

ALABAMA DEPARTMENT OF TRANSPORTATION



Tourist Oriented Directional Signing Manual

TODS Policy
Procedural Guidelines for TODS Implementation

This page intentionally left blank

This Manual contains two documents:

Part 1 – Tourist Oriented Directional Signing Policy

Part 2 – Procedural Guideline for TODS Implementation (PGTI)

This page intentionally left blank

ALABAMA DEPARTMENT OF TRANSPORTATION



Tourist Oriented Directional Signing Policy

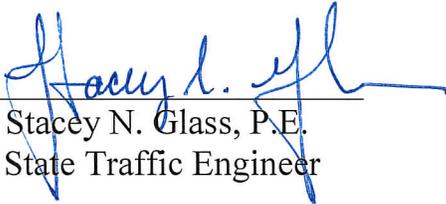
(Part 1 – TODS Policy)

September 2013

This page intentionally left blank

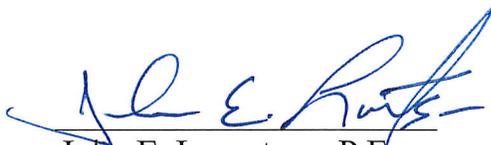
ALABAMA
DEPARTMENT OF TRANSPORTATION
TOURIST ORIENTED DIRECTIONAL SIGNING

RECOMMENDED FOR APPROVAL:


Stacey N. Glass, P.E.
State Traffic Engineer


George H. Conner, P.E.
Maintenance Engineer

APPROVED:


John E. Lorentson, P.E.
Deputy Director, Operations


John R. Cooper
Transportation Director

SEPTEMBER 10, 2013
Date

This page intentionally left blank

Table of Contents

Chapter 1, Introduction.....	
Section 1.1, Purpose and Authority.....	3
Section 1.2, Definitions and Acronyms	4
Chapter 2, Eligibility Requirements.....	
Section 2.1, General Eligibility Requirements.....	9
Section 2.2, Eligible Activities and Facilities Requirements	11
Section 2.3, Ineligible Activities and Facilities	13
Chapter 3, Responsibilities.....	
Section 3.1, Responsibilities of Participating Facility	17
Section 3.2, Responsibilities of Jurisdictional Authority.....	18
Section 3.3, Responsibilities of ALDOT	19
Chapter 4, TODS Installation Locations	
Section 4.1, Locations on State or Non-State Routes	23
Chapter 5, Administrative.....	
Section 5.1, General	27
Section 5.2, Removal of TODS Panels	29
Section 5.3, Bumping Protocol	30
Section 5.4, Fees	31
Appendix A, Revisions and Memos.....	

This page intentionally left blank

Chapter 1
Introduction

This page intentionally left blank

Tourist Oriented Directional Signing Policy

Section 1.1 Purpose and Authority

The purpose of this policy is to provide Alabama Department of Transportation (ALDOT), other transportation authorities, and qualified tourist oriented facilities with an operational tool that will facilitate implementation of Tourist-Oriented Directional Signs (TODS) installed on public right of way (ROW). These guidelines include the eligibility, location, design, installation, cost, and maintenance of these signs and shall not supersede, but adhere to ALDOT's established signing policies, procedures, and practices and the Manual on Uniform Traffic Control Devices (MUTCD).

This policy provides the necessary information to authoritatively approve or disapprove and remove or install any sign under the jurisdiction of ALDOT (Code of Alabama Chapters 32-5A-30, 23-1-6, and 32-5A-36). The MUTCD (2009 Edition), Section 2K.07, states the following, **“Each State that elects to use tourist-oriented directional signs shall adopt a policy...”**; this policy represents ALDOT's compliance with that requirement.

Only ALDOT approved TODS may be installed on state ROW. However, the authorization of signs is not an endorsement of the applicant's facilities. Facilities meeting the criteria of this policy do not automatically qualify for signage. Conditions such as insufficient longitudinal space or interference with necessary traffic control devices may make it inadvisable to permit the placement of signage at certain locations. In these instances, preference shall be given to the installation of official regulatory, warning, and guide signs. ALDOT reserves the right to disapprove the installation of qualifying facilities due to these conditions or other safety concerns.

The purpose of TODS is to provide directional guidance for tourist activities/attractions in rural areas.

Section 1.2 Definitions and Acronyms

1. AADT: Average Annual Daily Traffic – the total volume of traffic passing a point or segment of a highway facility in both directions for one year divided by the number of days in the year. Normally, periodic daily traffic volumes are adjusted for hours of the day counted, days of the week, and seasons of the year to arrive at average annual daily traffic.
2. ADAI: Alabama Department of Agriculture and Industries
3. Agritourism: Defined by Alabama Department of Agriculture and Industries
4. ALDOT: Alabama Department of Transportation
5. Community Wayfinding Signs: A coordinated and continuous system of signs. See Manual on Uniform Traffic Control Devices, Section 2D.50.
6. DMI: Distance Measuring Instrument
7. Event: An activity lasting less than twenty-eight (28) consecutive days.
8. Expressway: a divided highway with partial control of access (limited access).
9. Freeway: a divided highway with full control of access (denied access)
10. HFC Map: Highway Functional Classification map
11. Immediate area: Area surrounding a TODS applicant within a twenty-five (25.0) mile radius
12. Jurisdictional authority: the entity that has legal control of Rights of Way. Usually state, county, or municipal governments.
13. Logo: a distinctive emblem or trademark that identifies a commercial business and/or the product or service offered by the business.
14. LOGO Program: a common abbreviation used by ALDOT for the Specific Service Signing Program for interstates
15. MUTCD: Manual on Uniform Traffic Control Devices
16. Rural: (1) the area outside the corporate limits of a city or town and the geographic area that is not within an urbanized area as shown on ALDOT's Highway Functional Classification maps. For purposes of TODS only, incorporated municipalities with population of 1500 or less may be considered rural.
17. Pictograph: a pictorial representation used to identify a governmental jurisdiction, an area of jurisdiction, a governmental agency, a military base or branch of service, a government – approved university or college, a toll payment system, or a government-approved institution.
18. PGTI: Procedural Guidelines for TODS Implementation – companion document to TODS Policy that includes, but is not limited to, material specifications, design requirements, and ALDOT procedures for processing applications and monies.
19. ROW: Right of Way
20. Seasonal Activity: open for visitors a minimum of 3 continuous months up to 6 continuous months.
21. SWA: Special Work Authorization – a form required by ALDOT Finance Bureau for funding of ALDOT work for others.
22. Specialty Shop – a shop offering goods or services of unique interest to tourists that are not normally found in national or regional chain stores. Examples are locally crafted fine arts such as painting, pottery, sculptures, glasswork, or antiques.
23. Symbol: the approved design of a pictorial representation of a specific traffic control message for signs, pavement markings, traffic control signals, or other traffic control devices, as shown in the MUTCD.

Tourist Oriented Directional Signing Policy

24. TODS facility or facility: A tourist-oriented business, service, or activity destination that derives the major portion of income or visitors during the normal business season from road users not residing in the area of the facility.
25. Truncation: Limiting the number of digits to the right of the decimal point by discarding the least significant of the digits.
26. Zero Point Survey Measurement: used to determine distance of a facility from the intersection of the proposed sign installation as detailed in ALDOT Procedural Guidelines for TODS Implementation.

