

Appendix H

Virginia Logos Supplemental Guides Signs Program  
VDOT Traffic Engineering Division Memorandum TE-150



**VIRGINIA LOGOS SUPPLEMENTAL GUIDE SIGNS APPLICATION/COMPLIANCE CERTIFICATION**

<b>NAME OF BUSINESS</b>	<b>TELEPHONE #</b>	<b>CONTRACT #</b> (Internal Use Only)	
<b>COMPANY/BILLING NAME</b>	<b>TELEPHONE #</b>	<b>BUSINESS WEBSITE</b> (If applicable)	
<b>CONTACT NAME</b>	<b>TITLE</b>	<b>EMAIL ADDRESS</b>	
<b>BUSINESS ADDRESS</b> (NO. AND STREET) (CITY OR TOWN)		(STATE)	(ZIP)
<b>MAILING/BILLING ADDRESS</b> (IF DIFFERENT)		(CITY OR TOWN)	(STATE) (ZIP)

Number of Signs Requested: \_\_\_\_\_ Location of Signs: \_\_\_\_\_

**MINIMUM REQUIRED SERVICES FOR SUPPLEMENTAL GUIDE SIGNS**

- Located within 15 miles of the initial location of signage.
- Be open to the general public, on a continuous basis, either year-round or during the normal operating season for the type of facility. Closings for observances of official state holidays are allowed.
- Comply with all applicable laws concerning the provision of public accommodations without regard to age, race, religion, color, sex, national origin, or accessibility by the physically handicapped.
- Agree to abide by all rules, regulations, policies, procedures and criteria associated with the program.
- Agree that in any cases of dispute or other disagreement with the rules, regulations, policies, procedures and criteria or applications of the program, the decision of the State Traffic Engineer shall be final and binding.
- Be one or more of the following "Acceptable Sites":

Cultural: Historic Building (1,2); Historic Site (1,2); Historic District (1,2)

Governmental: Correctional Facility; Courthouses ; Dept. of Game & Inland Fisheries Facilities; Dept. of Motor Vehicles Facilities; Government Offices; Landfills/Transfer Stations; Police/Sheriff Offices or Facilities (1); Prisons; Regional Jails; Recycling Facilities;

Recreational: Boat Landings (Public); Natural Attractions (1); National Park (1); Municipal Park (1); Regional Park (1); State Park (1)

Schools: High Schools; Middle Schools; Elementary Schools; Junior High Schools; Colleges & Universities (Main Campus Only) (1); Virginia Educational Institutions (1)

Military (1): Military Facilities

Miscellaneous (1): Arlington National Cemetery; Virginia Veterans Cemetery; Tourist Information Centers; Welcome Centers

(1) Permitted on Interstate & Limited Access Highways

(2) If Supplemental Guide Signs are installed for a historic district, separate signs for individual historic sites within the historic district shall not be allowed

**PLEASE PROVIDE THE FOLLOWING INFORMATION:**

1. Approximate distance from intersection or interchange (Accurate measurement will be done by VL): \_\_\_\_\_
2. Does your establishment have a license or approval from the State of Virginia (if required)? Yes No
3. Are Federal funds being used to pay for signage? Yes No
4. Are restroom facilities provided for public use? Yes No
5. Hours of Operation: Monday \_\_\_\_\_ Tuesday \_\_\_\_\_ Wednesday \_\_\_\_\_  
Thursday \_\_\_\_\_ Friday \_\_\_\_\_ Saturday \_\_\_\_\_ Sunday \_\_\_\_\_
6. Under which of the above list of "Acceptable Sites" does your facility/establishment qualify? \_\_\_\_\_
7. Approximate number of visitors to your facility per year: \_\_\_\_\_
8. Can your facility/establishment be described as nonprofit or governmental? Yes No  
If nonprofit, please provide your tax ID number: \_\_\_\_\_
9. If applicable, please provide your seasonal opening and closing dates:  
Opening Date: \_\_\_\_\_ Closing Date: \_\_\_\_\_
10. Do you currently have Supplemental Guide Signs for your establishment? Yes No  
If YES, please provide the location(s) of your current signs: \_\_\_\_\_

**NOTE:** At all times material hereto, Applicant hereby certifies that it will remain in compliance with all applicable laws and regulations for providing for accessibility by the physically handicapped to the premises and further agrees to provide the premises to the general public without regard to race, creed, color, religion, age, sex, or national origin. Unless otherwise noted, all requirements of the State Criteria shall be satisfied entirely on the premises of the business establishment and any facilities required by the State Criteria shall be located entirely on the premises on the business establishment.

