

IDAHO TRANSPORTATION DEPARTMENT
Boise, Idaho

STANDARDS AND PROCEDURES
FOR
TOURIST ORIENTED DIRECTIONAL SIGNS (TODS)

MOTORIST SERVICE FACILITIES
ALONG THE STATE HIGHWAY SYSTEM
EXCEPT FULLY CONTROLLED ACCESS HIGHWAYS

April, 2007

TOURIST ORIENTED DIRECTIONAL SIGNS (TODS)

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Idaho Transportation Department

Division of Highways

Director

Legal Section

Highway Operations and Safety Engineer

3311 W. State St., Boise, Idaho

Mailing Address: P. O. Box 7129, Boise, Idaho 83707-1129

District Offices

District 1

District Engineer
600 West Prairie
Coeur d'Alene, ID 83815-8764

District 2

District Engineer
P O Box 837 (2600 North & South Hwy)
Lewiston, ID 83501-0837

District 3

District Engineer
P O Box 8028 (8150 Chinden)
Boise, ID 83707-2028

District 4

District Engineer
P O Box 2-A (216 Date St)
Shoshone, ID 83352-0820

District 5

District Engineer
P O Box 4700 (5151 S 5th)
Pocatello, ID 83205-4700

District 6

District Engineer
P O Box 97 (206 N Yellowstone)
Rigby, ID 83442-0097

I. LEGAL AUTHORITY

RULE NO. 39.03.64 of the IDAHO TRANSPORTATION DEPARTMENT establishes the following:

1. LEGAL AUTHORITY

Under the authority of Sections 40-312, 40-313(1), 40-1911(5) and 67-5229 Idaho Code and Title 23, U.S.C.109(d), 131(f), 315, and 23 CFR Part 655, the Idaho Transportation Board incorporates by reference its March 2007 publication entitled “Standards and Procedures for Tourist Oriented Directional Signs (TODS) for Motorist Service Facilities Along the State Highway System Except Fully Controlled Access Highways”.

2. TITLE AND SCOPE

This publication provides regulations for the installation and administration of tourist oriented directional signs (TODS) on the State right-of-way of primary and secondary highways for motorist service facilities adopted by the Idaho Transportation Board.

II. GENERAL PROVISIONS

1. PURPOSE

The purpose of this document is to provide standard operating procedures for the installation, maintenance and administration of tourist oriented directional signs (TODS) within the right-of-way of the State highway system, excluding fully controlled access highways, for tourist oriented facilities.

The intent of the TODS program is to provide tourist oriented directional signing in the form of facility name and directional information to the traveling public. It is **not** the intent of this program to promote outdoor advertising as defined in Idaho Code Title 40, Chapter 19.

2. DEFINITIONS

The following definitions shall apply throughout this document unless the context clearly indicates otherwise:

“Activity” – Biking, Boating, Fishing, Skiing, etc. as defined in the Manual on Uniform Traffic Control Devices for Streets and Highways (MUTCD), as adopted by the State.

“Advertising” – As defined in Idaho Code Title 40, Chapter 19.

“Attraction” – A tourist-oriented facility having scenic, historic, cultural or educational significance as defined in the Manual on Uniform Traffic Control Devices for Streets and Highways (MUTCD), as adopted by the State.

“Authorized operator” - A person or entity, other than an owner, who operates a tourist oriented business service, attraction or activity and who has authority to enter into agreements relevant to matters covered by this document.

“Bypassed Community” - a community formerly on a main route of the State highway system and as a result of a new highway alignment available motorist service facilities are no longer visible from the main route of the State highway system. A bypassed community’s incorporated limits cannot abut or be inclusive of the new bypassing route.

“Camping” - An area designed to accommodate but not limited to any of or a combination of tents, pickup campers, camp trailers, fifth wheel trailers, or motor homes.

“Department” - The Idaho Transportation Department.

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“District” - Any Idaho Transportation Department district office.

“Facility” – An establishment run as a profit or non-profit business to provide tourist oriented services, attractions or activities to road users.

“Food court” – Any facility with two or more food businesses sharing a common seating area that serve food to the public as their primary source of revenue.

“Fully controlled access highways” - Any section of a highway system where access is prohibited except for interchange connections.

“Gas court” – Any gas facility with two or more gas businesses sharing a common service island or fuel storage.

“Immediate area” – 50 miles or less.

“Interstate highway system” - Every State highway that is a part of a national system of interstate and defense highways established pursuant to Title 23, Section 103 (e), U.S. Code.

“Main traveled way” - The portion of the roadway for the through movement of vehicles, exclusive of shoulders, that are not fully controlled access highways.

“Motorist service or recreational symbol” – Any approved symbol sign identifying specific tourist oriented services, attractions or activities, such as food, lodging, camping, skiing, boating, biking, etc., which may be affixed to a TODS, advance TODS and trailblazer signs.

“MUTCD” – Manual on Uniform Traffic Control Devices for Streets and Highways.

“Owner” – Any person licensed to conduct business in the State of Idaho.

“Qualified Facility” - An establishment providing tourist oriented services, attractions or activities, the major portion of whose income and/or visitors are derived during its normal business season from road users NOT residing in the immediate area of the activity and fulfilling all of the criteria of this standards and procedures document. To be qualified as a tourist oriented facility, all services, attractions and activities shall be required to meet qualification criteria as stated within this document and the Manual on Uniform Traffic Control Devices for Streets and Highways (MUTCD, as adopted by the State).

“RV Friendly Facility” – designed with facilities to accommodate the on-site movement and parking of recreational vehicles (RVs).

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“Seasonal” – Services, attractions or activities provided by a qualified tourist oriented facility during a portion of the calendar year.

“Services” – Gas, Food, Lodging, Camping and other motorist services as defined in the Manual on Uniform Traffic Control Devices for Streets and Highways (MUTCD), as adopted by the State.

