

Roadside Management Manual	Section:	STANDARD PRIVATE SIGNING OPPORTUNITIES
	Subject:	ROAD NAME

INTRODUCTION

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.

The Ministry may install or approve the installation of Road Name guide signs to provide rural residents with an “address” so they can be located by the traveling public.

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

POLICY

A rural municipality may request the Ministry to install, or seek permission to install, a Road Name sign that has been approved by a recorded council resolution.

For more information on naming a Municipal Road the intersects a Provincial Highway, see [RSMM 1240-51, Road Naming Policy](#).

The Ministry may, when considered necessary, install Road Name signs to assist with the operation of traffic. The Ministry would normally seek the approval of the rural 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.

ILLUSTRATION



or



LOCATION

The signs may be in one of two possible places, depending on the following circumstances:

Option #1:

This option consists of having the road name sign located within the right-of-way under the following conditions:

- The sign must be fabricated to ministry standards and supplied by the Ministry.
- The sign will be installed by the Ministry. The sign colour must be a white legend on a green background.
- For more information on naming a Municipal Road the intersects a Provincial Highway, see [RSMM 1240-51, Road Naming Policy](#).

Option #2:

This option consists of having the sign located within one metre of the highway Right-of-Way. The Rural Municipality will install this sign; however, they must comply with the following Ministry standards:

- The sign face must be retro-reflective to show the same colour by night as by day.
- A minimum of 15 cm (6 inch) lettering shall be used to ensure sign visibility for drivers.
- For more information on naming a Municipal Road that intersects a Provincial Highway, see [RSMM 1240-51, Road Naming Policy](#)

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APPLICATION

For Option One, the application will be made to the Ministry on a standard 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 [Roadside Management Manual \(RSMM\) Part II Sign Pricing Policy 1050-10](#) 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.

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.

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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.

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.

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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 _____

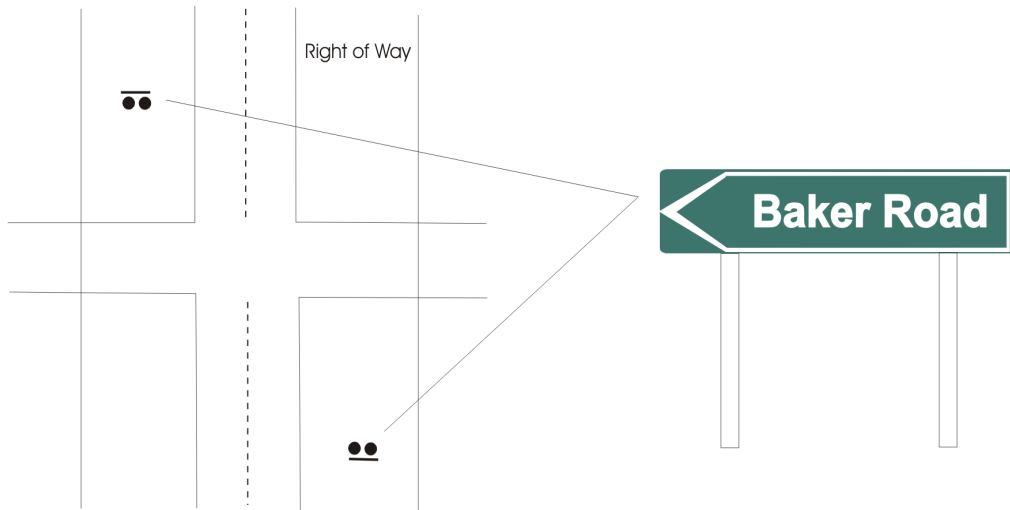
Submit completed application form and send it to your nearest Regional Office:

[Link to Regional Office Areas Map](#)

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Option One: Ministry Signs



Option Two: Rural Municipality Signs