I hereby certify that the above statements are true and correct and agree to promptly inform Virginia Logos, in writing, by certified mail, within 10 days, of any changes to these statements. I understand that either the Virginia Department of Transportation or Virginia Logos may make inquiries or inspections to insure that the minimum requirements of the State Criteria are being met. I further certify that all required licenses and/or permits required to operate the business establishment have been obtained and are current and/or active.

**Customer Signature:** \_\_\_\_\_ **Title:** \_\_\_\_\_

FALSIFICATION OF THE ABOVE STATEMENTS WILL RESULT IN THE DENIAL OF THE APPLICATION OR REVOCATION OF THE PRIVILEGE OF PARTICIPATION IN THE PROGRAM

**THIS APPLICATION MUST BE RETURNED WITH A \$250 NON-REFUNDABLE APPLICATION FEE PER SIGN**

**VIRGINIA LOGOS  
SUPPLEMENTAL GUIDE SIGN PROGRAM**

Please provide the legend (wording), mileage, and directional arrow (if applicable) you would like to be used for your sign. All designs and layouts are subject to approval by Virginia Logos and the Virginia Department of Transportation. A separate application must be completed for each Supplemental Guide Sign desired.

Please use an "X" for spaces between words and indicated desired directional arrow (if applicable):

Example: Virginia National Park

V	i	r	g	i	n	i	a	X	X	X	X	X	X	X	X	X	→
N	a	t	i	o	n	a	l	X	P	a	r	k	X	X	X		


Series C, with a maximum 10" lettering, shall be used with a maximum of 3 lines of text.

Logos or symbols you wish to use on the sign may be submitted by either attaching a hard copy or by emailing a copy to [jnewcomb@interstatelogos.com](mailto:jnewcomb@interstatelogos.com) (all emailed copies must be in either Adobe Illustrator or Corel Draw format).

Please draw a map from the main highway to the facility, with distances and directions. Also, please indicate where you would like the new Supplemental Guide Sign(s) to be located as well as any Supplemental Guide Signs currently installed for your location.

VIRGINIA DEPARTMENT OF TRANSPORTATION

*TRAFFIC ENGINEERING DIVISION*

MEMORANDUM

<b>GENERAL SUBJECT:</b> Trailblazers		<b>NUMBER:</b> T&S-150
<b>SPECIFIC SUBJECT:</b> Signing for Facilities on Highway Right of Way		<b>DATE:</b> February 1, 1978
<b>DIRECTED TO:</b> District Engineers		<b>SUPERSEDES:</b>
		<b>SIGNATURE:</b> <i>J. P. Mills, Jr.</i>

The State Highway and Transportation Commission passed a resolution on March 18, 1958, permitting trailblazer signs on highway right of way at those locations where they will be of service in directing traffic to a special facility and are within a reasonable distance of the facility.

The erection of trailblazers must be approved by the State Traffic and Safety Engineer and the attached application and agreement has been prepared to receive and approve requests.

The specifications governing the erection of trailblazer are:

The applicant will bear all costs in connection with the purchase, installation and maintenance of the trailblazers.

In the event that trailblazers are not maintained in a condition satisfactory to the Department of Highways and Transportation, they will, after 10 days written notice to the applicant, be removed at the applicant's expense.

The exact location of each trailblazer will be decided by the State Traffic and Safety Engineer or his representative, but in no case shall it interfere with the placement of the Department of Highways and Transportation's signs.

No one trailblazer shall be larger than 24" x 36" and shall be of a distinctive design; the colors to be approved by the State Traffic and Safety Engineer.

a. All trailblazers larger than 24" x 24" are to be erected on 4" x 4" wood posts dressed on 4 sides and having a pyramidal, shed or flat top cut before being treated and shall conform to all applicable sections of the Department's Road and Bridge Specifications.

b. All trailblazers 24" x 24" or smaller may be placed on steel "U" posts meeting the requirements of all applicable sections of the Department's Road and Bridge Specifications. Where posts are to be set in sidewalks, a 2" steel pipe may be substituted for the 4" x 4" wood posts.

a. The vertical distance from the bottom of the trailblazer to the ground line shall be no less than 5 feet in rural areas and 7 feet in urban areas.

b. The horizontal clearance of trailblazers from the edge of pavement shall be consistent with other guide signs in the area.