“State highway” - Any portion of the highways of the State, as officially designated, or as may hereafter be so designated, by the Idaho Transportation Board, as approved by the Secretary of Transportation, pursuant to the provisions of Title 23, U.S.C. “Highways”.

“Tourist Oriented Directional Signs (TODS)” - A sign located within State highway right-of-way identifying a qualified tourist oriented facility and displaying directional information to the facility.

“Trailblazer sign” - A sign, when required, composed of the applicable motorist service or recreational symbol or facility name in conjunction with a directional arrow and/or mileage providing motorists with additional guidance to the TODS facility being signed.

“Visitor Information Center” - A facility located along a state highway that provides travel information to motorists.

3. PROGRAM ADMINISTRATION

The TODS program will be administered by the Office of Highway Operations and Safety, Traffic Services of the Idaho Transportation Department. An appeal of a decision relative to this program shall be made to the Idaho Transportation Department in accordance with the Idaho Administrative Procedure Act (see section III. ADMINISTRATION).

4. ELIGIBLE FACILITIES

Eligible services, activities or attractions provided by a qualified tourist-oriented facility include gas, food, lodging, camping, educational, cultural, recreational, or entertainment activities, or a unique or unusual commercial or non-profit activity, only if it derives its major portion of income or visitors during its normal operating season from road users **NOT** residing in the immediate area of the activity and that fulfill all of the criteria of this document and the criteria of the MUTCD, as adopted by the State.

Supplemental “RV Friendly Symbol” signage for qualifying facilities may be allowed in addition to TODS signs to further identify the facility as an RV friendly facility.

TOURIST ORIENTED DIRECTIONAL SIGNS (TODS)

5. SIGNING WITHIN INCORPORATED MUNICIPALITIES

Within the limits of an incorporated municipality, TODS shall be limited to:

- (a) Signing to facilities located within the incorporated limits of a “bypassed community” (see Section II.2. Definitions).
- (b) Signing to facilities located outside the limits of incorporation, where the **ONLY** access route to the facility junctions the State highway within the incorporated limits. However, if placement of such TODS interferes with other traffic control devices, sufficient information will not fit on the sign panel to adequately display the facility name and the services offered or placement is not feasible due to spacing limitations, the TODS will not be allowed.

6. SIGNING FACILITIES LOCATED OUTSIDE IDAHO

Signing for facilities located outside the geographical boundaries of the state of Idaho, shall be limited to:

- (a) Signing to qualified businesses which have access to and from the Idaho State Highway System, either as their only access or as the shortest route to their facility for patrons who are accessing the facility from Idaho.
- (b) Facility signing placed on the Idaho State Highway System even if facility signing is located in another state. This document addresses only those signs placed on the State Highway System.

7. INELIGIBLE FACILITIES

The following services, activities and attractions are **not** eligible for signing under the provisions of this program:

- a. **Interstate:** Those provided by a facility located adjacent to the interstate highway system or located such that a sign for the facility installed under the provisions of this program would be visible from the interstate highway system.
- b. **Outdoor Advertising:** Those provided by a facility having any advertising signs visible in any direction from the right-of-way of the State highway system within five (5) miles of the facility.

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- c. **Visible Facilities:** Those visible to a motorist on the State highway system. Exception: Facilities not visible to motorists in one direction while traveling the highway may be permitted appropriate signing from that direction only.
- d. **Multiple Highways:** Facilities shall **not** be signed from one State highway onto another State highway. All signing shall be from the most appropriate highway considering the provisions of this program.
- e. **Incorporated Municipalities:** Facilities located within an incorporated municipality, except those located within a “bypassed community” (see Section II.2. Definitions). Facilities which have been previously signed under this program shall become ineligible if the incorporated boundaries are extended to include the facilities or the incorporated municipality no longer qualifies as a “bypassed community”.
- f. **Restricted Access:** Use of a qualified tourist-oriented facility that is restrictive in use due to race, religion, color, age, sex, national origin, lifestyle, handicap access, membership or subscription.
- g. **Criteria:** Failure to meet all of the qualifying criteria of this standards and procedures document (see Section IV, CRITERIA).
- h. **Trailblazer Signs:** When the Department determines that adequate direction to the facility cannot be given by a maximum number of **three (3)** trailblazer signs (see Section IV.8 Trailblazer Signs).

III. ADMINISTRATION

1. GENERAL

- a. Applications and fees for TODS shall be submitted to the District office in the District where the business or attraction is located (see page 4).
- b. Inquiries regarding TODS may be made to the:

Highway Operations and Safety Engineer
Idaho Transportation Department
PO Box 7129
Boise ID 83707-1129
(208) 334-8557
- c. Prior to accepting an application, the District TODS Coordinator shall advise an applicant of the policies and procedures contained herein.

2. APPLICATIONS

- a. **Application Forms:** Applications for TODS shall be made on forms provided by the Department. Applications shall be required for all new sign installation requests, as well as for the following changes to existing TODS installations:
 - Ownership
 - Business name
 - Sign design or symbol type, including the addition of “RV Friendly Symbols
 - Facility services
 - Number or location of signs

Requests to reinstall signs which have been removed for noncompliance to the criteria of this program shall also require a new application.

- b. **Application Number:** Application numbers shall be assigned by the District as a three-part number, beginning with the last two digits of the current year, the district number, and a two-digit sequential number. The application number 03-02-01 represents the year 2003, District 2, and the first application of that calendar year.

New application numbers are required for requests to install new TODS and for changes in business ownership or business name.

Existing application numbers shall be used for requests to change sign design, symbols or the number or location of signs.