This page intentionally left blank

Chapter 2

Eligibility Requirements

This page intentionally left blank

Tourist Oriented Directional Signing Policy

Section 2.1 GENERAL ELIGIBILITY REQUIREMENTS

1. A facility shall be engaged in tourist-oriented activities as defined by these guidelines or, in the category of Agritourism, defined by Alabama Department of Agriculture and Industries (Act 2011-547). Facilities participating in Agritourism do not automatically qualify for TODS signage. The facility shall derive the major portion (51%) of its income or visitors during the normal business season from road users not residing in the immediate area of the facility (25.0 mile radius). Scientific surveys, business records, bank records, tax returns, or guest books, attendance records, license plate surveys, tax receipts, and other receipts may be used to verify that this requirement is satisfied. It is the applicant's responsibility to provide documentation to certify their status of tourist-oriented business.
2. Facilities shall comply with applicable State and Federal laws concerning the provisions of public accommodations without regard to race, religion, color, age, sex, or national origin, and with laws concerning the licensing and approval of service facilities. Additionally, the facility shall be open to public use without a membership fee or other means of exclusive admission, or where minors are excluded (from attendance or participation in facility's activities). This requirement does not preclude the sale of tickets for general admission or event admission
3. Business shall maintain liability insurance and provide written confirmation of current coverage.
4. Appropriate licensing shall be in place for all facilities and their employees.
5. No facility with illegal or nonconforming signs or encroachments on the ROW shall qualify for signage. Facilities with other guide, supplemental, or other signage in place shall not qualify for signage. No facility that has illegal signs as defined by the Highway Beautification Act of 1965 (23 U.S.C. 131) or defined by Alabama Code (1975), Section 23-1-270-288 shall qualify for TODS.
6. The facility shall be located outside of municipal limits for populations of 1500 or more (US Census) and outside of urbanized areas as shown on ALDOT's Highway Functional Classification (HFC) maps and shall be within ten (10.0) miles of the intersecting state route that is proposed to be signed with TODS. However, a facility located within a municipality with a population of 1500 or less may be considered for TODS if all other qualifications are fulfilled.
7. Measurements taken to determine the eligibility of tourist activities shall be driven in an ALDOT vehicle using a Distance Measuring Instrument (DMI) installed in the vehicle. When recording the distance from the DMI, truncation rules shall be applied to determine the eligibility distance. The recorded distance shall be truncated to one decimal digit (one digit to the right of the decimal point). For example, if the distance of the DMI is 10.06 miles, the recorded distance is 10.0 and the 10.0 mile limit is met. If the distance on the DMI is 10.12 miles, the recorded distance is 10.1 and the 10.0 mile limit is exceeded.

Tourist Oriented Directional Signing Policy

When measuring the distance from the nearest intersecting state route to the TODS facility, the zero point (beginning survey point), survey paths, and survey end points are defined in ALDOT's Procedural Guidelines for TODS Implementation, Chapter 3.

8. Activities shall be conducted in a building or appropriate area designed or adapted for the specific business.
 - a. The activity shall not be conducted in buildings principally used as a residence unless there is a convenient, separate, and well-marked entrance. An exception is made for a Bed and Breakfast facility.
 - b. The building or area should be maintained in a manner consistent with standards generally accepted for that type of business or activity.
 - c. Sites where there is no viewable buildings or activities, such as ruins, wildlife-viewing areas or similar sites shall have a physical sign, kiosk, or similar structure informing tourists of its unique characteristics or significance.
9. Facility shall have adequate on-site parking off the ROW for normal visitor demand (minimum of 10 places for vehicles) so that visitors will not park on the ROW. Entrances, exits, and parking areas shall be accessible and traversable by passenger vehicles.
10. Sanitary facilities and drinking water should be available for visitor use. U-Pick operations shall be equipped with an onsite hand washing station or running water available for visitors' use.
11. Facility shall advertise its location, driving directions, operating season and hours, tour dates and hours (if applicable), and contact information in tourism publications, websites, or in publicity material regularly distributed by the facility.
12. Facility shall identify their primary entrance with on-premise signs in compliance with the Highway Beautification Act (Alabama Code (1975), Section 23-1-273(4)). If admission is charged, the charges shall be clearly displayed at the place of entry so as to be apparent to all prospective visitors. If the facility operates on a seasonal basis, the timeframe and hours of operation shall be posted.
13. Signs for non year round facilities shall be covered or removed when operations are not in season.

Tourist Oriented Directional Signing Policy

Section 2.2 Eligible Activities and Facilities

Activities and Facilities eligible for participation in the TODS Program include, but are not limited to the following:

1. Outdoor Activity/ Recreation
 - a. Facilities for outdoor recreational activities, including:
 - i. Fishing, Skiing, Motorboating
 - ii. Swimming
 - iii. Rafting/Canoeing/Kayaking, etc
 - iv. Hiking, Rock Climbing
 - v. Bicycling
 - vi. Horseback Riding and other equestrian activities
 - vii. Golfing, Tennis, Archery
 - viii. Hunting and related activity, such as dog trials, target/skeet shooting
 - ix. Skydiving
 - x. Bird/Wildlife Watching, Natural Phenomenon Viewing, Nature photography
 - xi. Arboretum, gardens (labeled with species, etc)
 - b. Seasonal use area (See Definition for length of visitor use)
 - c. Guided Tours (without overnight stay) by:
 - i. Boat
 - ii. Helicopter or small airplane
 - iii. Motorized or non-motorized land tours
2. Agritourism – As determined by Alabama Agriculture and Industries (ADAI).
3. Educational or Cultural Experience
 - a. Historical site
 - b. Museum
 - c. Facility that actively recreates historical processes, such as a blacksmith forge, quilts, grain mills, soap making,
 - d. Religious site, such as shrine, grotto, or similar facility that is not a house of worship
4. Retail, Direct Sales or Services
 - a. Indoor Entertainment
 - i. Restaurant
 - ii. Spa (with attendants)
 - iii. Facility Tour
 1. factory, institution, or plant conducting tours at least 4 times daily year round
 - b. Sports Arena, indoors or outdoors
 - c. Facilities renting equipment for local leisure activities as listed in Eligible Facilities and Activities
 - d. Specialty Shop (See Definition)

Tourist Oriented Directional Signing Policy

5. Lodging and Camping
 - a. Bed and Breakfast
 - b. Camping Facility
 - i. With 25% campsites improved with on site shower, sanitary facilities, and power
 - c. Guide/Outfitter operations or Guest Ranch
 - i. Onsite accommodations
 - ii. Guide provided by facility or Working farm/ranch activities

Section 2.3
INELIGIBLE FACILITIES

Facilities excluded from participation in the TODS program include, but are not limited to the following:

1. Facilities with supplemental highway signs (green and white or brown and white)
2. Participants of Specific Service (Logo) Program
3. Events lasting less than twenty-eight (28) consecutive days
4. Municipalities with Community Wayfinding systems
5. Adult entertainment facilities
6. Gambling/gaming facilities
7. Animal shelters
8. Cemeteries
9. Convenience stores
10. Funeral homes
11. Gas/fueling stations
12. Industrial parks, office parks
13. Media facilities
14. Local jails, police or sheriffs' offices
15. Movie theaters (other than those on state or national historic register)
16. Truck terminals
17. Post offices and other government offices
18. Medical facilities, including veterinary facilities
19. Retirement homes, assisted living facilities
20. Mobile home parks, residential or commercial subdivisions
21. Shopping malls/Complexes
22. Houses of worship
23. Real estate offices

This list is not all-inclusive, but provides an indication of the type of facilities that shall not be included in the TODS program. Other facilities may be deemed ineligible by ALDOT based on the activities offered. Given: Facility location is not in municipal limits or urban area.

This page intentionally left blank

Chapter 3
Responsibilities

This page intentionally left blank

Section 3.1
RESPONSIBILITIES OF FACILITY

1. The facility shall provide accurate information to ALDOT about qualifications and other requirements on application, forms, and other communications, including, if applicable, participation in ADAI's Agritourism program.
2. If sign installation is needed for Off State ROW routes, it the facility's responsibility to obtain written approval from the affected jurisdictional authority. The approval shall include statements indicating that the affected routes under their jurisdiction have surface conditions suitable for such traffic and agreeing to installation and maintenance of the facility's TODS. The approval shall also include a map or accurate sketch showing the location(s) of TODS installation and the location of the facility.
3. It is the facility's responsibility to notify ALDOT about changes in ownership, times of operation, and any other requirements contained in this policy pertaining to the facility.
4. The facility's responsibility to inform ALDOT when TODS installation under another jurisdictional authority is complete.
5. Timely payment of fees.

