



POLICIES AND PROCEDURES MANUAL

SUBJECT Signs & Street Markings	DEPARTMENT P.W.- Bldg./Inv. & Elec. Div. Bldg. & Sign/Inv. Srv. Section		DEPARTMENT IDENTIFICATION 2200	
	SECTION 2202	PAGES 1-2	EFFECTIVE DATE 1/1/82	REVISION DATE 5/5/15

1.0 PURPOSE:

To describe the procedures to be followed by the Building & Sign Section in the erection and replacement of signs and the marking of streets.

2.0 ORGANIZATIONS AND PERSONS AFFECTED:

This policy applies to all City departments, City boards, commissions, and the general public.

3.0 POLICY:

This statement of policy describes the Building & Sign Section's policy regarding the erection and replacement of signs and the marking of streets.

4.0 REFERENCES:

Traffic - Federal Manual on Uniform Traffic Control Devices

5.0 PROCEDURES:

5.1 RESPONSIBILITY

The Building & Sign Section is responsible for the erection, replacement and maintenance of traffic and parking control signs as well as the marking of streets in the City of West Allis.

5.2 GENERAL POLICIES

5.2.1 The Engineering Department shall determine the placement of traffic and parking control signs in the City of West Allis. Public requests to the Building & Sign Section for the placement and erection of new signs shall be referred to the Engineering Department.

5.2.2 After working hours, communications from the public regarding damaged or down signs due to accidents, storm damage, vandalism, etc., shall be routed to the Police Department. Upon receiving such information, the Police shall notify the Building & Sign Section's "person on watch," to make arrangements to repair or replace the damaged or down signs.

- 5.2.3 The Engineering Department shall determine the location for and type of pavement marking used on streets throughout the City.
- 5.2.4 Public request for placement and erection of a “No Parking Within 4’ of Drive” sign will be considered when the available space between drives is less than required to park an average size automobile and is approved by the City Engineer. The requestor must be an abutting property owner. The requestor must pay a \$150 fee for the materials and installation of the sign. The fee must be paid each time the sign is replaced.