

# GENERAL POLICY AND PROCEDURE

DEPARTMENT OF PUBLIC SERVICE  
DIVISION OF PLANNING AND OPERATIONS  
CITY OF COLUMBUS, OHIO

**SUBJECT:** Signs in Public Right-of-Way  
for Private Development Projects

**EFFECTIVE DATE:** 1/1/2014

**PAGES:** 2

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## I. PURPOSE:

The purpose of this policy is to establish guidelines and procedures for situations where private development projects require signage to be added or modified in the public right-of-way. These additions or modifications of signage may be triggered by improvements in the public right-of-way, such as driveway installations or modifications on private property that affect the traffic flow at existing driveways.

## II. APPLICABILITY:

A. This policy shall apply to situations where an E-Plan (street construction plan) is not required in conjunction with a private development project.

B. If an E-Plan is required for the necessary right-of-way improvements in conjunction with a private development project, all necessary signage installations and changes shall be shown, permitted and installed via the E-Plan.

C. If this policy is triggered, any necessary sidewalk, driveway, curb ramp or curbing work required for a proposed private development project would need to be performed by CC-Plan (stormwater plan), unless there is no CC-Plan required for a specific development, whereby these right-of-way improvements would be performed by permit.

D. A private development project may not necessarily have any right-of-way improvements other than signage changes to trigger this policy, since all modifications for a private development project requiring these changes may be occurring solely on private property.

## III. GENERAL

A. The site compliance plan shall be the reference document for signage changes in the public right-of-way.

B. Within 100 feet of the location of any proposed signage, all existing trees, landscaping, signage, utility poles and any other elements in the right-of-way that may conflict with the proposed signage shall be shown on the site compliance plan.


C. The location and orientation of proposed signage as well as the text and/or symbols contained on the proposed signage shall be shown on the site compliance plan.

- D. All signage shall be placed within the right-of-way.
- E. Proposed signage shown on the site compliance plan shall reference standard sign codes from the Ohio Manual of Uniform Traffic Control Devices (latest edition).
- F. If standard signs codes from the Ohio Manual of Uniform Traffic Control Devices are not available for such signage, such as for parking signage, the applicable City of Columbus sign codes shall be shown on a plan wherever possible.
- G. A standard note will need to be placed on the site compliance plan indicating the proper City contact to notify 45 days prior to the necessary sign installation.

**IV. PROCEDURES:**

- A. In conjunction with the review of site compliance plans, the Private Development Planning Engineer, or designee, will determine if any signage changes or additions are necessary in the public right-of-way.
- B. In situations where an E-Plan is not required for a private development project, the Private Development Planning Engineer, or designee, will communicate to the applicant of a site compliance plan that the proposed additions or modifications of signage will need to shown per the requirements of Section III above.
- C. The applicant will need to provide a fee of \$350.00 per installed sign payable to the Columbus City Treasurer.
- D. The Private Development Planning Engineer, or designee, will provide the fees for sign installations to the Operating Fiscal Manager of the Office of Support Services.
- E. The Private Development Planning Engineer, or designee, will provide a copy of the site compliance plan to the Traffic Safety Engineer, or designee.
- F. The developer of the private development project will contact the Traffic Safety Engineer, or designee, a minimum of 45 days prior to the need for installation of the necessary signage.
- G. The Traffic Safety Engineer, or designee, will coordinate the installation of necessary signage by the City of Columbus.
- H. On a quarterly basis, the Private Development Planning Engineer, or designee, will conduct a field check of pending plans where signage is planned to be installed, but no notification of the necessary installation has been provided by the developer of a private development project.

APPROVED BY:

  
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DIRECTOR

  
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DATE