



## CULTUS LAKE PARK

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### Administrative Policy

Section:		
Sub-Section:		
<b>Title:</b>	<b>Signage Standardization Policy</b>	

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#### APPROVALS

<b>Approval Date: February 16, 2022</b>	<b>Approved by: Cultus Lake Park Board</b>
<b>Amended:</b>	<b>Approved by:</b>
<b>Amended:</b>	<b>Approved by:</b>
<b>Amended:</b>	<b>Approved by:</b>

## **PURPOSE**

This policy is intended to provide direction on implementation and installation of signage in the residential and public areas of Cultus Lake Park.

## **DESIGN PROCESS**

Signage shall not be permitted in facilities and on lands in Cultus Lake Park without prior written approval from Cultus Lake Park. Organizations or persons proposing to install signage must submit the completed Signage Application Form, including the design of the proposed signage. Signage must be aligned with Cultus Lake Park colour and brand standards, with the exception of standard warning signage. Applications that meet all requirements may be approved by the Chief Administrative Officer or other designate.

## **MATERIAL**

Roadway signs shall be made of sheet aluminum and in some situations can be made of steel for a magnetic surface. Signage located near roadways or at the entrance of paid parking lots should be coated with a reflective surface to aid in visibility for night driving. If a sign is larger than 3ft x 3ft, it must be placed on a plywood backing for additional support. All plywood backings must be painted white prior to signage installation.

Decals can be used on surfaces where signage is required to instruct an individual on a process or provide information that is seasonal or subject to change.

Posters, advertisements and flyers should only be installed on Public Bulletin Boards, unless otherwise approved by the Chief Administrative Officer. Posted items shall be no larger than 8.5 x 11 unless otherwise approved by the Chief Administrative Officer or other designate either for business or community related postings. Posting material must be dated and be replaced and/or removed every 30 days.

## **STANDARDIZATION OF PLACEMENT**

A sign should be within a driver's field of vision in order to command attention. A driver traveling at the speed limit must have time to comprehend the sign and have adequate time to execute an appropriate response. Signs should not block sight lines for traffic entering or leaving a roadway. Standard placement may be considered under the following subheadings:

### **SIDE OF ROADWAY**

The general rule is to locate signs on the right-hand side of the roadway, where drivers are accustomed to seeing them. In the situation when there is poor visibility of a primary sign, it may be desirable to supplement it with a second sign placed on the left side of the roadway. This is common on divided roadways and on one-way streets with two or more lanes.

## **HEIGHT**

All signs should be mounted with the following standard: bottom of the sign 1.5m above the nearest traveled roadway edge. The height may be increased to 2m under special circumstances approved by the Chief Administrative Officer or other designate, such as an obstruction in the line of sight. Where two or more signs are required on the same post, the height to the bottom of the lowest sign may be reduced by 0.3m. On a road with curb and gutter and/or sidewalk, or where parking or pedestrian movements are likely, the lowest sign in any assembly should be mounted 2.1m above the sidewalk or shoulder. Signs should not exceed height of 8ft from the ground or paved surface. Under special circumstances, total height may be adjusted if approved by the Chief Administrative Officer or other designate.

## **ANGLE**

All signs should be mounted approximately at right angles to the traffic flow and facing the traffic they are intended to serve, except urban Parking and Stoppings, which should be nearer parallel to the traffic flow.

Parking control signs are used to notify the motorist of parking restrictions as specific on the sign. The sign should be erected where the restriction is in effect and be oriented to 30 to 45 degrees from the curb line. Signs without arrows should be placed at 90 degrees to the roadway. Parking control signs with arrows should be repeated at approximately 100m intervals.

## **SIGN POSTS AND BASES**

Wooden (4ft x 4ft) and metal posts may be used. Concrete sign bases must be flush with the graded ground level or be located behind roadside barrier. More than one post will generally be required if a sign is 1.2m or more in width or has an area greater than about one square meter.

## **MAINTENANCE**

A clean, legible and properly mounted sign in good condition commands respect of drivers and visitors. It is important that signs be well maintained. To ensure proper maintenance, a suitable schedule should be established for the inspection. Cleaning of signs should occur at least twice a year and signs should be replaced immediately when damaged or missing. One inspection per year should be carried out at night to ensure adequate brilliance of reflectorized surfaces. Care should be taken that vegetation does not obstruct the sight line of a traffic sign.