address:	
Phone Number:	
Email Address:	

Step 2: Project Overview

Project Name / Title:	
Brief Project Description:	
State Highway(s) Affected:	
General Geographical Area:	

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Step 3 - Build Your Own Sign - *Design what your sign(s) will say*

1	City or County Name/Logo
2	Destination 1
3	Destination 2
4	Destination 3

① Insert City or County Name/Logo

② Insert Destination 1 (Include Directional Arrow)

☐ North ☐ East ☐ South ☐ West

③ Insert Destination 2 (Include Directional Arrow) - *If no 2nd Destination, leave blank*

☐ North ☐ East ☐ South ☐ West

④ Insert Destination 3 (Include Directional Arrow) - *If no 3rd Destination, leave blank*

☐ North ☐ East ☐ South ☐ West

Attach sign sheet for each sign you want to install

For official color coding of sign wording and background refer to the Federal Highway Administration (FHWA) Manual on Uniform Traffic Control Devices (MUTCD):

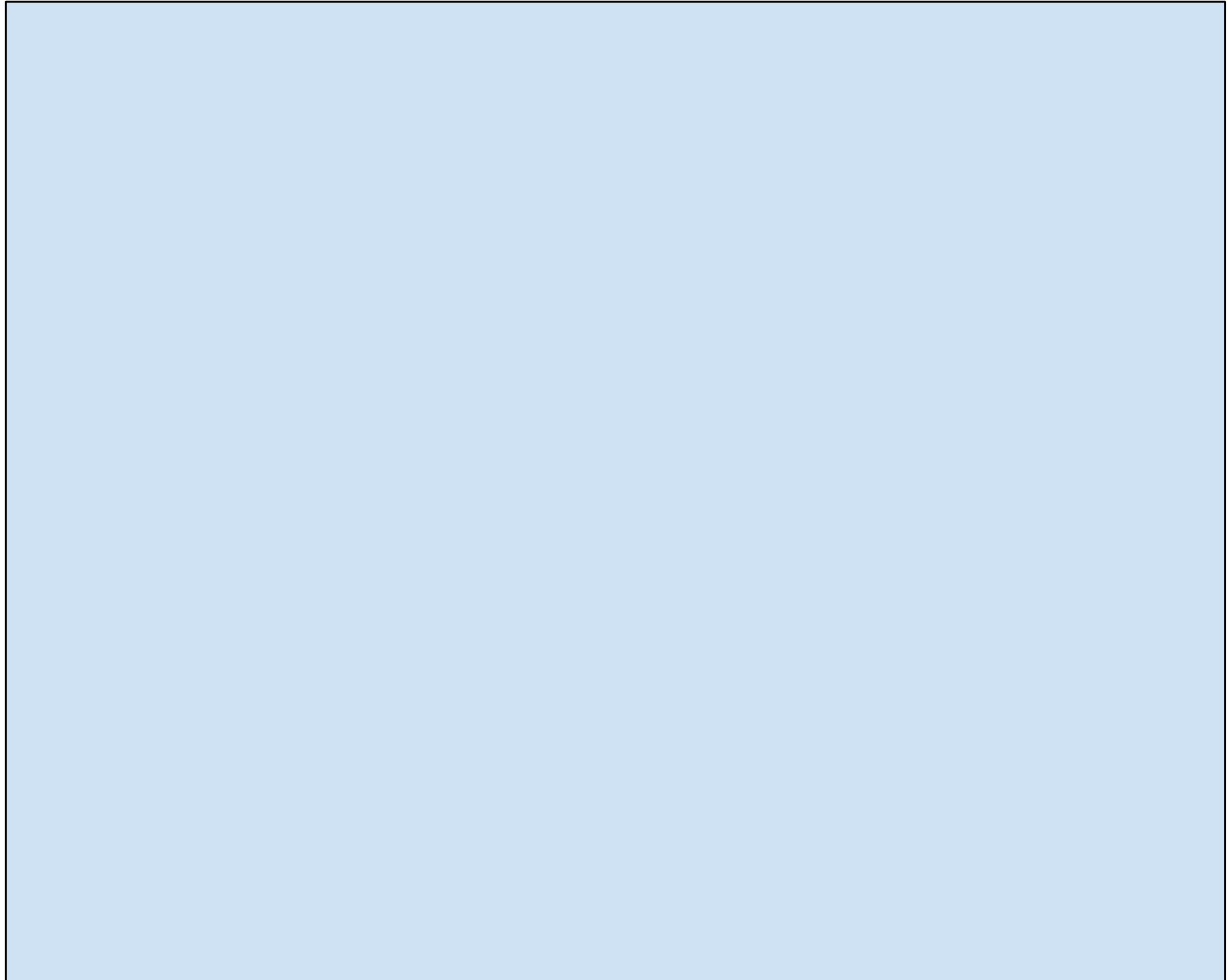
https://mutcd.fhwa.dot.gov/kno_11th_Edition.htm

