



ADOPT-A-HIGHWAY PROGRAM ACKNOWLEDGEMENT SIGN DETAILS

Oregon Administrative Rule Chapter 734, Division 29
(To be completed by the ODOT District Office)

Overview:

Two signs acknowledging the volunteer contribution under the Adopt-A-Highway program may be placed, one at each end of the adopted highway section. When the section of highway adopted is not linear to the highway, one sign would be placed.

This acknowledgement sign includes a rider identifying the volunteer using the Applicant's name shown on the permit application or an acronym of that name. When the Applicant is an individual or family group, the individual's name (first name or initial and last name) or the family name (e.g., Smith Family) will be used.

The sign is not for advertising, conveying a message, or to be used as a memorial and may not contain a webpage, telephone number, internet address, logo, or other information about the Applicant.

Instructions:

The district representative is to complete the chart below with the Applicant's name as it is to appear on the acknowledgment sign rider and the district contact information and submit the form to the region sign designer for review. If sign spacing standards don't allow for installation of an Adopt-A-Highway acknowledgement sign, the district should notify the Applicant as soon as possible that a sign will not be installed.

Sign Details:

- The identification rider may be 24" wide x 18" tall or 24" wide x 24" tall.
- A 24"x18" rider would be used when the Applicant's name can be shown on 1 or 2 lines. If more than 2 lines are required for the Applicant name, the 24"x24" rider would be used.
- Up to 4 lines of not more than 9 characters or spaces are available. The Applicant name may be abbreviated or an acronym used if necessary for the name to fit on the rider.
- As shown on ODOT sign detail, OD417, typically 4" letters are used. When the Applicant name requires 4 lines, 3" letters may be used.
- Punctuation marks are generally not allowed unless required for clarity such as "Al's Yard Care".
- All lettering is white on a green background; no logos or special colors or styles are to be used.

Requested Acknowledgement Sign Rider Layout:

	1	2	3	4	5	6	7	8	9
Line 1									
Line 2									
Line 3									
Line 4									



Number of acknowledgement sign riders needed: _____

Expenditure Account: _____

District Contact Information:

ODOT DISTRICT CONTACT PERSON NAME	CONTACT PHONE	CONTACT EMAIL
SIGN SHIP-TO STREET ADDRESS, CITY, STATE, ZIP		