



## APPLICATION FOR USE OF CHANGEABLE MESSAGE SIGNS

REQUESTING DEPARTMENT: \_\_\_\_\_

DESIRED LOCATION OF SIGN: \_\_\_\_\_

DATE (S) OF DEPLOYMENT: \_\_\_\_\_

DURATION OF DEPLOYMENT: \_\_\_\_\_

MESSAGE DISPLAYED: \_\_\_\_\_

All requests for use must be submitted to the Public Works Department Head. Except in cases of an emergency, requests must be received 5 days prior to the requested deployment date.

The Public Works Department will have the sole discretion as to determine whether or not the request complies with this policy.

**PLEASE RETURN THIS FORM TO THE PUBLIC WORKS DEPARTMENT**

I have read this Policy and agree to all its requirements and conditions.

\_\_\_\_\_  
Department

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# City of Sonora Portable Changeable Message Signs Use Policy

*Adopted January 31, 2005*

## PURPOSE

This Policy is to establish City procedures to be followed and adhered to by all City personnel involving the use and operation of the City's Portable Changeable Message Signs.

## POLICY AND PROCEDURE

This Policy will apply to all Portable Changeable Message Signs owned and operated by the City of Sonora. These signs are available for use only by Departments within the City of Sonora for City related activities and are not available for public use. Use of the signs is intended solely for the purpose of assisting with traffic safety and traffic safety promotion. The signs are not to be used to advertise any specific organization, event or activity.

The City of Sonora's Public Works Department will be responsible for the operation, placement and maintenance of these signs. All requests for use must be in writing and submitted to the Department Head for the Public Works Department. Except in cases of an emergency, requests must be received 5 days prior to the requested deployment date. The Public Works Department will have the sole discretion as to determine whether or not the request complies with this Policy.

The Public Works Department will be responsible for maintaining a record of use for the signs. At a minimum this record will include:

1. Requesting Department
2. Location
3. Date of deployment
4. Duration of deployment
5. Message displayed

