

POLICY FOR: Specific Service Signing

BACKGROUND:

There are approximately 410 miles of various roadways maintained by Mille Lacs County. The maintenance of these roadways includes all signing that exists within the County Right of Way. Private businesses are not allowed to place signs or advertisements within the Right of Way. The Mille Lacs County Public Works Department looks to allow advertisement and encourage growth of these businesses within the County.

The following Policy has been established to provide guidelines for the public and Mille Lacs County staff to follow in order to ensure safe and consistent signing practices within the County Right of Way.

BASIS OF POLICY:

The following types of establishments are eligible for installation of Specific Service Signs by the Mille Lacs County Public Works Department.

- Resorts
- Motels
- Restaurants
- Campgrounds
- Gasoline Service Station/Retail Motor Fuel Services
- Places of Worship
- Tourist-Oriented Businesses
- Rural Businesses

Specific Service Signs will only be installed in locations where the business is not readily visible from the County Road intersection to be signed and effective directional advertising is not possible.

The sign details will be as follows:

- The size will be 18" tall by 72" wide.
- The color of the sign will be white lettering and border on blue background.
- The material will be aluminum sheeting covered with VIP™ reflective sheeting.
- The display will include the business name only and limited to 2 lines of text, with a maximum of 13 characters per line, including spaces.

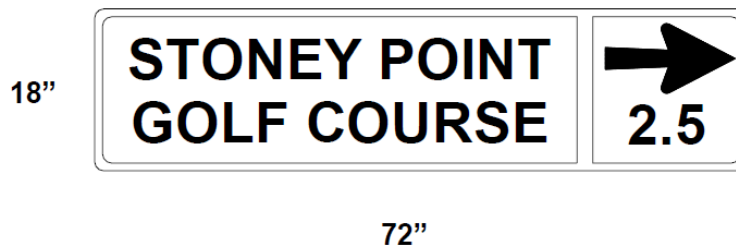
The cost of the signs are described as follows:

- The cost of each sign is listed in the Mille Lacs County Public Works Department's current fee schedule, which is adjusted annually and can be found on the County's website.
- The cost of the sign must be paid prior to fabrication and installation.
- The cost of the sign includes all costs associated with fabrication and erection, including materials, labor and equipment.
- The business owner will bear the full cost of any repair, replacement or additional maintenance required of each sign after installation resulting from damage, vandalism, normal wear/aging or any other such occurrence beyond the control of Mille Lacs County.

The application process will proceed as follows:

- The business must fill out the Specific Service Sign Application attached to this policy.
- The application may be returned to the Mille Lacs County Public Works Department, via electronically or hard copy.
- The Mille Lacs County Public Works Department will review the application for compliance with this Policy.
- If approved, the business owner must provide payment for the sign prior to fabrication and installation.
- To ensure that the Specific Service Sign is up-to-date and relevant, each sign has a certain life span. Each application is only valid for a fixed period of time, which is listed on the application.
- Once the life span of the sign has expired, a new application must be submitted with the required costs of the sign repair, replacement or maintenance.
- If the life span of the sign has expired and no new application is received within 3 months of the expiration, the Mille Lacs County Public Works Department will determine if removal of the sign from the County Right of Way is necessary.

EXAMPLE OF THE SPECIFIC SERVICE SIGN





*Mille Lacs County
Public Works Department
635 2nd Street SE
Milaca, MN 56353
(320) 983-8201*

SPECIFIC SERVICE SIGN APPLICATION

Business Name: _____

Applicant Name: _____

Street Address: _____

City, State, ZIP: _____ Phone: _____

Signing Location*: Intersection of County Road _____ and _____

Township: _____

** Must include a location map*

Number of Signs Requested (select one): 1 2 (All signs must contain the same legend)

Direction of travel to be signed (if only one sign is requested, select one):

Eastbound Westbound Northbound Southbound

Exact distance from signed intersection to the business (round to nearest 1/10 mile): _____ Miles

Direction to business from signed intersection (select one):

East West North South

Exact business name to be shown on sign:

(Show all characters, including spaces, 13 characters per line maximum)

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Line 1

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Line 2 (if needed)

Individual Sign Fee: \$_____ x _____ (quantity of signs) = \$_____ total (Must be paid in advance)

Make checks payable to: Mille Lacs County Treasurer

Return Application and appropriate fee to: Mille Lacs County Public Works Department
635 2nd Street SE
Milaca, MN 56353
publicworks@millelacs.mn.gov



*Mille Lacs County
Public Works Department
635 2nd Street SE
Milaca, MN 56353
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CERTIFICATION OF COMPLIANCE

Please initial one

___ RESORT: I (We), the undersigned, do hereby certify that this
___ MOTEL: business is licensed by the State Department of Health
___ RESTAURANT: as required by Minnesota Statute 157.03.