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- c. **Application Information:** The application shall be complete and accurate. The application shall be accompanied by:
- i. Written verification from the owner giving the applicant authorization to act on the owner's behalf (when applicable).
 - ii. Verification of current conformance with all applicable federal, state and local regulations for public accommodations.
 - iii. Verification of current conformance with the qualifying criteria established herein for TODS.
 - iv. A map or sketch of the facility and the preferred location of the proposed TODS. Final decisions regarding sign location shall be made by the Department (see Section V. LOCATION).
 - v. Written authorization from any local jurisdiction having responsibility for the access road to the facility that trailblazer signs will be permitted on their roadway and will be installed and maintained by those having authorization to do so.
 - vi. Other information as may be required by the Department.

d. **Application Submittal and Processing**

The applicant shall submit the required application fee **only** at the time of application. The application process will not proceed until the application fee has been received by the District office.

The District will have **14 working days** to verify that the facility fulfills all the criteria of this standards and procedures document, determine the availability of signing at the requested location, and submit the original signed application with the District's recommendations for approval or denial to the Headquarters' Traffic Section.

Applications for signing **not** allowed under this standards and procedures document shall be verbally denied by the District. If the applicant insists on proceeding with the application, the non-refundable fee shall be accepted, and the application shall be forwarded to Headquarters' Traffic with the District's recommendation for denial.

Upon receipt of the completed application from the District, the Headquarters' TODS Coordinator will have **14 working days** to review the application and either approve or deny the application.

TOURIST ORIENTED DIRECTIONAL SIGNS (TODS)

- i. If an application is **approved**, the Headquarters' TODS Coordinator will notify the District TODS Coordinator in writing of the approval. The approval letter will include the total cost of sign manufacturing in accordance with the current fee schedule and instructions to the District to notify the applicant that further processing of the application is contingent upon receipt of these fees.
- ii. If an application is **denied**, the applicant will be notified in writing. The applicant shall have an opportunity to correct any deficiencies or appeal the decision within **thirty (30) days** of the denial. All appeals submitted to the Legal Section (See Page: 4) should include a letter of appeal and a copy of the original application. Appeals should address the reasons for the appeal and a brief narrative describing the appellant's argument for approval of the application.

If, once an application is submitted, the permitting process is not completed within **one (1) year** as a result of inactivity on the applicant's part, the application shall be considered void. The District TODS Coordinator shall notify the Headquarters' TODS Coordinator accordingly.

e. **Collection of Fees**

TODS will be manufactured and installed only after an application has been approved and the applicable fees collected.

3. **FEES**

All fees for TODS are non-refundable. Application fees are assessed to cover all administration costs to process the TODS application.

Fees for the fabrication, installation and maintenance of TODS, advance TODS, and trailblazers on or off the State highway are assessed as a guideline per sign installation and are not final until the application has been reviewed and approved by the Headquarters' TODS Coordinator. Fees will be collected by the District following application approval by the Headquarters' TODS Coordinator and prior to the sign fabrication.

Fees for the placement of trailblazer signs off the state highway system may be imposed by local highway jurisdictions and shall be the responsibility of the applicant.

TOURIST ORIENTED DIRECTIONAL SIGNS (TODS)

Application fees shall be required for the following TODS requests:

- All **new** sign installation requests, including requests to reinstall signs removed for noncompliance to the criteria of this program; or
- Changes in facility ownership; or
- Changes in facility name; or
- Changes in type or number of symbols; or
- Changes in facility operation such that existing services or attractions are being replaced by new services or attractions.

A relocation fee shall be required per sign installation when the relocation is at the request of the applicant.

The fees for tourist oriented directional signs (TODS) shall be as follows:

- a. Fee per **new** application (to cover administration costs): \$100.00
- b. Fees for sign fabrication and installation:

TODS per each installation:

72" x 12"	Single line copy	\$70.00
72" x 24"	Double line copy	125.00
72" x 24"	Double line copy "hinged"	150.00
72" x 30"	Triple line copy	150.00
72" x 30"	Triple line copy "hinged"	175.00

Advance TODS per each installation:

60" x 12"	Single line copy	\$ 60.00
60" x 24"	Double line copy	110.00
60" x 24"	Double line copy "hinged"	135.00
72" x 30"	Triple line copy	135.00
72" x 30"	Triple line copy "hinged"	160.00

Trailblazers on or off the State highway per each installation:

12" x 12" Symbol + 12" x 6" directional arrow	\$ 25.00
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TOURIST ORIENTED DIRECTIONAL SIGNS (TODS)

c. **Fee for each symbol installed:**

12” x 12” Each symbol, includes RV Friendly \$ 10.00

d. **Fee for sign relocation:**

Each sign *\$50.00
*(\$100 maximum per facility)

4. REFUNDS

Application fees shall **not** be refunded if TODS application is denied.

5. SIGN REMOVALS

Any TODS-related signs shall be removed for failure to comply with the provisions contained herein or as follows:

- a. If a facility fails on three separate occasions within any one-month period to provide all of the services required by the selection criteria (Section IV. CRITERIA) and was so notified in writing to that effect.
- b. If a facility willfully fails to comply, after written notification, with Federal and State laws applicable to advertising signs under the Highway Beautification Act, Title 40, Chapter 19, Idaho Code, and the rules promulgated thereunder.
- c. If a facility does not comply with seasonal sign removal criteria (see Section IV.3. Seasonal Closure).
- d. For making any false or misleading statements during the application process when the Department’s approval is based upon such information and when false or misleading information remains uncorrected after the expiration of thirty (30) days following written notification to the facility owner(s) by the Department.

6. MISCELLANEOUS PROVISIONS

The Department may, in carrying out the purpose of this document, delegate to subcommittees, staff personnel, contractors, local jurisdictions or other State agencies any duties or responsibilities set forth.