Section 3.2
RESPONSIBILITIES OF JURISDICTIONAL AUTHORITY
(OTHER THAN ALDOT)

1. The jurisdictional authority is responsible for installation of TODS in conformance with the MUTCD.
2. The jurisdictional authority is responsible for maintenance of installed TODS under their jurisdiction.

Section 3.3
RESPONSIBILITIES OF ALDOT

1. ALDOT will provide sign designs and specifications to other jurisdictional authorities upon request.
2. ALDOT is responsible for inspection of the facility in order to confirm application information.
3. ALDOT will provide official DMI mileage to determine the facility's distance from the intersection that is proposed for TODS installation. See details in ALDOT Procedural Guidelines for TODS Implementation, Chapter 3.
4. ALDOT is responsible for determining sign installation locations on State R.O.W.
5. ALDOT Maintenance Bureau is responsible for communicating approvals and other actions to the ALDOT Region/Division/District in which the TODS is located.
6. ALDOT is responsible for sign installation on State R.O.W.
7. Collection of fees.

This page intentionally left blank

Chapter 4

TODS INSTALLATION LOCATIONS

This page intentionally left blank

Section 4.1

TODS LOCATIONS ON STATE OR NON-STATE ROUTES

1. The location of other official traffic control devices, such as but not limited to, route markers and assemblies, regulatory, warning, and guide signs, shall take precedence over the location of TODS.
2. ALDOT engineers shall determine the number and placement of sign installations on state ROW. Sign installation, placement and spacing shall be in conformance with MUTCD and ALDOT policy. TODS shall be installed only when sufficient space is available as determined by ALDOT.
3. TODS shall not be installed where there is signage for participants of the Specific Service Sign (LOGO) program, Community Wayfinding Sign system, or where there is other signage, such as a supplemental guide sign, in place for the facility.
4. TODS shall not be installed on freeways, freeway interchanges, expressway interchanges, or toll roads.
5. If the approved facility is located directly on a rural non-state route, TODS shall only be installed at the nearest rural state route intersection or higher ADT route that provides the most practical route to a facility's primary entrance that is not directly located on a state route; a primary entrance is limited to one per facility. TODS shall not be installed on state routes at any entrance to the facility.
6. If the approved facility is located directly on a rural state route, signing may be installed on the intersecting rural state route that is nearest to the facility or the route of higher ADT if both routes fall within the required distance from the facility.
7. TODS shall not be installed on state routes within the corporate limits of a municipality with a population of 1500 or more. TODS may be installed on a rural route within an urbanized area as shown on Highway Functional Classification (HFC) maps if ALDOT determines that the installation and resulting motorist actions will not adversely affect traffic conditions, motorist safety, congestion or other factors unique to the sign installation site. HFC maps are maintained by ALDOT Transportation Planning, Surveying and Mapping section and may be found online at <http://cpmsweb2.dot.state.al.us/TransPlan/Surveying/Surveying.aspx>
8. No facility shall be allowed more than one sign on each TODS installation, regardless of the number of qualifying activities or buildings at that site.
9. No facility's signs shall be allowed on TODS installations in more than two directions at any intersecting state route.
10. If TODS are installed on expressways, only at-grade rural intersections may be signed. If an at-grade intersection on state route is replaced with an interchange, the intersection will no longer qualify for TODS. Any TODS previously installed on state ROW associated with that intersection shall be removed by ALDOT.

Tourist Oriented Directional Signing Policy

11. When a qualifying facility is located on a crossroad that is not a state highway, or if reaching the facility requires travel over municipal or county roads after leaving the state highway, the facility shall not be considered for TODS on the state route unless each local government or person having jurisdiction over such roads provides written confirmation that it will install and maintain suitable signs to direct traffic to the facility. It is the responsibility of the facility to obtain written permission from each jurisdictional authority and transmit the document(s) to ALDOT. Additionally, if TODS is required for off-state routes, those sign installations shall be in place before signage will be installed on state routes. If signs are required on another jurisdictional authority's R.O.W., ALDOT is responsible for confirmation of those sign installations before installing TODS on state R.O.W. in order to ensure the signs display consistent and continuous messages for the road user.
12. Counties, municipalities, and other jurisdictional authorities should maintain consistency with ALDOT's approved designs, materials, specifications, and installation practices. Sign installation, placement and spacing shall be in conformance with MUTCD.
13. TODS shall not be installed where they are prohibited by local ordinance.

Chapter 5

ADMINISTRATIVE

This page intentionally left blank

Section 5.1
GENERAL

1. Signs and plaques for state routes shall be fabricated and installed by ALDOT. Sign panels for TODS facilities shall conform to designs as shown in the MUTCD, Chapter 2K and Figure 2K-1. Other design requirements are detailed in the ALDOT Procedural Guidelines for TODS Implementation (PGTI).
2. Mileage displayed on the TODS sign shall be limited to two (2) digits for any recorded distance (Section 2.1, #7). Distances shall be displayed in 0.5 mile increments unless the digit to the right of the decimal is zero (example: 4.0 miles) in which case, the mileage shall be displayed as a whole integer. See the ALDOT Procedural Guidelines for TODS Implementation (PGTI) for examples.
3. Signs intended for off-state routes may be manufactured by ALDOT or another sign manufacturer if all affected parties agree. Signs manufactured by others shall meet ALDOT specifications and the MUTCD. If ALDOT manufactures signs intended for off-state routes, payment for the sign manufacture shall be separate and in addition to the fees shown in Section 5.4 of the TODS policy; funding by the payee shall be through a Special Work Authorization (SWA) with ALDOT.
4. Specifications for materials may be found in ALDOT's *Standard Specifications for Highway Construction* and any applicable Special Provisions to it. Other sources for material specifications may be found in the PGTI.
5. Delivery of TODS signs manufactured through an SWA (non-state routes) will be coordinated by the ALDOT Traffic Sign Shop. Payment for sign manufacture shall be as detailed in Section 5.4 of this policy.
6. For sign support installation, see the PGTI, ALDOT Sign Support Manual and "ALDOT Special and Standard Drawings for Highway Construction" book, Drawings IHS710-B, IHS 710-12, and IHS 710-21.
7. ALDOT reserves the right to cover or remove a facility's TODS in the conduct of maintenance operations, construction activities, research studies, or when otherwise determined by ALDOT to be in the best interest of ALDOT or the traveling public, without advance notice thereof. A facility may request compensation for the covering or removal of TODS due to these activities. The facility shall provide reasons for compensation requests, such as length of time the TODS covered or removed, loss of business due to the TODS removed for construction, etc. Refund considered will be reviewed for the following continuous time intervals in which signage was down due to one or more of the above mentioned activities:
 - a. 0-2 months = business will not receive refund consideration
 - b. 3 months to less than 6 months = business may receive refund consideration for 3 months

Tourist Oriented Directional Signing Policy

- c. 6 months to less than 9 months = business may receive refund consideration for 6 months
 - d. 9 months to less than 12 months = business may receive refund consideration for 9 months
 - e. 12 months to less than 15 months = business may receive refund consideration for 12 months
8. ALDOT shall not be responsible for damage to a facility's TODS caused by acts of vandalism, accidents, acts of nature (including weathering and/or natural deterioration), etc., requiring repair or replacement of the signs. A facility's TODS shall not be displayed which, in the opinion of the ALDOT, is unsightly, badly faded, illegible or in a substantial state of dilapidation. ALDOT reserves the right to remove, mask and/or require replacement of any such sign. All installation and replacement of a facility's TODS shall be accomplished by ALDOT and as ALDOT.
 9. ALDOT reserves the right to terminate this program or any portion thereof at any time.
 10. The Transportation Director may grant an exemption to a facility from the provisions of this policy. Persons requesting variances from the provisions of this policy must do so by written petition to the Director - Alabama Department of Transportation. All variances shall comply with the **Manual on Uniform Traffic Control Devices.**

