



# CERTIFIED CITIES TELECONFERENCE

Annual Review



## Required Documentation

- Inventory of all current commercial signs within the city.
- Current map of the incorporated city limits.
- Current commercial sign ordinance.
- Current zoning ordinance.
- Current zoning map.
- Enforcement plan.
- Summary of annual enforcement actions.
- Current points-of-contact for commercial signage control.

# Sign Inventory Requirements

- City sign permit number
- Highway route on which the sign is located (e.g. US 183)
- Latitude/Longitude in decimal degrees (e.g. 30.274652, -97.740379)
  - Location must be of structure and not property or address
- Sign owner
- Location (e.g. 200 ft. S of Example St, 123 Main St)
- Face Width & Height (Multiple, different size faces: only include the largest)
- Number of faces
- Poles
- Number of lights on structure

# Data Formats

- For Documents:
  - PDF Only
- For Maps:
  - ArcGIS Online Maps/Layers
  - ESRI Format GIS Files or Universal Equivalent (Shapefile, .mxd, .lpx, etc.)
  - PDF
- For Inventory Data:
  - Use the Provided Spreadsheet Only
    - This is to ensure that all data provided is compatible and producible by TxDOT.

# Inventory Spreadsheet

- Page 2 of Reporting Items Excel Spreadsheet
- Required for data submissions

	A	B	C	D	E	F	G	H	I	J	K
1	CITY PERMIT NO.	HIGHWAY	LATITUDE	LONGITUDE	SIGN OWNER	LOCATION	FACE WIDTH	FACE HEIGHT	FACES	POLES	NO. OF LIGHTS
2	12345	IH 00	30.12345	-98.12345	William Board	200 ft S of Example St.	40	18	2	1	8
3											
4											
5											
6											
7											
8											
9											
10											
11											
12											
13											
14											
15											
16											

# Data Delivery Methods

- Electronic Methods:
  - Email ([John.Miner@txdot.gov](mailto:John.Miner@txdot.gov))
  - City FTP Site
  - TxDOT Dropbox Service (<https://ftp.dot.state.tx.us/dropbox>)
- Regular Mail (address on next slide)
  - USB Drive
  - CD

# Contact Information & Questions

- Data Due September 2, 2019

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M-F 7:00 – 3:30 C

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M-F 7:00 – 4:00 C

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