IV. CRITERIA

The following criteria shall be used to consider applications for TODS under the provisions of this program:

1. NON-DISCRIMINATION LAWS

All facilities shall meet current compliance with all applicable laws concerning the provision of public accommodation without regard to race, religion, color, age, sex, national origin or lifestyle or laws concerning the licensing and approval of public facilities. All facilities shall comply with the latest requirements of the Americans with Disabilities Act (ADA) Accessibility Guidelines for Building and Facilities with regard to:

- a. Parking, passenger loading zones and curb ramps.
- b. Building accesses.
- c. Restrooms and drinking water.
- d. All other services provided by the facility related to the tourist oriented business.

2. TYPES OF FACILITIES

Facilities desiring TODS shall meet the following criteria:

GAS

Vehicular services shall include fuel, oil, water, and meet the following minimum requirements:

- a. Air a minimum of 50 psi.
- b. A jack capable of lifting one (1) wheel of a three-quarter (3/4) ton pickup and lug wrenches with sizes to fit cars through pickup trucks.
- c. A maintained call list where full tire service is available.
- d. Telephone, restrooms and drinking water.
- e. Continuous operations, twelve (12) hours per day, and seven (7) days per week or other minimum(s) established by energy policy imposed by Federal and State authorities.

TOURIST ORIENTED DIRECTIONAL SIGNS (TODS)

GAS COURTS

Gas courts defined above are allowed to participate in the TODS program as collective entities. A gas court shall be evaluated for participation in the program under the criteria for GAS facilities. That is, they must be within the qualifying distance and at least one business or a combination of businesses must offer all of the required services during the twelve (12) hour period specified in the GAS criteria of this document.

Only one individual business name representing all participating gas court businesses shall be displayed. The use of the words GAS COURT on the TODS is optional. The use of an individual gas court business name on the TODS panel is acceptable as long as that particular business meets all the criteria for a GAS facility. The remaining GAS COURT businesses within the group will be denied separate TODS panels.

FOOD

- a. Approved and/or licensed by a State agency or political entity having jurisdiction.
- b. Telephone and restrooms.
- c. Minimum indoor seating for eight (8) persons.
- d. Continuous operation to serve three (3) meals per day, seven (7) days a week. Minimum hours of continuous operation shall be 7 a.m. to 7 p.m.

FOOD COURTS

Food courts defined above are allowed to participate in the TODS program as collective entities. A food court shall be evaluated for participation in the program under the criteria for FOOD facilities. That is, they must be within the qualifying distance and at least one business or a combination of businesses must offer all of the required services during the twelve (12) hour period specified in the FOOD criteria of this document.

Only one individual business name representing all participating food court businesses shall be displayed. The use of the words FOOD COURT on the TODS is optional. The use of an individual food court business name on the TODS panel is acceptable as long as that particular business meets all the criteria for a FOOD service. The remaining FOOD COURT businesses within the group will be denied separate TODS panels.

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LODGING

- a. Approved and/or licensed by a State agency or political entity having jurisdiction.
- b. A minimum of four (4) sleeping units complete with private bath facilities for each sleeping unit.
- c. A telephone available for public use.

CAMPING

- a. Approved and/or licensed by a State agency or political entity having jurisdiction.
- b. Telephone, restrooms and drinking water.
- c. A minimum of twelve (12) camping and parking spaces reserved for overnight use.
- d. Continuous operation seven (7) days per week and twenty-four (24) hours per day.

RV FRIENDLY FACILITIES

Eligibility for the placement of RV Friendly Service Symbols requires the following in addition to meeting the criteria and provisions defined herein for the specific motorist service being signed:

- a. Roadway access and egress must be hard surface, free of potholes and must be at least 12 feet wide with a minimum corner radius of 50 feet to enter and exit the facility; and
- b. Roadway access, egress, and parking facilities must be free of any electrical wires, tree branches, or other obstructions up to 14 feet above the surface; and
- c. Facilities requiring short-term parking such as restaurants or tourist attractions are required to have 2 or more spaces that are 12 feet wide and 65 feet long with a corner radius of 50 feet to enter and exit the spaces; and
- d. Fueling facilities with canopies are required to have a 14-foot clearance, and those selling diesel fuel are required to have pumps with non-commercial nozzles; and

TOURIST ORIENTED DIRECTIONAL SIGNS (TODS)

- e. Fueling facilities must allow for pull-through with swing radius of 50 feet; and
- f. For campgrounds, 2 or more spaces that are 18 feet wide and 45 feet long are required; and
- g. The motorist must be given additional guidance to the RV parking spaces upon leaving the public highway and entering the business establishment's property; and
- h. Businesses must also place pavement markings and post directional signing on their sites, as needed, to direct motorists to the RV friendly parking spaces and other on-site RV friendly services; and
- i. On site signs and pavement markings must be placed in a manner similar to those which indicate handicap parking spaces.

ALL OTHER FACILITIES

- a. **Hours of Operation:** Facilities shall be open to the public at least eight (8) hours a day, six (6) days a week, for a minimum of three (3) months a year and must maintain regular hours and schedules.
- b. **Public Services:** Facilities shall provide public restrooms, telephone, drinking water, and adequate parking and access.

3. TEMPORARY CLOSURES AND SEASONAL SERVICES

Facilities closed more than **one (1) week** at a time shall have the TODS hinged, covered, or removed by the Department. Whenever feasible, seasonal TODS will be made to hinge.

Facilities having specific services, activities or attractions that close on a seasonal basis shall have the appropriate TODS motorist service or recreational symbol removed or covered by the Department. The qualifying criteria for a facility having both seasonal and non-seasonal services shall be evaluated primarily on those services available on a year-round basis.

It will be the responsibility of the owner or authorized operator of the business, service or attraction to notify the Department when such signs are to be hinged/unhinged, covered/uncovered, or removed/reinstalled. If the owner or authorized operator does not comply, the signs will be removed by the Department and held at the District office for a period of ninety (90) days (see Section III.5.c). After the ninety (90) day period, all signs will become the property of the Department, and the facility owners will be required to reapply for a new sign installation.