Section 5.2
REMOVAL OF TODS

Removal of TODS may occur under any one of the following circumstances:

1. The characteristics of the route or intersections are no longer rural on HFC maps. Examples: area growth, city limits changes with annexations, HFC maps show a previously characterized rural area has become urbanized, etc.
2. Participant failure to comply with the provisions of this policy. Examples: non-payment, closing of facility, type of activity changed to ineligible, etc.
3. If a current TODS participant becomes a non-participant for any reason, future sign requests will require new application, survey, initial sign costs, fees, etc.
4. If a TODS participant at any time is in breach of this agreement or at any time fails to meet the minimum criteria by which it qualified for participation in this program, ALDOT will take the necessary actions to remove the TODS program signs located on state R.O.W., and there shall be no further obligation on the part of ALDOT. A business is subject to becoming disqualified if changes/ deviations are made to the original (Tourist-Oriented Directional Sign) survey and/ or agreement that makes the business noncompliant. ALDOT will furnish the TODS participant written notice of the intent to remove signs not less than thirty (30) calendar days prior thereto; and the business having received written notice has the same (30) calendar days to become compliant and continue participation in the program. Future non-compliant activities by a TODS participant, having received at least one (1) prior written notice shall result in immediate removal of signage and disqualification. Future TODS requests from the business may not be considered by ALDOT.

Section 5.3
BUMPING PROTOCOL

1. If the number of TODS facilities at an individual intersection approach increase to more than the maximum allotted number of four (4), bumping procedures may be implemented. ALDOT may sign the four (4) closest TODS facilities to the nearest intersecting state route as measured using a DMI and as per Procedural Guidelines for TODS Implementation Figures.
2. If a facility open year round to visitors is within the ten (10.0) mile limit, but further from the intersecting state route than a seasonal facility, the year round facility shall receive preference for signing.
3. Any current TODS participant that will be bumped shall have their business signs removed at the next annual renewal date.

Tourist Oriented Directional Signing Policy

Section 5.4 FEES

1. It is intended that the TODS Signing Program be self-sustaining. ALDOT exercises the right to review the TODS fee structure periodically to determine their relationship to the cost of operation. Fees may be increased or decreased by ALDOT as required to assure the program is self-sustaining.
2. Fees in this manual are representative of state routes and state ROW only. Local jurisdictional fees may vary.
3. For consideration of participating in the Tourist-Oriented Directional Sign Program, the prospective participant agrees to pay a non-refundable application fee of \$30.00. Only after application is approved may additional fees be accepted by ALDOT personnel.
4. Fees for tourist-oriented directional signs shall be as follows:

FEE DESCRIPTION	AMOUNT	COMMENT
Application	\$30.00	Once per application
Initial/New sign panel costs	\$300.00 per sign panel	Once per application
Annual Renewal	\$200.00 per sign panel	Annual
Seasonal Masking & Unmasking	\$100.00 per sign panel	Annual
Reinstallation of sign panel on existing supports	\$100.00 per sign panel	Per event

5. ALDOT reserves the right to remove the TODS panel if any participant who fails to pay any fee or is otherwise in violation of the provisions of these procedures.
6. When a business operates on a seasonal basis an additional fee of \$100.00 per year, per sign panel will be charged for masking and unmasking their TODS. This fee shall be paid with the annual billing each year that the business chooses to participate in the program.

~~End of TODS Policy~~

This page intentionally left blank

Appendix A
Revisions & Memos

This page intentionally left blank

Appendix A

Table of Contents

This page intentionally left blank

ALABAMA DEPARTMENT OF TRANSPORTATION



Procedural Guidelines for TODS Implementation

(Part 2 - PGTI)

September 2013



This page intentionally left blank

Table of Contents

Chapter 1, Introduction.....	
Section 1.1, Purpose.....	3
Chapter 2, Responsibilities.....	
Section 2.1, Responsibilities of Region/Division/District	7
Section 2.2, Responsibilities of Maintenance Bureau, Traffic Operations	8
Chapter 3, Examples for Distance Measuring Instrument (DMI) Survey & Sample Installation Map	
Section 3.1, Zero Point Example, 2-Lane Roadway	11
Section 3.2, Zero Point Example, 4-Lane Roadway	12
Section 3.3, End Survey Example, Divided Hwy, Opposite of Survey Direction	13
Section 3.4, End Survey Example, Facility on a Corner.....	14
Section 3.5, End Survey Example, Internal Roadway	15
Section 3.6, Sample Installation Map	16
Chapter 4, TODS Designs, Supports, & Material Specifications	
Section 4.1, Design of TODS Panels	19
Section 4.2, Sample Design of TODS Panels	20
Section 4.3, Sign Supports	21
Section 4.4, Example of Sign Support	22
Section 4.5, Material Specifications	23
Appendix A, Application, Agreement, and Other Forms.....	A-1
Appendix B, Revisions	B-1

This page intentionally left blank

Chapter 1

Introduction

This page intentionally left blank

Procedural Guidelines for TODS Implementation

Section 1.1 **Purpose**

The purpose of this document is to define procedures and guidelines for the administration of the Tourist Oriented Directional Signing (TODS) Program for Alabama Department of Transportation (ALDOT) and be used in conjunction with the TODS Policy manual.

This page intentionally left blank

Chapter 2
Responsibilities

This page intentionally left blank

Section 2.1

RESPONSIBILITIES OF REGION / DIVISION / DISTRICT

1. Traffic Operations (Central Office Maintenance Bureau) shall forward copies of Applications and other information to the appropriate Region/Division/District office after an initial review. A TODS Checklist will be included for completion in the field.
2. The Region/Division/District office shall conduct a site review of the facility according to TODS Policy Sections 2.1 and 2.2. The review shall include proposed sign installation location conditions, DMI measurements, and other requirements as outlined in the TODS Policy, Chapter 2. The Region/Division/District office shall enter the review results on the provided TODS Checklist and return it to Traffic Operations.
3. If the Region/Division/District office chooses to generate an E8 for the TODS panels, that office shall notify Traffic Operations. Otherwise, Traffic Operations will generate the E8.
4. The Region/Division/District should retain a hard copy and/or electronic copy of the TODS application, agreement, check, check transmittal, and associated paperwork.
5. TODS installations shall be entered in RoadMAP by the affected Region/Division/District.

Section 2.2

RESPONSIBILITIES OF CENTRAL OFFICE MAINTENANCE BUREAU, TRAFFIC OPERATIONS

1. Traffic Operations (Central Office Maintenance Bureau) should receive the original Application document and the Application fee from the prospective participant. The check shall be transmitted to Finance in accordance with their procedures.
2. Traffic Operations shall conduct an initial review of Applications, particularly for General Eligibility Requirements as detailed in the TODS Policy Section 2.1, #6 and Section 2.2. This review will consist of generating maps showing the location of and potential motorist routes to the facility. The location of the facility shall also be indicated on an HFC map. Mileage on the maps will be estimates only and must be confirmed by the field review of the Region/Division/District.
3. Traffic Operations shall forward copies of the TODS Checklist, Application and other information to the appropriate Region/Division/District office after the initial review. A TODS Checklist will be included.
4. Original TODS application, agreement, and all associated paperwork shall be retained by Maintenance Bureau. The W9 form shall be submitted to Finance Bureau.
5. A billing/tracking system for TODS shall be implemented by the Maintenance Bureau, Traffic Operations Section, using ALIMBS.
6. Offer guidance to Region/Division/District in regards to TODS application submittal procedures, TODS Inventory and Billing tracking systems, annual renewal generation dates, as well as termination dates, etc.

