

**MINNESOTA DEPARTMENT OF TRANSPORTATION  
MAINTAINENCE BULLETIN NUMBER 97-2  
SEPTEMBER 16, 1997**

The following guidelines for the installation of Municipal Identification Entrance Signs (MIES) have been developed by the Traffic Engineering Organization, have been reviewed by the Federal Highway Administration and have been approved for all Trunk Highway (T.H.) and National Highway System Routes.

**REQUIREMENTS FOR INSTALLATION OF MUNICIPAL IDENTIFICATION  
ENTRANCE SIGNS**

A MIES meeting all of the following guidelines may be considered for installation within T.H. right of way:

- A. The sign (message, color) shall not simulate a traffic control device.
- B. The sign shall not be erected or maintained in such a place or manner as to obscure or otherwise physically interfere with an official traffic control device or a railroad safety signal or sign, or to obstruct or physically interfere with the drivers' view of approaching, merging or intersecting traffic.
- C. Distracting flashing or moving lights shall not be allowed [MS 173.15, (7)]. Minnesota Department of Transportation (Mn/Dot) issued Technical Memorandum 92-35-ES-(7)] dated October 1, 1992, which states that "Lighting which presents a new message, pictorial image or change illumination at a rate less than once every six seconds is determined to be a flashing or moving light and is in violation of MS 173.15, (7).
- D. A sign may be installed along any two-lane, two-way conventional highway, or expressway with at-grade intersections.
- E. On freeways and expressways with interchanges, signs may be installed only at exit ramps.
- F. Only one sign shall be allowed per T.H. approach into a municipality.
- G. Signing is only allowed for incorporated municipalities.
- H. A sign shall not be placed any further than 2 miles from the corporate limits and not before or within the limits of another municipality.
- I. The sign shall face traffic entering the municipality and may be located on the left-hand or right-hand side of the roadway.
- J. The sign shall be ground mounted and located outside the clear zone as close to the right of way line as practical.

- K. The sign size, including border and trim, should be no larger than 250 square feet. This size limitation excludes the sign supports or structure.
- L. The sign may incorporate a logo and a short promotional slogan which has been historically used in identification of the municipality.
- M. The sign message shall not contain advertising for a commercial product or service or any non-profit organization.
- N. The sign shall not contain any animated or moving parts.
- O. The sign shall not utilize flashing disks.
- P. Sign lighting shall be in conformance with MS 173.16, Subd. 3.
- Q. The sign shall comply with local ordinances.

### **SPECIAL PROVISIONS**

I have attached, for your convenience, special provisions that may be used on any limited use permit to be issued to a municipality for the erection of a MIES and a copy of the Mn/Dot form T.P. 1723, currently under revision for your information and use.

1. The permit issued to the municipality is granted solely for the purpose of establishing, maintaining, and constructing the MIES at the location shown in accordance with the attached drawings.
2. The establishment, maintenance, and construction of the MIES will be the responsibility of the City at no expense to the Mn/Dot.
3. It is understood and agreed that the City will be allowed access from the T.H. roadway for the purpose of maintaining or repairing the MIES.
4. Approval from the Area Maintenance Engineer will be required for any changes or deviations from the drawings or special provisions.
5. The sign shall be located on the top of the backslope near the right of way line. The sign will not be permitted in the clear zone (as determined by Mn/Dot standards), on the shoulder inslope, or in the ditch bottom.
6. The sign can not be placed at a location where it will interfere with the effectiveness of any signing, traffic control devices, or interfere in any way with the safe operation of motor vehicle traffic, or the safety of pedestrians and non-motorized vehicles.
7. The sign installation shall be maintained in good repair. If this requirement is not met, the applicant will be notified to remove the sign.

8. The City shall be responsible for the installation of temporary erosion control measures concurrent with the construction operations or as soon thereafter as practicable. Temporary erosion control measures are; but not limited to, straw bale structures, silt curtains, sediment traps, or other means to temporarily protect the overall work prior to restoration of the work site.
9. The City, upon completion of the MIES, shall restore all disturbed slopes and ditches in such a manner that drainage, erosion control, and aesthetics are perpetuated.
10. No assignment of this permit is allowed and no commercial activities will be allowed on Mn/Dot right of way.
11. No advertising in any form, shape, or size shall be constructed or permitted to be constructed upon the right of way subject to this permit.
12. The City will preserve and protect all utilities located on the lands covered by this permit at no expense to the Mn/Dot; and it shall be the responsibility of the City to call the Gopher State One Call System at 1-800-252-1166 at least 48 hours prior to performing any excavation or driving any posts.
13. The applicant is required to preserve all existing survey monuments. If the Mn/Dot determines that monuments have been disturbed or destroyed during construction activities, the applicant shall accept full responsibility for all costs incurred in the re-establishment of monuments.
14. The permit does not release the City from any liability or obligation imposed by Federal Law, Minnesota Statutes, local ordinances or other agencies relating thereto; and any necessary permits relating thereto shall be obtained by the City.
15. Any use permitted by this permit shall remain subordinate to the right of way of the Mn/Dot to use the property for highway and transportation purposes.
16. This permit shall be subject to cancellation and termination by the Mn/Dot for good cause by giving the City written notice at least 60 days prior to the date when such termination shall become effective.
17. Upon cancellation of said permit, the City shall be required to remove the MIES and restore the area to a condition satisfactory to the Area Maintenance Engineer. Removal shall be at no expense to the Mn/Dot.