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If due to fire, accident, remodeling or other temporary closures, a business, service or attraction becomes inoperable for a period of time exceeding seven (7) days, but not more than ninety (90) days, its TODS shall be temporarily hinged or removed by the Department. Further extension may be granted if good cause is shown. However, failure of the owner or authorized operator to proceed with necessary repairs as rapidly as possible shall cause a loss of the right to continued sign placement and a new application will be required.

4. DISTANCE TO FACILITIES

The maximum distance that a gas-only facility can be located from the main traveled way to qualify for a TODS shall not exceed 3 road miles. The maximum distance that all other facilities can be located from the main traveled way shall not exceed 15 road miles.

5. ACCESSIBILITY

Facilities to be signed must be located on a reasonably direct and maintained route. Trailblazer signs may be required to guide the motorist from the State highway to the facility and back.

6. OTHER REQUIREMENTS

A facility shall be neat, clean and pleasing in appearance and maintained in good repair. It shall comply with all state, federal and local regulations for public accommodations concerning such items as health, sanitation, safety, etc., and shall be presented in an ethical and wholesome manner. When general admission is charged, it shall be collected upon entry and any charges other than the general admission shall be clearly displayed so as to be apparent to the prospective visitors at the time and place of entry. All on-site private signing shall be accurate, truthful and done in a professional manner and shall be visibly placed to provide adequate directional assistance.

7. OTHER ADVERTISING SIGNS

A directional TODS to any facility will not be considered when any advertising sign for the same facility is visible within five (5) miles in any direction from any highway on the State highway system. Any subsequent installation of such privately owned signs, including temporary signs, will be cause for removal of the TODS.

TOURIST ORIENTED DIRECTIONAL SIGNS (TODS)

8. TRAILBLAZER SIGNS

Trailblazer signs may be installed under three possible conditions:

- a. As an optional sign installation on the State highway in place of a TODS;
or
- b. As required on the State highway system to adequately direct motorists from the main route of the State highway to a facility located in a bypassed community and back the main route.
- c. As required off the State highway system to adequately direct motorists from the State highway to the facility and back to the State highway system.

Installation of trailblazer signs on the State highway in place of a TODS may be considered when TODS installations are not feasible (due to space or offset limitations, etc.). An advance TODS shall be included in the signing sequence whenever a trailblazer sign is installed for this purpose.

All trailblazer sign requirements **OFF** the State highway system shall be determined by the Department. Notwithstanding, the fact that a facility meets all of the eligibility requirements stated in this document, an application may be denied by the Department if it is determined that adequate direction to the facility off the State highway cannot be given by a maximum of **three (3)** trailblazer signs (see Section IV.8 Trailblazer Signs).

When trailblazers are required along roadways that are not a part of the State highway system, it will be the applicant's responsibility to have these signs installed and maintained. The applicant must provide a letter to ITD from any local jurisdiction which has given the applicant approval to install trailblazer signs or has agreed to install and maintain such signs.

TODS or State highway trailblazers shall **NOT** be installed by the Department until all necessary trailblazer signing off the State highway system has been installed. The applicant shall contact the Department once the trailblazer signs have been installed.

If at any time it is determined that signing off the State highway system is not adequate to direct the motorist, the owner or authorized operator of the facility shall be notified. If corrective action is not taken to install new or additional trailblazer signs or maintain existing signs, the TODS along the State highway shall be removed. The Department will notify the owner where and when the signs may be picked up.

Any costs associated with trailblazer signing off the State highway system shall be the responsibility of the applicant (see Section III.3. Fees).

V. LOCATION

1. PLACEMENT OF TODS AND TRAILBLAZER SIGNS

Signing preference shall in all cases be given to standard traffic control signs installed or needed for the operation of the State highway or the local intersecting road. The final decision on signs having preference over TODS shall be made by the Department.

Geographic location, sign congestion and the number of existing TODS shall also be determining factors for TODS placement. Availability of sign placement shall be determined after a thorough field review has been conducted by the District office. The Department shall make the final determination of all sign placement locations on the State highway system.

To reduce sign clutter, the Department may consider the following options:

- a. Placement of a trailblazer symbol sign in lieu of a TODS, but only if an advance TODS is included in the signing sequence.
- b. Installation of multiple panel TODS or trailblazer assemblies located on the State highway . For maximum number of panels, see Section VI. SIGN DESIGN.

Facilities shall **not** be signed from one State highway onto another State highway, except where the facility is located in a bypassed community. TODS placement shall be on the most appropriate State highway at a location nearest the most direct and usable access road to the facility. Only one (1) TODS or State highway trailblazer symbol shall be allowed per direction to any facility. If a facility is accessible from two State highways, the Department may elect to install **one (1)** TODS or trailblazer symbol on each highway, if doing so provides the best directional information to the motorist.

Signing to facilities may be placed within corporate boundaries if the business, service or attraction is located outside those boundaries and the **ONLY** access route to the facility junctions the State highway within the incorporated municipal boundaries. However, if placement of such TODS interferes with other traffic control devices or placement is not feasible due to spacing limitations, the TODS will not be allowed.

Facilities located outside the borders of Idaho may be signed if the facility meets the criteria requirements of this standards and procedures document, the facility can only be accessed from an eligible Idaho State highway, and placement of a TODS will not interfere with other traffic control devices.

TOURIST ORIENTED DIRECTIONAL SIGNS (TODS)

TODS and State highway trailblazers should normally be installed outside of the longitudinal alignment of other traffic control signs but within the right-of-way. Neither sign types should be installed closer than 12 feet from the edge of any travel lane or 6 feet from edge of any shoulder, whichever is greater. The signs should be located approximately 500 feet in advance of the access road to the business, service or attraction and no closer than 500 feet from any other required standard traffic sign. (See Figure 1, TYPICAL TODS INSTALLATION.)