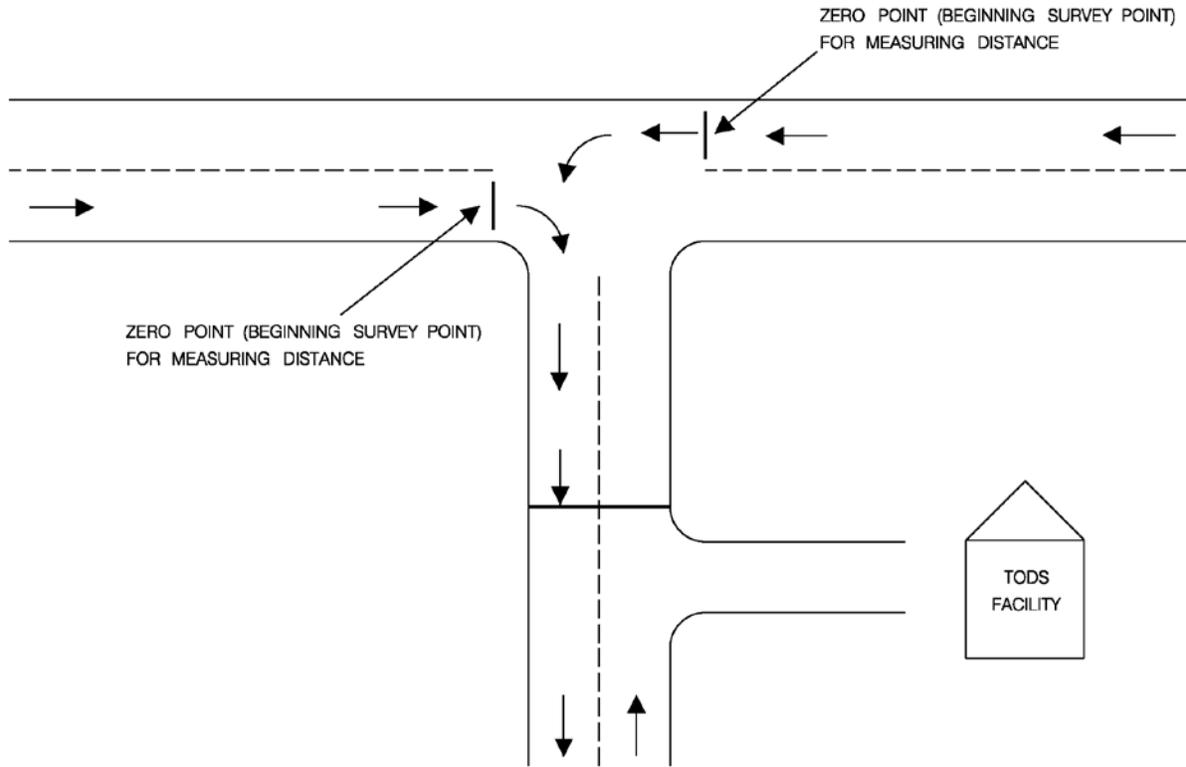
Chapter 3

Examples for Distance Measuring Instrument (DMI) Survey And Sample Installation Map

This page intentionally left blank

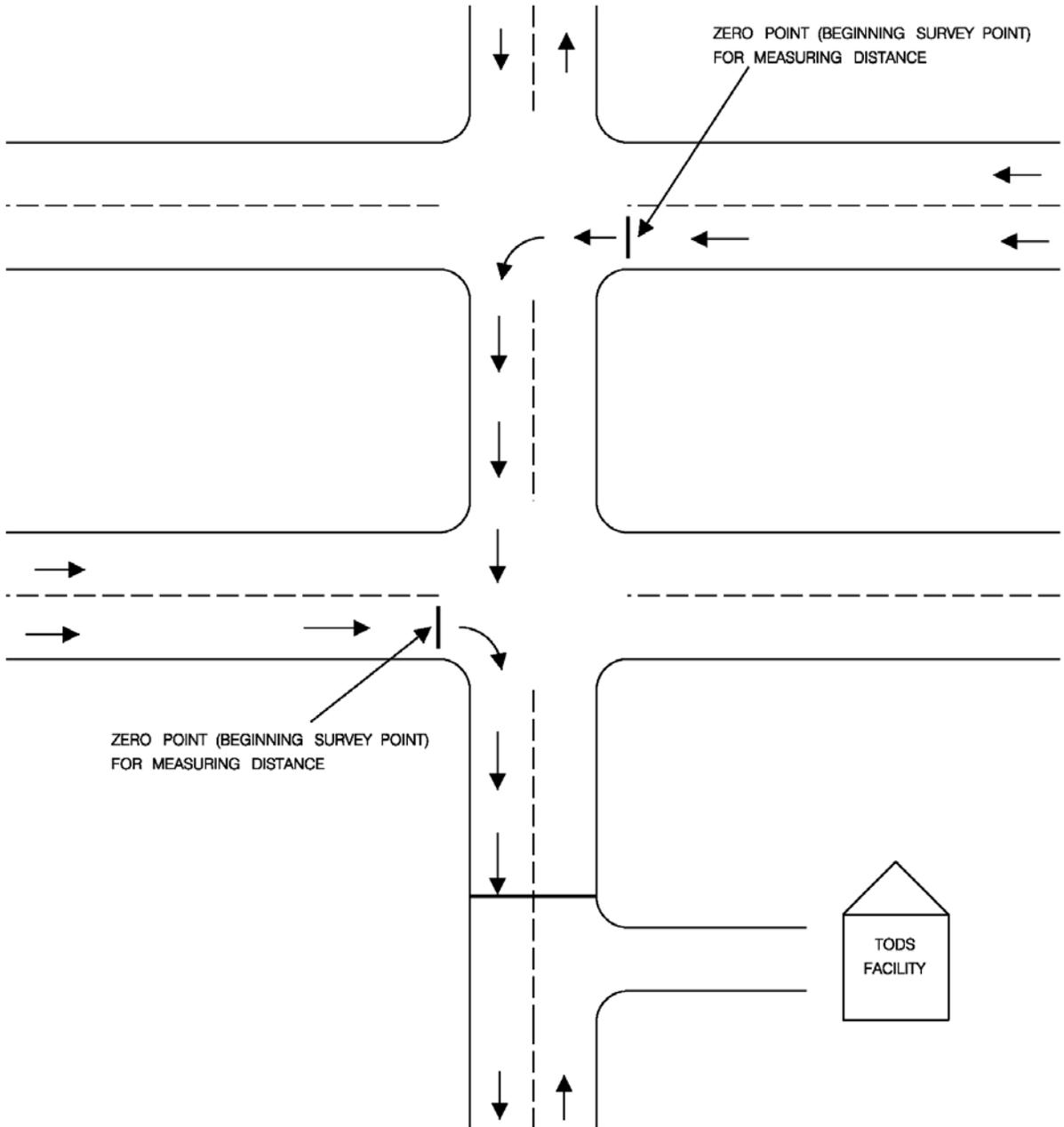
Section 3.1 Zero Point Example, 2-Lane Roadway

