

**ADMINISTRATIVE CODE  
BOARD OF COUNTY COMMISSIONERS**

**CATEGORY:**  
Transportation and Traffic Management

**CODE NUMBER:**  
AC-11-19

**TITLE:**  
Privately Sponsored Community Place Name  
Signs on County Right-of-way

**ADOPTED:**  
5/26/2009

**AMENDED:**

**ORIGINATING DEPARTMENT:**  
Department of Transportation

**PURPOSE/SCOPE:**

To establish rules regulating the placement of privately sponsored Place Name Signs on the right-of-way of County jurisdiction roads.

**DEFINITIONS:**

1. Place Name sign – A sign displaying the name of an eligible unincorporated community.
2. Eligible community – An area recognized by the United States Census Bureau or United States Post Office.
3. Sponsoring organizations – Not-for-profit organizations such as Chambers of Commerce and incorporated Community organizations.
4. Funding Sponsor – An organization, foundation, company or business which provides funding for the eligible community Place Name signs.

**POLICY/PROCEDURE:**

- 1.0 Privately sponsored community Place Name signs shall be defined as guide signs that provide road users with information as to the boundaries of a defined unincorporated community, shall conform to the most current edition of the Manual on Uniform Traffic Control Devices (MUTCD) approved by Florida Department of Transportation (FDOT), and shall comply with Lee County dimension standards.
- 2.0 The use of Privately Sponsored Place Name Signs shall be limited to locations where adequate sign spacing can be maintained. Lee County Department of Transportation (LCDOT) is authorized to set-up a cooperative effort with not-for-profit organizations that will obtain necessary permits, provide for the sign design, fabrication, coordinate the installation, and provide for all the maintenance of these signs by the organizations, foundations, companies, or businesses.
- 2.1 Applications and submittal requirements may be obtained from and submittals made to:

Lee County Department of Transportation  
Traffic Section – Traffic Studies Unit  
5650 Enterprise Parkway  
Fort Myers, FL 33905  
Voice: 239-533-9500      Fax: 239-694-1332

- 2.2 LCDOT is authorized to develop and charge a non-refundable application fee using the procedures outlined in the External Fees Manual.
- 2.3 Applications which are properly filled-out and submittals or re-submittals which are complete, will be reviewed and approved or disapproved within 30 days of receipt and notifications transmitted to the applicant following completion of County reviews.
- 2.4 A copy of the approved application must be submitted with a copy of the plans for the signs along with a LCDOT Right of Way Permit application.
- 3.0 Eligible not for profit organizations shall comply with laws concerning the provisions of public accommodations without regard to race, religion, color, age, sex or national origin and the laws concerning the licensing and approval as a not for profit organization.
  - 1.1 Signage requirements shall include:
    - 4.1 The general use of legends and signs shall conform to MUTCD and Lee County design requirements
    - 4.2 The number of Privately Sponsored Community Place Name Signs shall be limited to one (1) on any entry roadway to a community unless LCDOT approves a deviation because of sight distance limitations, traffic flow or a finding of public benefit.
    - 4.3 Privately Sponsored Community Place Name Signs shall display only the name of the Community and may include an appropriate approved community logo or special symbol. Unless otherwise approved, the signs shall have a green background, a white border, and white legends of upper and lower letters so that maximum recognition is provided to motorists. A supplemental plate may be added below the sign with the sponsoring organization's, foundation's, company's, or business' name. LCDOT will establish standards for the supplemental plate's size, design and letter size.
    - 4.4 The signs shall be located to avoid visual conflict with other signs within the roadway right-of-way. The minimum height to the bottom panel shall be five (5) feet above the road surface. If the sign is within four (4) feet of a sidewalk or bike path, the sign shall be a minimum of seven (7) feet above the path surface. The bottom of the sign shall be no greater than nine (9) feet above the roadway unless otherwise approved.
    - 4.5 The signs shall be rectangular and no larger than 36 inches wide by 36 inches tall unless otherwise approved by LCDOT. The supplemental plate with the sponsoring organization's name or funding sponsor's name shall be no wider than the sign and no more than eight (8) inches tall.
    - 4.6 The placement of Privately Sponsored Community Place Name Signs will be reviewed and location approval determined by LCDOT Traffic Section based upon field conditions.
    - 4.7 To protect the County in the event of an injury or property damage involving signs placed in County rights-of-way, the sponsoring organization shall provide the County either a hold harmless agreement or add the County as an "additional insured" party on its liability insurance with coverage not to be less than \$250,000 per incident.
- 5.0 Installation, maintenance and removal requirements include:

- 5.1 The applicant will be solely responsible for the design, fabrication, installation, and maintenance of the approved signs. Signs shall meet all applicable County standards. The owner of all the sign assembly will be responsible for all maintenance of the assembly and mowing and trimming vegetation within four (4) feet of the sign posts a minimum of every six (6) weeks.
- 5.2 The signs shall be installed on a structure or on support posts, which meet or exceed the wind loads for Lee County and that are acceptable to the LCDOT. The sign shall be made of Type 1 5052-H38 aluminum alloy at .080 minimum thickness or an approved equal. The Sign face shall be retro-reflective in accordance with latest standard described in the most current edition of the *Manual on Uniform Traffic Control Devices*.
- 5.3 An inspection, engineering, and removal fee will be paid to Lee County BoCC by the applicant as a non-refundable charge within 30 days of when the notice of approval of the permit application is provided. These charges are to cover the cost to the County for inspection, removal, and disposal of signs that are damaged or not otherwise properly maintained. The fees, engineering and inspection costs shall be determined by LCDOT using the procedure outlined in the External Fees Manual.
- 5.4 Upon written notification from LCDOT the permit for any sign location may be revoked due to public safety and well being impacts or if the permit applicant is found by LCDOT to not be in compliance with the permit conditions or requirements. The County may remove the signs and dispose of or recycle the removed signs if a hazard exists, if the applicant is found not to be in compliance or, if after adequate notice is given, the applicant fails to remove the sign or the sign assembly as directed by LCDOT. After thirty-one (31) calendar days from removal all material removed by Lee County shall become County property.
- 5.5 It is the applicant's sole responsibility to notify Lee County DOT of any changes affecting the sign(s), the billing or business address, contact persons, maintenance responsibility and business ownership.
- 5.6 The sponsoring organization may remove the plate which identifies the funding sponsor if the sponsor is no longer funding maintenance or if the sponsor is no longer in business. A replacement plate identifying a replacement funding sponsor may be installed following a written submittal of the plate design to LCDOT and LCDOT provides written approval.
- 6.0 Appeals and deviation submittal requirements include:
  - 6.1 All appeals and requests for deviations shall be submitted in writing stating the appeal or deviation request, reason for appeal or deviation, and the specific case for consideration. Appeals and deviation requests shall be directed to: Lee County, Director, Lee County DOT, 1500 Monroe Street, PO Box 398, Fort Myers, FL 33902.
  - 6.2 Appeals and deviations which are found sufficient will be reviewed and approved or disapproved within 60 days of receipt of a completed submittal. A written response will be provided within five (5) business days of determination.

7.0 Authorization

7.1 The LCDOT Director may from time to time administratively update procedures, methods and permitting criteria for the purpose of streamlining and improving the application process and to update standards and revise specifications for Privately Sponsored Community Place Name Signs in order to comply with changes in State and Federal requirements. The administrative revisions will stand until officially amended by the Board of County Commissioners.