



LOUISIANA DEPARTMENT OF TRANSPORTATION & DEVELOPMENT
PERMIT REQUEST FORM FOR MEMORIAL SIGNS ON STATE RIGHT OF WAY

LOCAL GOVERNMENT INFORMATION

Name
Mailing Address
City State Zip Code

DESIGNATED GOVERNMENT OFFICIAL CONTACT INFORMATION (OWNER)

(Submit Power of Attorney documentation stating this person has the authority to enter into a legally-binding agreement on behalf of the local government).

Name
Title
Phone Fax
Email

DESIGNATED CONTACT INFORMATION (if different from above)

Name
Title
Phone Fax
Email

LOCATION INFORMATION OF THE DEVICE

Attach map with location identified along with approximate distance

City Parish
Name of Facility or
State Route ()
Latitude Longitude

RS 48:192 gives the Louisiana legislature the exclusive right to name state highways and bridges.
General Notes for Memorial Guide Signs:
• Signs located on a roadway shall be brown reflective signs with white reflective legends.
• The minimum letter heights for capital and lowercase letters are:
- two lane roadways - 4 to 6 inch lettering spaced 3 inches apart
- multilane roadways, 45 mph or less - 4 to 6 inch lettering spaced 3 inches apart
- multilane roadways, 50 mph or greater - 6 to 8 inch lettering spaced 4.5 inches apart
- control of access roadways - 8 to 13 inch lettering spaced 4.5 inches apart
• Signs shall be installed on break away supports.
• Signs located at a facility shall be brown with a white legend.
General Notes for Memorial Plaques:
• For Acts of the Legislature that do not require signs but signs are requested, the Department has developed a standard memorial plaque for installation at appropriate locations.
• The plaque is made of 0.08 inch aluminum, is 24 inches by 30 inches, letter size is 1-1/2 inches, the background is brown reflective sheeting and the legend are white reflective sheeting.
• There shall be no graphical elements, logos or pictograph symbols.
General Notes for Memorial Markers:
• The local government also has the ability to erect memorial markers. The local government is responsible for the cost of the sign, the permit application, the installation of the sign, and the maintenance of the sign.
• These markers should be installed in parks or rest areas where motorists can safely stop to read the marker, not on a roadway.

- ATTACH THE FOLLOWING:
1. [] A map illustrating where the sign(s) will be placed
2. [] Copy of the State Legislation dedication for the road or facility
3. [] Shop drawings illustrating the size of sign, lettering height, font, legend, type of material (sheeting) to be used and type of support

I certify that the information contained herein is true, complete, and correct to the best of my knowledge. I understand that if any information contained herein is found to be falsified, this request and any permit issued based on this information shall be voided.
Signature of Owner Date

DEPARTMENT OF TRANSPORTATION & DEVELOPMENT USE ONLY

Date Request Received _____ Date Owner Contacted _____

(Owner should be contacted within 14 business days of date request is received.)

District _____ Request Processed By _____ (District Permit Specialist)

District Personnel to Review

Comments:

District Traffic Operations Engineer (Print & Initial) Date

Phone # _____ email: _____

Area Engineer (Print & Initial) Date

Phone # _____ email: _____

Date Traffic Engineering Management Section Received

Headquarter Personnel to Review

Traffic Engineering Management Administrator (Print & Initial) Date

Phone # _____ email: _____

Notification of Receipt Sent to Applicant by _____ **Date** _____
(with or without comments or resubmission instructions)

Denial Letter Sent to Applicant by _____ **Date** _____