___ CAMPGROUND:
I (We), the undersigned, do hereby certify that this camping area does possess a State Department of Health license, as required by Minnesota Statute 327.15, and that the following criteria will be met:
(1) A minimum of 15 spaces available;
(2) Modern sanitary facilities (flush, chemical, or incinerator toilet) and drinking water available;
(3) Services available 24 hours per day

___ GASOLINE SERVICE STATION/RETAIL MOTOR FUEL SERVICE:
I (We), the undersigned, do hereby certify that the “gasoline service station” or “retail motor fuel business” provides services including fuel and oil, restroom facilities and drinking water, public access to a telephone, and provides continuous operation at least 12 hours a day, 7 days a week.

___ PLACE OF WORSHIP

___ TOURIST-ORIENTED BUSINESS: Type of Business _____
I (We), the undersigned, do hereby certify that the tourist-oriented business is open a minimum of 8 hours per day, 6 days per week, 12 months per year or for a seasonal business 8 hours per day, 6 days per week during the normal seasonal period.

___ RURAL BUSINESS: Type of Business _____
I (We), the undersigned, do hereby certify that the rural business is open a minimum of 8 hours per day, 6 days per week, 12 months per year or for a seasonal business 8 hours per day, 6 days per week during the normal seasonal period.

Further, I (we) do hereby certify that this business conforms to all applicable laws and regulations concerning the provisions for public accommodations without regard to race, religion, color, sex or national origin.

I (We) also certify, (1) my business is not readily visible from the County highway intersection to be signed; and (2) effective directional advertising is not possible.

I (We) agree to accept the sign format, design, and location determined by Mille Lacs County, in compliance with all pertinent state signing standards, and to make payment in advance prior to sign installation.

I (We) do also agree to participate in any additional maintenance and/or sign replacement costs for the specific service sign(s) resulting from damage, vandalism, normal wear/aging and other such occurrences beyond the control of Mille Lacs County.

I (We) agree to pay Mille Lacs County for all current costs required to repair the sign panel and/or sign structure. If total replacement is required, I (we) agree to pay Mille Lacs County, in advance, the current cost for a new sign panel and/or sign structure. In addition, I (we) understand that I (we) will be billed in advance for replacement costs at the time the signs must be refurbished due to natural deterioration.



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CERTIFICATION OF COMPLIANCE (continued)

Additional guide (trailblazing) signing from the highway intersection/interchange to the business will be responsibility of the applicant and the local road authority.

All signing is installed on a first come, first served basis. If two businesses apply at the same time, year-round businesses have priority over seasonal businesses.

Inappropriate business names are not permitted to be displayed on sign panels.

Applicant may obtain the salvaged sign panel within 30 days of removal, on condition that the sign shall not be reinstalled on any public right of way nor shall it be reinstalled in any location so as to be visible to any motor vehicle on the Mille Lacs County highway system.

I (we), the undersigned, herewith accept the terms and conditions of the regulations of the Mille Lacs County Public Works Department and agree to fully comply herewith to the satisfaction of the Mille Lacs County Public Works Department. The Mille Lacs County Public Works Department may remove the sign(s) for any failure to comply with these terms and/or nonpayment of any repair or replacement costs.

BUSINESS	
DATE: _____	
APPLICANT SIGNATURE: _____	
BUSINESS NAME: _____ (PRINT PRINT)	

MILLE LACS COUNTY PUBLIC WORKS DEPARTMENT		
APPROVAL DATE: _____		
VALID FROM: _____	TO _____	RENEWAL DATE: _____
AUTHORIZED BY: _____		
COUNTY ENGINEER		