Trailblazers shall be permitted only where they will be of service in directing traffic, and the extent of this service should be within a reasonable distance from the facility.

The Commonwealth of Virginia, Department of Highways and Transportation, will assume no responsibility whatsoever for these trailblazers.

Upon receiving an application for trailblazers, the District Traffic Engineer is to review the locations for signing. If satisfactory, the application and agreement form provides for the recommended approval of the District Traffic Engineer as well as for the District Engineer. The application and agreement is to be forwarded to the State Traffic and Safety Engineer for approval and disposition.

LHD: rlp

Attachment

cc: Mr. L. E. Busser, III

Mr. T. A. Newby

Mr. J. M. Wray, Jr.

Mr. J. P. Royer, Jr.

Mr. H. R. Forkinson, Jr.

Mr. W. L. Brittle, Jr.

Division Heads

Resident Engineers

District Traffic Engineers

Note: This revises Form T&S-234 issued in August 1972.

APPLICATION AND AGREEMENT FOR THE INSTALLATION  
OF TRAILBLAZERS ON HIGHWAY  
RIGHTS OF WAY

Mr. J. P. Mills, Jr.  
State Traffic and Safety Engineer  
Virginia Department of Highways & Transportation  
1221 East Broad Street  
Richmond, Virginia 23219

Dear Sir:

Pursuant to a resolution passed by the Highway Commission on March 18, 1958, the undersigned wishes to apply for permission to erect Trailblazers on the State Highway and Transportation Department's rights of way on the following sections of highway:

---

---

---

---

If additional space is required, use back of sheet or attach additional sheets.

The following specifications will govern the erection of Trailblazers:

1. The applicant will bear all costs in connection with the purchase, installation and maintenance of the Trailblazers.
2. In the event that Trailblazers are not maintained in a condition satisfactory to the Department of Highways and Transportation, they will, after 10 days written notice to the applicant, be removed at the applicant's expense.
3. The exact location of each Trailblazer will be decided by the State Traffic and Safety Engineer or his representative, but in no case shall it interfere with the placement of the Department of Highways and Transportation's signs.
4. No one Trailblazer shall be larger than 24" x 36" and shall be of distinctive design; the colors to be approved by the State Traffic and Safety Engineer.
5.
  - a. All Trailblazers larger than 24" x 24" are to be erected on 4" x 4" wood posts dressed on 4 sides and having a pyramidal, shed or flat top cut before being treated and shall conform to all applicable sections of the Department's Road and Bridge Specifications.
  - b. All trailblazers 24" x 24" or smaller may be placed on steel fluff posts meeting the requirements of all applicable sections of the

Department's Road and Bridge Specifications. Where posts are to be set in side-4alks, a 2" steel pipe may be substituted for the 4" x 4" wood posts.

- 6. a. The vertical distance from the bottom of the Trailblazer to the ground line shall be no less than 5 feet in rural areas and 7 feet in urban areas.
- b. The horizontal clearance of Trailblazers from the edge of pavement shall be consistent with other guide signs in the area.
- 7. Trailblazers shall be permitted only where they will be of service in directing traffic, and the extent of this service should be within a reasonable distance from the facility.
- 8. The Commonwealth of Virginia, Department of Highways and Transportation, will assume no responsibility whatsoever for these Trailblazers.

The undersigned is familiar with and agrees to abide by the foregoing specifications.

NAME	_____
TITLE	_____
REPRESENTING	_____
ADDRESS	_____
	_____

Location of Trailblazers has been established and the application recommended for approval by \_\_\_\_\_, District Traffic Engineer on \_\_\_\_\_, 19\_\_\_\_.

Recommended for Approval \_\_\_\_\_, 19\_\_\_\_  
(District Engineer)

Approved: \_\_\_\_\_, 19\_\_\_\_  
State Traffic and Safety Engineer

(The original and 4 copies are to be executed. The approved original is to be returned to the applicant. The State Traffic and Safety Engineer, District Engineer, District Traffic Engineer and Resident Engineer will each receive one approved copy.)