

Roadside Management Manual

Section:	STANDARD PRIVATE SIGNING OPPORTUNITIES
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Subject:	ROAD NAME SIGNS
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INTRODUCTION

It may be difficult for motorists to locate unmarked rural intersections. Municipal roads that lead to communities are often signed. But in situations where there is no community, locating a specific intersecting road can be a challenging exercise.

A municipality may request the Ministry to install, or seek permission to install, a Road Name sign to assist the traveling public in locating intersecting municipal roads by.

The Provincial Highway Sign Control Regulations established under *The Highways and Transportation Act, 1997* allow for the installation of private signs adjacent to provincial highways.

Naming Roads: This policy covers the standards for the road name sign. For guidance on naming a road, see [RSMM 1240-51, Naming Roads Guidelines](#).

Civic Addresses: For Information on installing Civic Address signs to assist with way finding and emergency response, see [RSMM 1240-100 Civic Address Signing](#).

POLICY

The Ministry may install, or approve the installation, of Road Name signs that have been approved by a recorded council resolution, as per the two options outlined below.

Before a sign is erected facing provincial highway traffic, the Ministry might assess the road name against [RSMM 1240-51, Naming Roads Guidelines](#). The Ministry reserves the right to reject any road name that it considers inappropriate.

Ministry Install to Assist With Traffic Operations: The Ministry may, when considered necessary, install Road Name signs to assist with the operation of traffic. The Ministry will normally seek the approval of the Municipality responsible for the road before approving the road name and installing the signs.

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GENERAL CONDITIONS

Applicants should review policy [RSMM 1220 GENERAL CONDITIONS](#) for specific information on permits, sign design and location and sight line requirements.

ELIGIBILITY

A Road Name sign may be installed to identify an all-weather municipal road if there are no other existing highway signs identifying the intersection, road, or a destination accessible via the road.

OPTIONS

Option #1 (Signs Supplied and Installed by the Ministry):

This option consists of having the road name sign fabricated, supplied, and installed by the Ministry. The sign can be located within the highway right-of-way.

Option #2 (Signs Supplied and Installed by the Municipality):

This option consists of having the road name sign fabricated, supplied, and install by the Municipality. The sign can be located within one metre of the highway Right-of-Way.

DESIGN

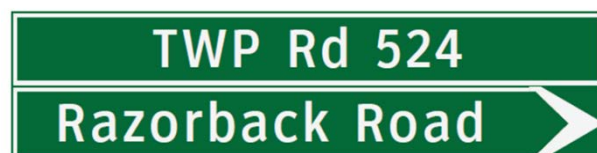
Signs supplied and installed by the Ministry should be as follows. For signs supplied and installed by the Municipality, to improve their effectiveness, these signs are strongly encouraged to also be as follows.

The signs should be:

- A white legend on a green background.
- Retro-reflective to show the same colour by night as by day.
- A minimum of 15 cm (6 inch) letter height.
- If the road name applies to the municipal road in both directions from the highway, then there will be no arrow on the sign. If the road name applies to only one direction from the highway, then an arrow will be used to indicated which direction the road name applies, as depicted below.

Both directions
form highway.

One direction
from highway.



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- Be in line with the practices outline in the Transportation Association of Canada (TAC) Manual of Uniform Traffic Control Devices for Canada (MUTCDC), including capitalization, etc.

To improve consistency, keep text size visible at highway speeds, and reduce the overall sign length, the following abbreviations can be used:

Name	Abbreviation
Township	TWP
Range	RGE
Road	Rd
Avenue	Ave
Boulevard	Blvd
Drive	Dr
Expressway	Expwy
Lane	Ln
Parkway	Pkwy
Street	St
Trail	Tr

Naming Roads:

For information on selecting the road name to display on the sign, see [RSMM 1240-51, Naming Roads Guidelines](#).

APPLICATION

For option one, the application will be made to the Ministry using the Road Name Sign Application form which is attached to this policy and available at Saskatchewan.ca Putting up Road Signs [Road Name Sign Application Form](#).

For Option Two, a Rural Municipality may install signs identifying the road name. Although there is no requirement for the Rural Municipalities to obtain a sign placement permit, it is advisable for the RM to liaise with the Ministry to ensure that their signs conform to policy. Please refer to the section entitled "Removal" later in this policy.

COSTS

The applicant will be required to pay the current cost of the signs as described in the [RSMM 1050-10, Sign Pricing Policy](#) for fabrication, installation and maintenance of signs located within Ministry Right-of-Way.

Fabrication, installation, and maintenance of signs located at the edge of the Right-of-Way will be the responsibility of the applicant.

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PAYMENT

Payment will be made by the applicant prior to the signs being ordered or changes being made to an existing installation.