ZERO POINT SURVEY SKETCH FOR 2-LANE HIGHWAY



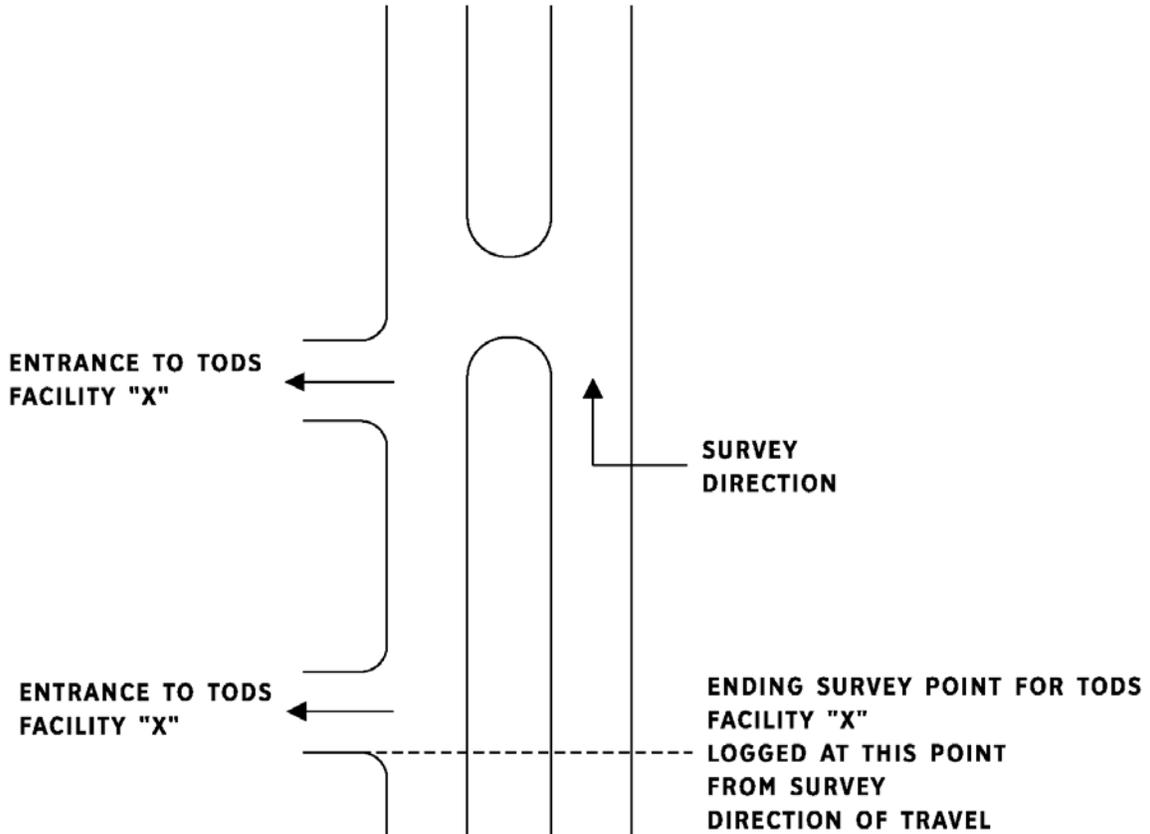
Section 3.2
Zero Point Survey Example, 4-Lane Roadway

ZERO POINT SURVEY SKETCH FOR 4-LANE DIVIDED HIGHWAY



Section 3.3
End Survey Example, Divided Highway, Opposite of Survey Direction

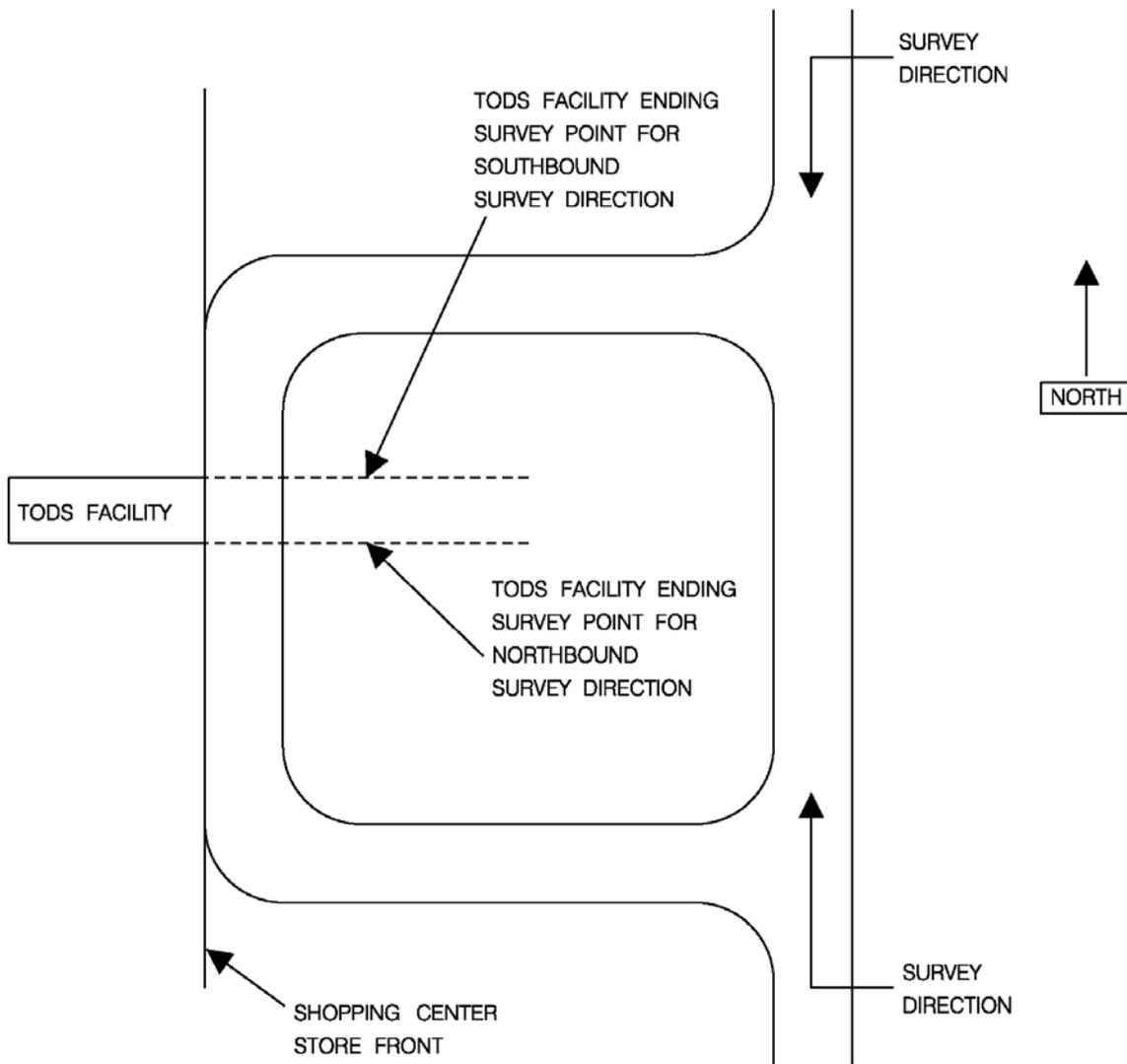
ALABAMA DEPARTMENT OF TRANSPORTATION
TODS SIGNING PROGRAM
ENDING SURVEY POINT EXAMPLE 1



