

CROW WING COUNTY

Street Name Sign Policy and Procedure

Adopted by Crow Wing County Board of Commissioners – July 9, 2013
Amended by the Crow Wing County Board of Commissioners – October 25, 2022
Amended by the Crow Wing County Highway Department – May 9, 2023

Procedure

The County has set the following specifications for street name signs installed by the County. Criteria for actual road names and the requirements for when signing is required are located in Article 19, Addressing and Street Name Signs, of the Crow Wing County Land Use Ordinance. For locations not within County right-of-way, local agencies installing their own signs are able to use their own procedures and materials; however, they are encouraged to follow this policy to provide consistency throughout the County.

Materials

Signs

- The sign blank shall be aluminum and shall be a minimum of 0.080 inches thick. Two blanks shall be required for each street name, "single faced" to provide for visibility from two directions.
- The aluminum sign blank shall be a minimum length of 24 inches and a maximum of 48 inches; width shall be 9 inches (10 inches if it has following letters: g, j, p, q, y).
- Sheeting material shall be ASTM (American Society for Testing and Materials) Type IV (High Intensity Prismatic) reflective sheeting, green background with white capital and lower-case lettering and/or numbers.
- Road name or number identification lettering shall be six (6) inch upper-case, four and a half (4½) inch lower-case C series.
- The sign must be mounted so the bottom of the name plate is displayed at least seven (7) feet above the adjacent road surface.
- The sign SHALL NOT be mounted above a stop sign at an intersection.

Posts

- A two (2) inch square galvanized tube shall be used to mount the sign(s). The square galvanized tube shall be 14 gauge of either ten (10) feet or twelve (12) feet in length with a weight of 3 lbs. per ft. or less. For locations not within County right-of-way, local agencies may use a post of their choice that meets the appropriate requirements.

Mounting Material

- For all locations an Omni Sleeve shall be used along with a two and one-quarter (2¼) inch square galvanized tube four (4) feet in length.

Fasteners

- The mounting hardware shall be 5/16th inch diameter, high-quality stainless-steel bolts with stainless-steel washers, nylon washers, and plastic spacers. For locations known for signs being stolen, 3/8th inch drive rivet/nylon washers should be used along with the spacers.

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Installation Location

- The typical location for the street name signs shall be in the quadrant of the intersection where there is no stop sign. For intersections that do not have stop signs, the street name signs shall be placed in the quadrant where a stop sign typically would not be installed.
- Dead-end roads will typically only have street name signs installed identifying the dead-end road, and not the through (major) roadway. The major roadway may be signed at the discretion of the County Highway Department dependent upon the number of houses served or number of interior roads accessing the dead-end road.
- Actual installation locations may need to vary dependent upon other obstacles (underground utilities, other signs, etc.).

Responsibilities

- **Work Within County Right-Of-Way**
 - The County shall fund all costs associated with the installation of street name signs identifying County roads.
 - When a local road (township, city, private) requiring a street name sign intersects a County Road, the local agency shall be responsible for the cost of the street name sign materials. The County will perform the installation at no additional cost to the local agency if a county street name sign is also required at the location.
 - For dead-end local roads where no County Street name sign is required, the local agency will be responsible for all costs associated with the signing. The County will install the sign(s) and invoice the local agency.
 - For private roadways requiring street name signs based upon Article 19.3 of the Crow Wing County Land Use Ordinance, the following applies:
 - a. If the street name sign is required as the result of a new address request, then the new address requester is required to pay all fees for street sign materials and installation.
 - b. Fees will need to be received prior to ordering and installation of the street name sign.
 - Street name signing at County/State highway intersections shall be responsibility of the County as the State does not currently provide the service.
 - When the County determines that street name signs, within the County right-of- way, need replacing to remain compliant with Federal, State, and County regulations, signs will be replaced by the County after notification has been sent to the local agency. Costs associated with local agency replacement signing and installation will be the responsibility of the local agency.
- **Work Outside County Right-Of-Way**
 - Locations requiring street name signs or replacements not involving a County Road or County right-of-way shall be the responsibility of the local agency. The County will remain available to perform the installations and invoice the local agency for those costs. For private roadways requiring signing or replacements, that do not meet the requirements of Article 19.3 referenced above, the local agency shall be responsible for all costs. The County can install the sign(s) upon request and invoice the local agency.

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- Locations requiring street name signs or replacements at an intersection of a State highway and a local road, shall be the responsibility of the local agency for all costs.
- **Subdivision Developments**
 - In conjunction with Article 19.4.C. of the Crow Wing County Land Use Ordinance, when a new subdivision is recorded or a new roadway is proposed, the subdivider or individual petitioning to establish the roadway shall pay the established fees for signing.