2. ADVANCE TODS

Advance TODS may be required in special circumstances where sight distance, intersection vehicle maneuvers, or other vehicle operating characteristics require advance notification to reduce vehicle conflicts and improve safety. The Department shall determine if advance TODS will be required upon the above considerations. (See Figure 4, TYPICAL ADVANCE TODS.)

Only one (1) advance TODS shall be allowed in advance of a TODS or State highway trailblazer.

3. SIGN RELOCATION

Requests for the relocation of TODS, Advance TODS and/or Trailblazer signs shall be subject to the approval of a revised application and receipt of all applicable fees.

VI. SIGN DESIGN

1. SIGN LEGEND

- a. **TODS and Advance TODS:** The approved signs shall consist of business, service or attraction name in 6 inch legend with an appropriate directional arrow and/or mileage to the facility. Reasonable name abbreviations may be used. The legend size for hours of operation when shown shall be 4 inch copy.

The applicant may choose to incorporate general information, motorist service or recreational symbols as a portion of the sign message to depict available services or activities. The size of the symbols shall be 12 inches square. A maximum of four (4) symbols may be used when hours or mileage is not shown on the sign. When hours are shown, a maximum of three (3) symbols may be permitted. Mileage to the nearest ¼ mile increment may be incorporated with the directional arrow (see Figure 3, SAMPLE TODS LAYOUTS.).

- b. **State Highway Trailblazers:** When a State highway trailblazer is selected for placement in place of a TODS, the approved signs shall consist of a motorist service or recreational symbol and directional arrow. Mileage to the nearest ¼ mile increment may be incorporated with the directional arrow. When multiple facilities with like service or recreational symbols are placed at the same location, the trailblazer signs should be replaced with an assembly of standard TODS to include the name of the facilities.
- c. No additional advertising will be allowed.
- d. The final layout of all signs shall be determined by the Department.

2. SIGN SIZE

Sign panel sizes (width x height) shall be as follows:

	<u>TODS</u>		<u>ADVANCE TODS</u>
Single line copy	72" x 12"		60" x 12"
Double line copy	72" x 24"		60" x 24"
Triple line copy	72" x 30"		72" x 30"

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NOTE: Hinged signs are available for seasonal businesses or attractions with two or more lines of legend.

Trailblazers sizes (width x height) on the State highway shall be as follows:

Trailblazers		If more than 1 mile to next turn or if multiple turns exist, include appropriate mileage to the next trailblazer or the facility.
Symbol	12" x 12"	
Arrow	12" x 6"	

3. COLOR AND REFLECTIVE SHEETING

All TODS, advance TODS, and trailblazer signs and motorist service symbols shall have Type IX (Diamond Grade) white retroreflectorized legends, symbols, arrows and borders on a Type III (High Intensity) blue retroreflectorized background conforming to ASTM D 4956 and meeting all of the requirements of the Manual for Uniform Traffic Control Devices, latest edition as adopted by the State, for D9 series service signs.

4. SYMBOLS

Motorist service symbols used for TODS, advance TODS, RV Friendly Facilities and trailblazer signs shall be those approved by the Headquarters' Traffic Section.

The following design requirements shall apply to RV Friendly Symbols:

- a. The design of the RV Friendly symbol is a 12-inch diameter, yellow circle with a ½-inch black border.
- b. The black upper case letters "RV" are inside the circle and they are 8 inches in height.

When used, the RV Friendly symbol shall be placed in the same manner as other motorist service symbols.

5. NUMBER OF PANELS

The maximum number of sign panels installed at a single location shall be limited to four (4). If more than four (4) businesses or attractions request signing at a single location, the order of precedence shall be determined by the Department considering location, application date and motorist needs. Multiple panel TODS assemblies shall be installed whenever possible. A list of applicants shall be maintained by the Districts when the number of applicants exceeds the maximum limit of signs. For typical sign assembly, see Figure 2, TYPICAL TODS ASSEMBLY.

TOURIST ORIENTED DIRECTIONAL SIGNS (TODS)

6. **ADVANCE TODS**

Advance TODS shall contain the same information (facility name and symbols) as the TODS less the directional arrow and mileage. Advance TODS for seasonal facilities must be covered by use of a hinged assembly or removed when the facility is closed (see Section IV. CRITERIA).

A panel with the appropriate legend NEXT RIGHT or NEXT LEFT or AHEAD in 6 inch letters should be placed on a separate 60" x 12" panel above the signs(s). The legend RIGHT _____ MILE or LEFT _____ MILE should be used if there are intervening roads. Mileage to the nearest ¼ mile increment may be used. See Figure 4, TYPICAL ADVANCE TODS.

7. **SEASONAL TODS**

Signs for seasonal facilities shall be covered, or made to either hinge such that one half of the sign will completely cover the other half, or be removed during periods that the facility is closed. Signs composed of two (2) line and three (3) lines of text that are not covered or removed shall be hinged. Signs composed of one (1) line of text shall be covered or removed. Symbols for services, activities and attractions shall be removed during periods that the facility remains open but not all such services, activities and attractions are available to the road user. All sign hinging/unhinging, covering/uncovering, or removal/reinstallation shall be made by the Department and billed to the facility owner. (See Section IV.3. CLOSURES.)

8. **SUPPORTS**

Supports for all signs installed under the provisions of this document shall be designed to support the planned sign panels considering appropriate external forces and breakaway sign support requirements. All decisions relative to sign support design shall be made by the Department.

VII. INSTALLATION AND MAINTENANCE

1. GENERAL

TODS, advance TODS and trailblazers shall only be installed at those locations where a request for such signing has been made, appropriate applications approved, and all applicable fees paid.