TODS FACILITY ON OPPOSITE SIDE OF DIVIDED ROADWAY FROM SURVEY DIRECTION

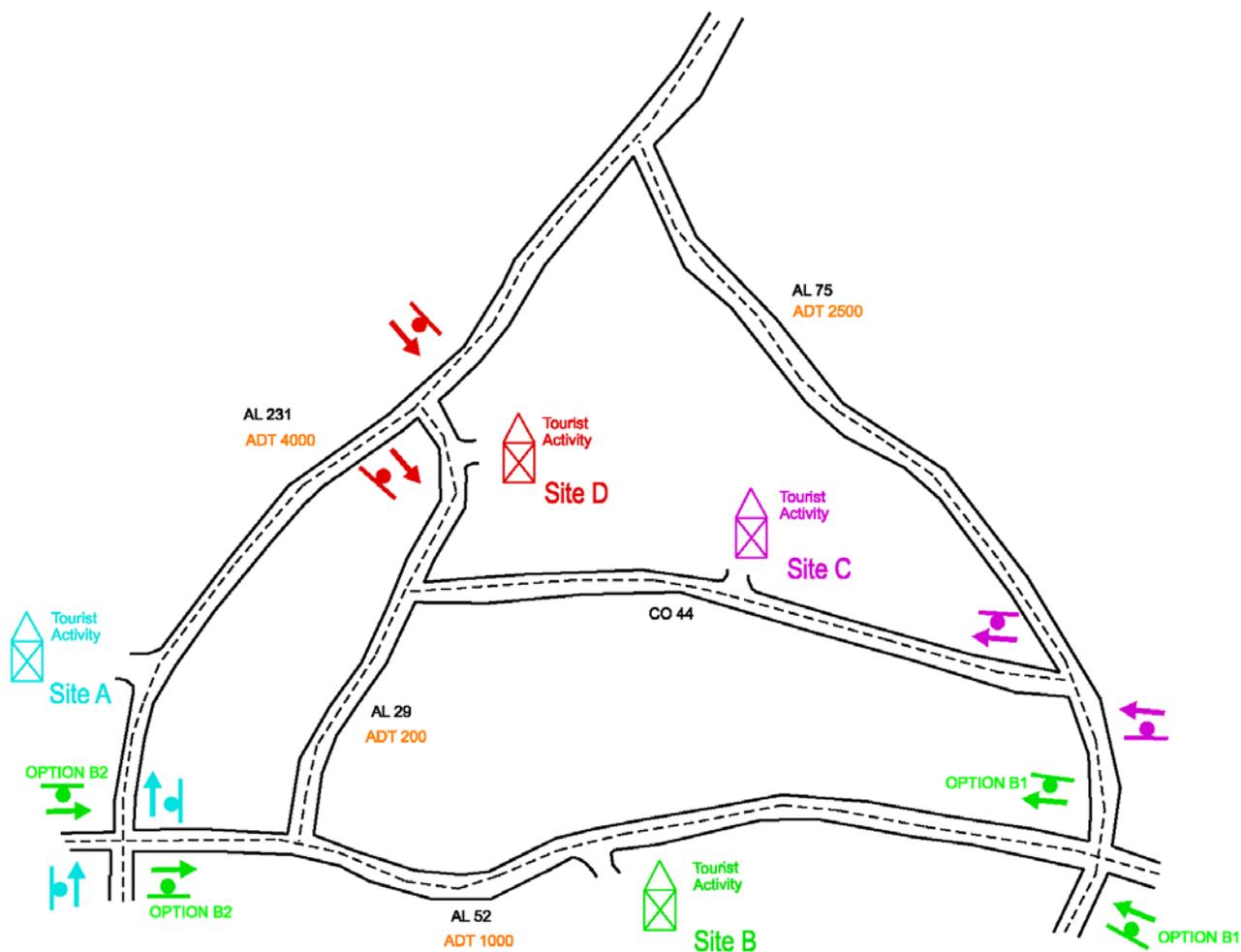
Section 3.5
End Survey Example, Internal Roadway

ALABAMA DEPARTMENT OF TRANSPORTATION
TODS FACILITY SIGNING PROGRAM
ENDING SURVEY POINT EXAMPLE 3



TODS FACILITY LOCATED IN
SHOPPING CENTER WITH INTERNAL ROADWAY

Section 3.6 Sample Installations Map



NOTE: SITE B IS AN EXAMPLE OF A TOURIST ACTIVITY THAT HAS THE OPTION OF SIGNAGE AT EITHER LOCATION B1 OR LOCATION B2. REFER TO TODS SIGNING POLICY MANUAL FOR ADDITION DETAILS.

Chapter 4

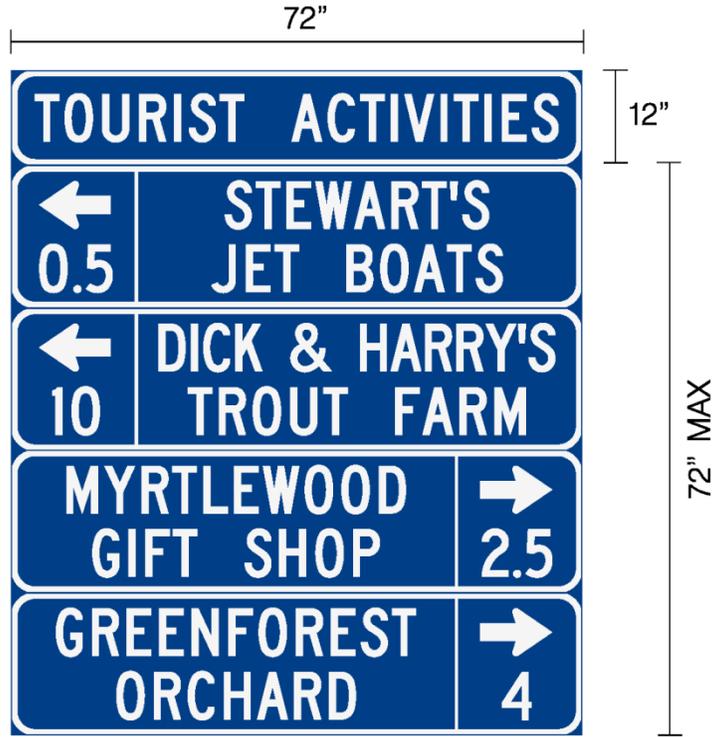
TODS DESIGNS, SUPPORTS, & MATERIALS SPECIFICATIONS

This page intentionally left blank

Section 4.1
DESIGN OF TODS PANELS

1. Each sign panel intended for installation on state R.O.W. shall have a maximum height of eighteen inches (18”) and a maximum width of six feet (6’).
2. All legend on the panel shall be upper case and should have a maximum height of six inches (6”). The font shall be C series as provided in the “Standard Highway Signs and Markings” book or Clearview equivalent.
3. The border material and color shall be the same as the legend and should be no wider than 0.75 inches.

Section 4.2
Sample Design of TODS Panel



RADIUS: 3.0"
BORDER: .75"
6" C SERIES FONT

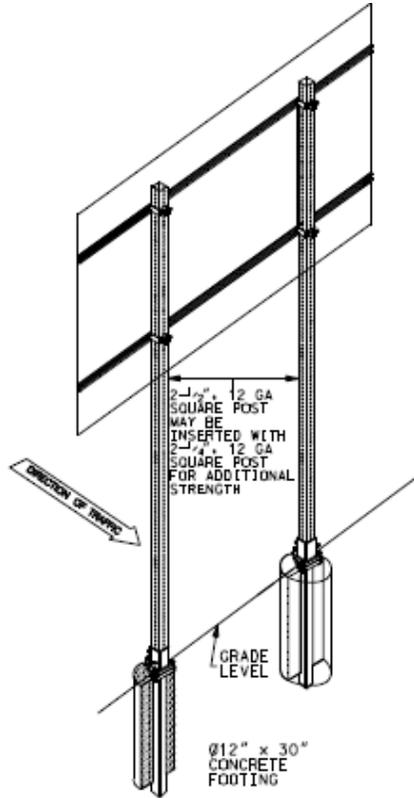


RADIUS: 3.0"
BORDER: .75"
6" C SERIES FONT

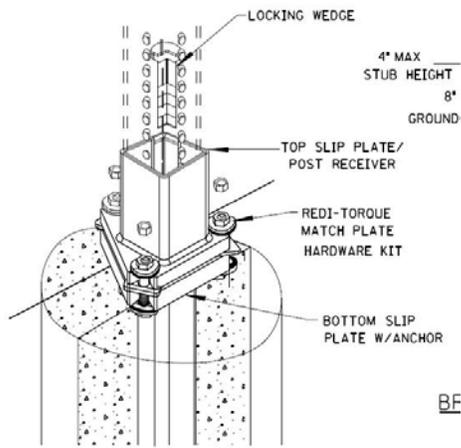
Section 4.3
SIGN SUPPORTS

1. Sign supports should be installed in accordance with ALDOT standards and procedures.
2. For sign support installation, see ALDOT Sign Support Manual and “ALDOT Special & Standard Drawings for Highway Construction” book, Drawings IHS 710-B, IHS 710-12, and IHS 710-21.

