

# DISTRICT OFFICE SIGNS

- District Sign Process
- Requesting a Sign
- Location Eligibility
- Sign Design



**2019-2020  
EDUCATIONAL  
SERIES**

# DISTRICT OFFICE SIGNS

---

## OVERVIEW

While traffic signs are necessary to help the traveling public get to their destination safely, signs also call attention to points of interest and local public services. For example, signs communicate the location of certain elected officials' district offices. The rules for these types of signs are governed by the Texas Transportation Code and the Texas Manual on Uniform Traffic Control Devices. The Texas Department of Transportation (TxDOT) may erect signs that indicate the location of certain government offices. The signs may include the name of the elected official and the district they represent.



TxDOT must take into consideration space limitations on the right of way, sign spacing restrictions and federal and state rules regarding signs. Accordingly, signs may only be placed where warranted on the state highway system. Phone numbers, physical addresses, websites or email addresses are not allowed on district office signs.

Unwarranted signs are ineffective and may distract the public from reading other important traffic information. Also, too many signs will reduce the effectiveness of all the signs at that location. Research shows that ineffective signs or too many signs compromise safety. Effective district office signs that notify the public about the location of an elected official's office provide important information that the public has a right to know.

## District Sign Process



## Requesting a Sign

The following will help you prepare to set up your district office signs:

- Once you know the location of your new office, contact TxDOT's Government Affairs Division by calling (512) 463-6086.
- You will be assigned a legislative liaison who will work with the local TxDOT district office that serves your area of the state.
- Provide the location of your new office and a point of contact who can work with TxDOT.
- TxDOT traffic engineers will review the office location and determine where signs can be located and how many may be erected (Each office may only receive two signs — one sign for each direction of the roadway).
- TxDOT will fabricate and install the signs.

## Location Eligibility

- District signs may only be installed on conventional roadways on the state highway system (non-controlled access roadways). TxDOT is not authorized to place signs on city streets or county roads.
- District signs cannot be installed on the main lanes of an interstate or expressway (interstate frontage roads are considered conventional roadways).
- District signs can only be placed on roadways where the office is actually located, and if warranted, signs may be allowed on an intersecting road.
- "Trailblazing" (placing signs at multiple locations that would require the public to make multiple turns) is not permitted.
- District signs can only be located within the following maximum distances from an office:
  - A half mile for populations over 250,000.
  - One mile for populations between 250,000 and 15,000.
  - Two miles for populations under 15,000.

## Sign Design

- The sign design will contain your name, official title, district number and a directional arrow.
- Phone numbers, street addresses, websites or email addresses are not allowed.
- The sign will have a green background with white letters and a white border.

# TEXAS DEPARTMENT OF TRANSPORTATION



## VALUES:

### People

People are the Department's most important customer, asset, and resource. The well-being, safety, and quality of life for Texans and the traveling public are of the utmost concern to the Department. We focus on relationship building, customer service, and partnerships.

### Accountability

We accept responsibility for our actions and promote open communication and transparency at all times.

### Trust

We strive to earn and maintain confidence through reliable and ethical decision-making.

### Honesty

We conduct ourselves with the highest degree of integrity, respect, and truthfulness.

## VISION:

A forward-thinking leader delivering mobility, enabling economic opportunity, and enhancing quality of life for all Texans.

## MISSION:

Through collaboration and leadership, we deliver a safe, reliable, and integrated transportation system that enables the movement of people and goods.

## GOALS AND OBJECTIVES:

- **Deliver the Right Projects** – Implement effective planning and forecasting processes that deliver the right projects on-time and on-budget.
- **Focus on the Customer** – People are at the center of everything we do.
- **Foster Stewardship** – Ensure efficient use of state resources.
- **Optimize System Performance** – Develop and operate an integrated transportation system that provides reliable and accessible mobility, and enables economic growth.
- **Preserve our Assets** – Deliver preventive maintenance for TxDOT's system and capital assets to protect our investments.
- **Promote Safety** – Champion a culture of safety.
- **Value our Employees** – Respect and care for the well-being and development of our employees.



This document is part of an educational series on transportation issues produced by the Texas Department of Transportation. This document, the full Educational Series and other helpful resources can be found online at [www.txdot.gov](http://www.txdot.gov) keyword search "State Legislative Affairs".