PO Box 94245 | Baton Rouge, LA 70804-9245 ph: 225-379-1200 | fx: 225-379-1851

Memorial Highway Sign Process

Legislature

 Passes Act to memorialize state route and directs DOTD to erect signs once a payment is received.

DOTD Legislative Liason

 Notifies Traffic Engineering Managment (TEM) and Districts of passed Acts.

- Approves size and number of signs
- Sends list to Chief Maintenance Engineer and Traffic Services

3rd Party **Payment**

- Submits payment to DOTD
- Mails to
- Writes check out to DOTD

DOTD Annex Building

ATTN: Chief Maintenance Engineer 1212 East Highway

Baton Rouge, LA 70802

Chief Maintenance Engineer

- Logs payment
- Authorizes Traffic Services to begin fabrication
- Routes payment to HQ Financial Services

Traffic

- Fabricates signs
- Installs Interstate signs
- Notifies District when non-interstate signs are ready for pickup

Services

District

- Picks up signs from Traffic Services
- Installs signs
- Notifies legislator and DOTD HQ upon installation