2. INSTALLATION

All TODS-related signs shall be installed by the Department, with the exception of trailblazers which are **not** installed on the State highway system.

Installation of TODS will normally be accomplished within thirty (30) days following fabrication of the signs, weather permitting.

When trailblazers are required along roadways that are **not** a part of the State highway system, it will be the applicant's responsibility to have these signs installed and maintained by the local jurisdiction authorized to install and maintain such signs.

Trailblazer signs required **off** the State highway shall be installed prior to the placement of any TODS on the State highway system.

3. MAINTENANCE

Reasonable effort will be made by the Department to maintain TODS-related signs on the State highway system free of dirt, snow, ice and vegetation; however, the priority of maintenance of such signs shall fall after the maintenance of all other highway signs.

No charges will be made for normal maintenance of TODS installations. Normal maintenance activities are addressed in the Department Maintenance Manual.

4. REMOVAL AND REPLACEMENT

All TODS-related signs on the State highway system that are vandalized, weathered or otherwise damaged beyond reasonable appearance shall be removed or replaced with new signs paid for by the applicant. Costs to replace missing signs or repair signs damaged as a result of weathering, vandalism, normal winter maintenance operations, road hazards or climatic conditions shall be the applicant's responsibility.

If it is determined by the Department that a TODS installation is in need of replacement due to damage, theft, vandalism or weathering, the District shall send a certified letter giving written notification to the sign owner of the need for sign

TOURIST ORIENTED DIRECTIONAL SIGNS (TODS)

replacement and requesting that the owner pay for the fabrication and installation of replacement signs at the current sign fabrication cost. The letter must also give notification to the sign owner that the signs will be destroyed if not picked up within thirty (30) days of their receipt of the notification letter.

If the period of thirty (30) days has passed from the date of sign removal a new application, application fee, and sign fabrication fees shall be required prior to installation of signs for a facility that has had their signs removed under these circumstances.

5. REINSTALLATION

Reinstallation of signs for a facility which have been removed for non-compliance with the criteria of this program shall require a new application with all associated fees (application, fabrication, and installation).