MODIFICATIONS/ RELOCATION

If modifications or relocation is requested after installation, the applicant will be charged at a cost as described in [RSMM Part II Sign Pricing Policy 1050-10](#).

RESPONSIBILITIES

Signs supplied and installed by the Ministry

Ministry:

The Ministry's responsibility will be for the sign design, ordering, determining the location, installation (including posts and hardware) and maintenance (including replacement if necessary).

The Ministry assumes no responsibility for the quality, availability, or level of service of the road being signed. Any complaints received by the Ministry will be referred to the local rural municipality.

Rural Municipality:

Supplementary signing required off the highway is the responsibility of the rural municipality in which the road or portions of the road requiring additional signing is located.

Rural municipalities are encouraged to install additional Road Name signs at intersecting municipal roads and other decision points.

Signs supplied and installed by the Rural Municipality

The Rural Municipality's responsibility will be for the sign ordering, installation (including posts and hardware), maintenance (including replacement if necessary) and all related costs.

When a Road Name sign is damaged, the Rural Municipality will be responsible for the replacement and installation of the sign.

The RM will be responsible for all utility locations required when installing the signs.

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REMOVAL

Signs may be removed, regardless of who installs and maintains the signs, if in the opinion of the Ministry, the terms of the application and policy are not being met. Signs that are removed remain the property of the Ministry and refunds will not be provided.

Applicants who have requested to have the signs removed, or have had the signs removed by the Ministry, will be required to reapply and to pay all associated costs before the signs are reinstalled.

Street/road name blades which do not meet Ministry standards or are not properly maintained may be removed by the Ministry.

Date

July, 2023

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Roadside Management

RSMM 1240-50

Section: PRIVATE SIGNING

Subject: APPLICATION FOR ROAD NAME SIGNS

Please choose one of the following options (circle the option):

Option One - The Ministry is requested to install the Road Name sign on a cost recovery basis.

Option Two - The Ministry is requested to issue a permit for the installation of the Road Name sign by the rural municipality.

PART 1

Rural Municipality _____ No. _____

Address _____ Postal Code _____

Phone Number _____ e-mail _____

Contact Person _____

Intersecting Highway No. _____ at Quarter _____ Section _____

Township _____ Range _____ West of the _____ Meridian

Recommended Road Name/Land Location _____

Approved by Council Minute No. _____ Date _____

Does the road cross the highway: Yes _____ No _____

If "Yes", will the road name apply to both sides of the highway: Yes _____ No _____

If "No", in which direction will the name apply: _____

Consent from Neighbouring Municipalities Not Applicable _____ Attached _____

Authorized by (Signature)

Position

PART 2 (To be Completed by the Ministry)

Cost of Signs \$ _____ Payment Received _____

Application Approved By _____ Date _____

Installation Complete: _____ Date _____

Comments _____

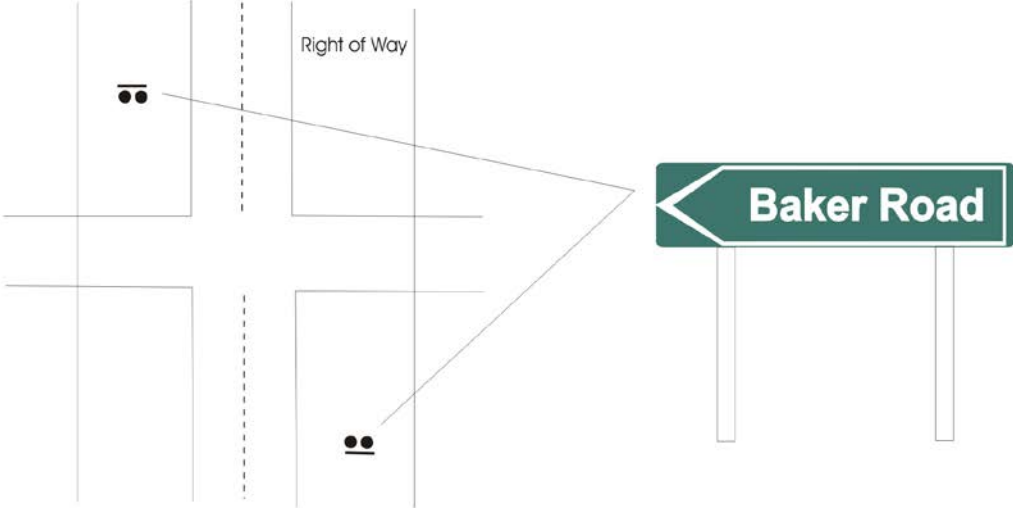
Submit completed application form and send it to your nearest Regional Office:

[Link to Regional Office Areas Map](#)

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Option One: Ministry Signs



Option Two: Rural Municipality Signs