All wayfinding signs must be installed outside of the ADOT recovery zone and/or installed with breakaway posts.

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Step 4: Where do you want them installed

Attached map of where you want the signs installed



Step 5: Sign Design and Construction

All signs constructed or installed within ADOT right-of-way must meet ADOT and Federal design standards. Please provide detailed information on the sign design, including foundations and posts, in accordance with [ADOT specifications and standard drawings](#).

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Step 6: ADOT Encroachment Permit

For any private sign intended to be installed in the ADOT right-of-way, an [encroachment permit](#) must be completed by the requesting agency and submitted to and approved by the appropriate [ADOT District](#) via the process for encroachment permit process. There is no cost to apply for the encroachment permit, but the municipality is responsible for any costs associated with the sign itself, installation, and maintenance.

Step 7: Acknowledgement of Responsibilities

The authorized representative of the applying agency conforms to full understanding and acceptance of the responsibilities outlined in ADOT [TGP 338.3](#), General Guidelines.

Authorized Signature: _____

Printed Name: _____

Title: _____

Date: _____

Directory of ADOT Resources and Contacts

To implement a wayfinding sign program involving state highways, a public agency must submit a Wayfinding Guide Sign System Plan to the appropriate ADOT District via the encroachment permit process for approval.

ADOT TGP 338: Wayfinding Signs: <https://azdot.gov/sites/default/files/2019/05/tgp0338-2015-06.pdf>

ADOT 's wayfinding signs Page: <https://azdot.gov/business/engineering-and-construction/traffic-engineering/wayfinding-signs>

ADOT's wayfinding signs FAQs: <https://azdot.gov/business/engineering-and-construction/traffic-engineering/wayfinding-signs-faq>

FHWA MUTCD Section 2D.55 Community Wayfinding Signs:
https://mutcd.fhwa.dot.gov/kno_11th_Edition.htm

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ADOT District Permitting Office Contacts

Central District Permits Office 2140 W. Hilton Avenue Phoenix, AZ 85009 Phone: 602.712.6954 centralpermit@azdot.gov	Northcentral District Permits Office 1959 W. Woodlands Village Blvd., Suite B Flagstaff, AZ 86001 Phone: 928.779.7529 northcentralpermit@azdot.gov
Northeast District Permits Office 2407 E. Navajo Blvd. Suite A Holbrook, AZ 86025 Phone: 928.524.5455 northeast@azdot.gov	Northwest District Permits Office 1109 E. Commerce Drive Prescott, AZ 86305 or 3661 E. Andy Divine Avenue Kingman, AZ 86401 Phone: 928.777.5874 northwest@azdot.gov
Southcentral District Permits Office 1221 S. 2nd Avenue Tucson, AZ 85713 Phone: 520.388.4232 southcentral@azdot.gov	Southeast District Permits Office 2082 E. Highway 70 Safford, AZ 85546 Phone: 928.432.4916 southeastpermit@azdot.gov
Southwest District Permits Office 2243 E. Gila Ridge Road Yuma, AZ 85365 Phone: 928.777.5861 southwestpermit@azdot.gov	