TYPICAL TODS INSTALLATION

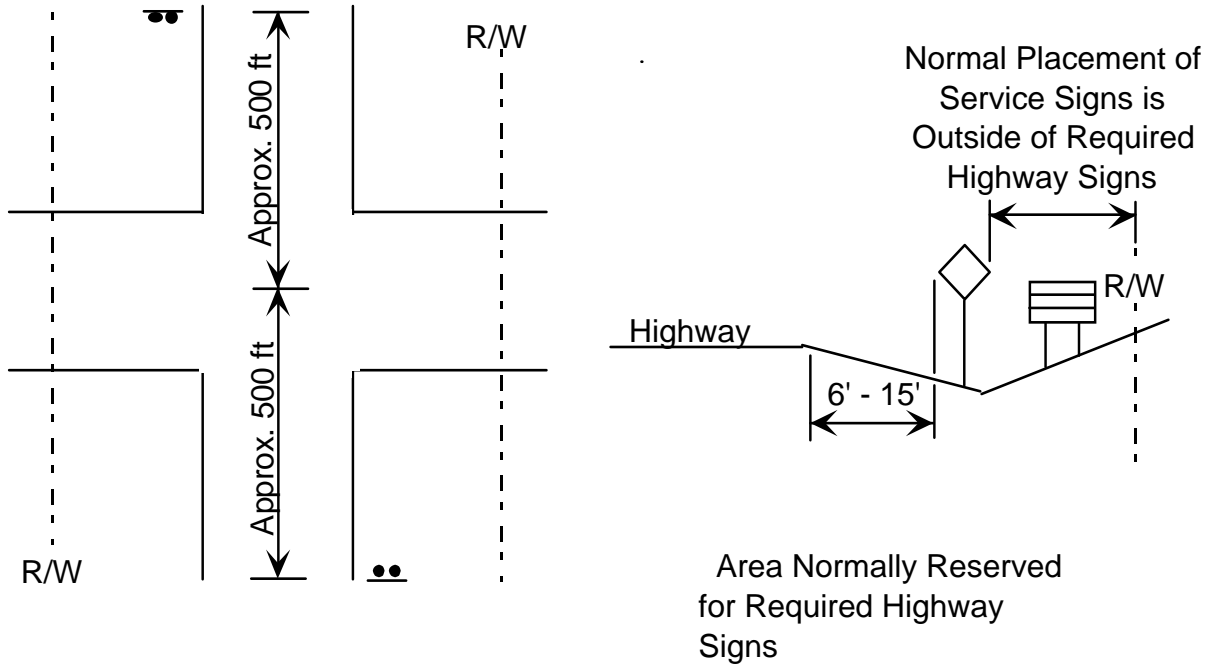


Figure 1

TYPICAL TODS ASSEMBLY



Figure 2

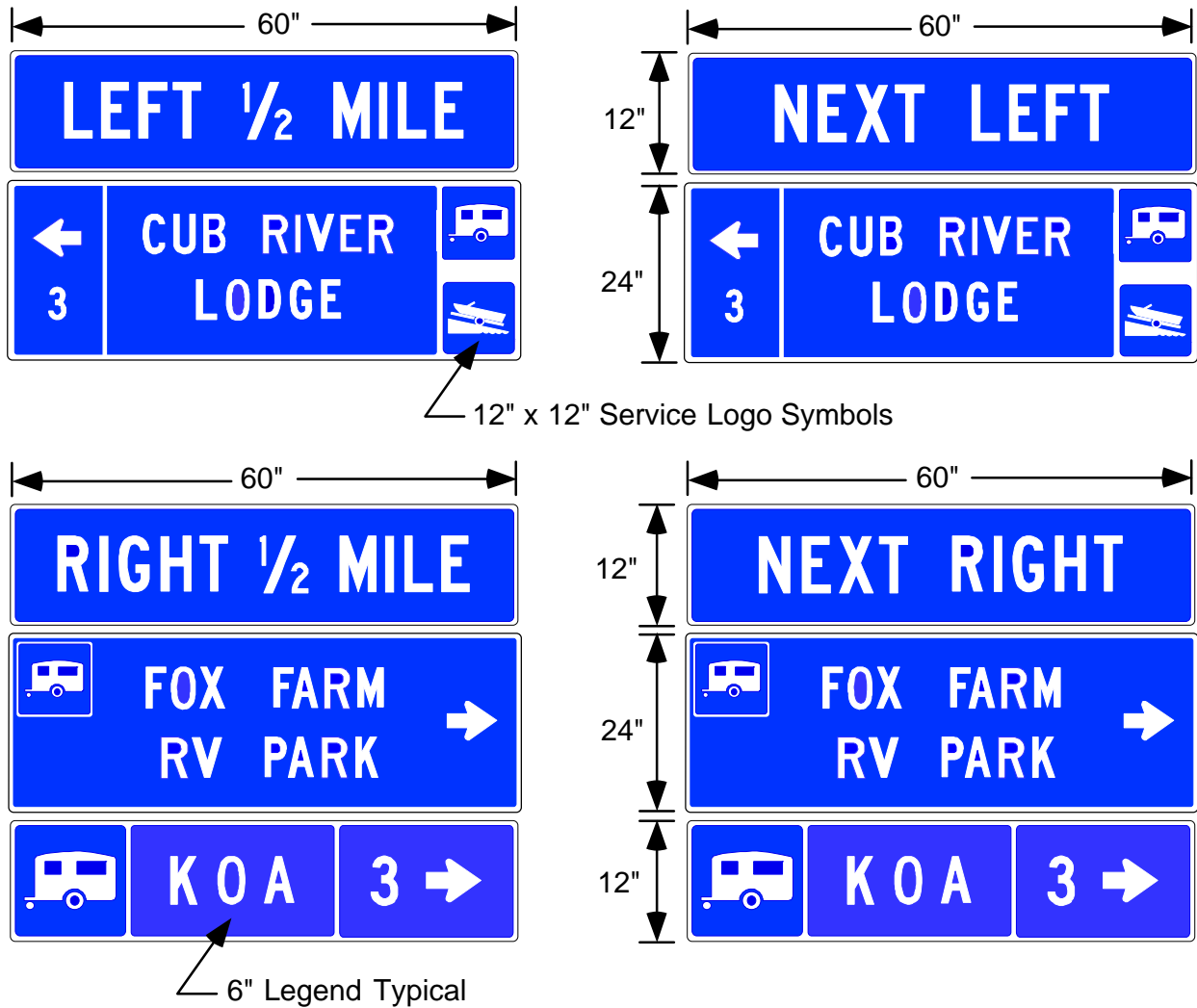
TYPICAL TODS LAYOUTS



Figure 3

NOTE: Legend size for hours is 4 inches
All other legends shall be 6 inches

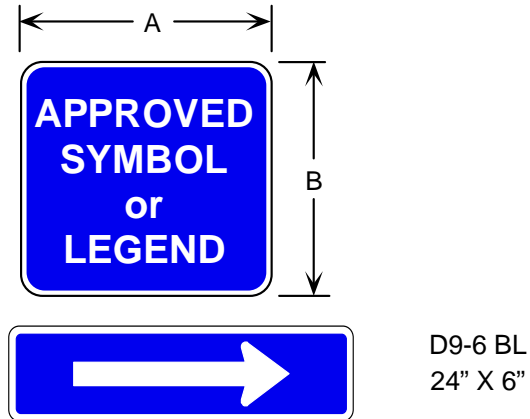
TYPICAL ADVANCE TODS



NOTE: Legend size for hours is 4 inches
All other legends shall be 6 inches

Figure 4

TYPICAL TRAILBLAZER LAYOUT



TRAILBAZERS WITH SYMBOLS OR FACILITY NAME	A	B	LEGEND
Gas, Food, Lodging, Camping, RV, Fishing, Boating, Golf, Skiing, Swimming, Etc.	24"	24"	4"

Figure 5

NOTE: Trailblazer sign assemblies may consist of a motorist service or recreational symbol or 4-inch legend identifying the facility with a directional arrow.

MOTORIST INFORMATION SYMBOLS



Figure 6

TYPICAL TODS TEXT PER LINE

- NO SYMBOLS = MAX 18 CHARACTERS PER LINE
- 1-2 SYMBOLS = MAX 15 CHARACTERS PER LINE
- 3-4 SYMBOLS = MAX 12 CHARACTERS PER LINE

TEXT INCLUDES SPACES BETWEEN WORDS AND NUMBERS.
 MILEAGE AND ARROWS NORMALLY TAKE PLACE OF A SYMBOL OR CAN BE USED ON A LINE OF THEIR OWN WITH THE MILEAGE SPELLED OUT.

ABBREVIATIONS MAY BE REQUIRED TO ADDRESS TEXT THAT IS TOO LONG TO FIT ON THE SIGN PANEL.

	A		R	I	V	E	R		R	U	N	S		B	Y		I	T	
							L	O	D	G	E								
		←			2		3	/	4			M	I	L	E	S			

Above sample has **NO SYMBOLS**

S	B	R	U	N	E	A	U		C	A	N	Y	O	N				
			R	V			R	E	S	O	R	T						
	←		1		1	/	2		M	I	L	E	S					

Above sample can have **1 OR 2 SYMBOLS** on the same side of sign

S	G	R	A	N	D		W	I	N	E	R	Y		S
				O	N		T	H	E					
	G	R	A	S	S		K	N	O	L	L			

Above sample can have **3 OR 4 SYMBOLS** on both sides of sign.

S is representative of symbols either singular or dual.