Section 4.4
EXAMPLE OF SIGN SUPPORT



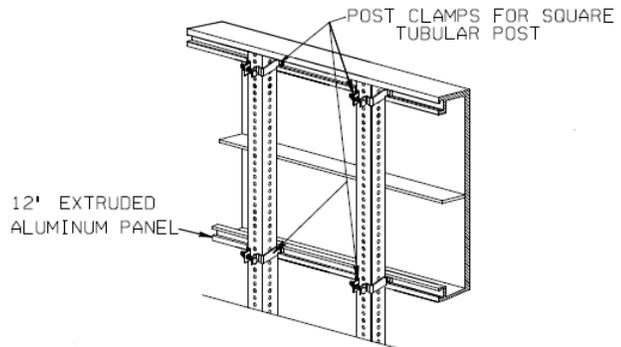
CONCRETE FOOTING FOR SQUARE TUBULAR POST FOR MOUNTING



SLIP BASE DETAIL

NOTE: MAXIMUM 3 SLIP BASE ASSEMBLIES IN A 7' SPAN.

BF



INSTALLATION ON SQUARE TUBULAR POST

Section 4.5
MATERIALS SPECIFICATIONS

1. Specifications for materials may be found in ALDOT's *Standard Specifications for Highway Construction* and any applicable Special Provisions to it.
2. For retroreflective sheeting, *Standard Specifications for Highway Construction*, Section 710 applies; blue ASTM Type III, IV, or above shall be required for the background. Copy shall be white/silver ASTM Type III, IV, or above.
3. For metal substrates, *Standard Specifications for Highway Construction*, Section 880 applies; 0.080 Gauge Aluminum is preferred.
4. For sign support materials, see *Standard Specifications for Highway Construction*, Section 880.04.
5. Other sources for materials specification are found in the ALDOT Procedural Guidelines for TODS Implementation.

This page intentionally left blank

Appendix A

Application, Agreement, and Other Forms

This page intentionally left blank

Appendix A
Table of Contents

Eligibility ApplicationA-5
Agreement for Approved TODS Facility A-7
TODS Eligibility Checklist..... A-9
W-9 Form (Page 1 only) A-11

This page intentionally left blank

1. To indemnify and save harmless the State of Alabama, its officers, agents, and employees from all liability, loss, cost, and obligation on account of or arising out of injuries or losses to any person, however occurring, resulting from the use of applicant's TODS sign as a part of this program.
2. To pay applicable fees for application and annual renewals.

The undersigned certifies that the major portion of the income or visitors to the facility is derived from motorists not residing in the immediate area of the facility or activity. The undersigned certifies the Tourist Oriented Directional Sign for the facility does not promote gambling or illegal activities. The undersigned certifies that the information provided herein is true and correct and offer this written assurance the facility is in conformity with all applicable laws concerning the provision of public accommodations without regard to race, religion, color, sex, or national origin.

Signature of Applicant: _____ Date: _____

Printed name of Applicant: _____



FOR ALDOT USE ONLY

Maintenance Bureau Traffic Operations

Date Application Received: _____ By: _____

1. Does the facility location meet requirements of TODS Policy Section 2.1, #6? Yes No

Region/Division/District

From TODS Eligibility Checklist:

1. Sign Installation Locations: Route: _____ N S E W MP _____ &

Route: _____ N S E W MP _____

2. DMI Distance: _____ Recorded DMI Distance (truncated): _____

3. Does Facility fulfill all applicable General Eligibility Requirements detailed in the TODS Policy, Chapter 2? Yes No If No, list item numbers not fulfilled from attached TODS Eligibility Checklist:

If No, list any overriding factors for consideration of applicant's participation in TODS (attach separate sheet if necessary):

Date: _____ By: _____

Approved for TODS participation

Disapproved for TODS participation

Date of approval/disapproval: _____ By: _____

ALABAMA DEPARTMENT OF TRANSPORTATION
TOURIST ORIENTED DIRECTIONAL SIGNING PROGRAM
AGREEMENT

WHEREAS, it is the desire of _____
(Name of Facility)

(Mailing Address of Facility)

hereinafter referred to as FACILITY, to participate in the program of the Alabama Department of Transportation, hereinafter referred to as the DEPARTMENT, to provide tourist oriented directional signing for tourist activities within the DEPARTMENT rights-of-way.

The FACILITY desires Tourist Oriented Directional Signing. The FACILITY agrees to abide by the regulations as set forth in the Tourist Oriented Directional Signing manual as approved by the Transportation Director, as the same are currently in force or as may be amended in the future. The FACILITY acknowledges receipt of a copy of the Tourist Oriented Directional Signing manual currently In force for this program.

In consideration of participating in the Tourist Oriented Directional Signing program, the FACILITY agrees to pay an annual fee established by the DEPARTMENT.

Therefore, in consideration thereof, the FACILITY offers this written assurance that it conforms with all applicable laws concerning the provision of public accommodations without regard to race, religion, color, sex, national origin, or disability and shall not be in breach of this assurance; and

It is understood that should the FACILITY at any time be in breach of this assurance or at any time fail to meet the minimum criteria by which it qualified for participation in this program, the DEPARTMENT will take the necessary actions to remove all Facility signs, and there shall be no further obligation on the part of the DEPARTMENT and

It is understood that the FACILITY shall fund the appropriate fees set by the DEPARTMENT; and

It is understood that the DEPARTMENT reserves the right to cover or remove any or all FACILITY signs in the conduct of maintenance operations, construction activities, research studies, or whenever deemed by the DEPARTMENT to be in the best interest of the DEPARTMENT or the traveling public, without advance notice thereof. It is further understood that the DEPARTMENT reserves the right to terminate this program or any portion thereof by furnishing the FACILITY written notice of such intent not less than thirty (30) calendar days prior thereto; and

The FACILITY assumes full responsibility for any damage, deterioration, or loss of any of its signs and agrees to fund the fees for replacement; and it is understood that all signs for any FACILITY operating on a seasonal basis shall be covered or removed for the period during which the FACILITY is closed to the public; and

It is understood that should the number of FACILITIES providing tourist activity at an individual intersection increase to more than the maximum number of FACILITY sign spaces allotted on a TODS installation and a closer FACILITY qualifies and requests installation of its FACILITY signs, the FACILITY could be deleted from the program, and the FACILITY signs removed at the next annual renewal date; and

Agreement Page 1 of 2

It is understood that the Alabama Department of Transportation forms needed to determine eligibility are made a part of this Agreement stating the conditions of operation by which the FACILITY is approved for participation in this program.

Name (Print or Type)

Name (Print or Type)

Signature for the FACILITY (DATE)

Signature for the DEPARTMENT (DATE)

Title

Title

Witness

Affix corporate seal if Facility is incorporated:

(DEPARTMENT REPRESENTATIVE: Execute an original and make two copies. One copy is to be returned to the Facility. One copy is to be retained by the Region/Division/District. The original is to be forwarded to the Traffic Operations of the Maintenance Bureau.)

TODS Eligibility Checklist

Facility: _____

Date of Inspection: _____

By: _____

- 1. Is the application signed certifying that the facility engages in tourist-oriented activity and derives 51% of its income from visitors residing outside a 25 mile radius? (Pol. Sect. 2.1, #1) Yes No
- 2. Is the facility located outside municipal limits? (Pol. Sect. 2.1, #6)
 Yes (go to #3)
 No if "No" is checked, is population under 1500? Yes No
- 3. Is the facility located outside urbanized area? (Pol. Sect. 2.1, #6) Yes No
- 4. Is the application signed certifying that it complies with applicable State and Federal laws concerning public accommodations without regard to race, religion, color, age, sex, or national origin? (Pol. Sect. 2.1, #2)
Yes No
- 5. Is facility open to public and free of membership fees? (Pol. Sect. 2.1, #2)
Yes No
- 6. Does facility maintain liability insurance? (Pol. Sect. 2.1, #3) Yes No
- 7. Does facility maintain appropriate licensing? (Pol. Sect. 2.1, #4) Yes No
- 8. Does facility currently have other guide, supplemental, or other signage? (Pol. Sect. 2.1, #5) Yes No
- 9. Does facility currently have illegal signs as defined by the Highway Beautification Act of 1965 & by the Alabama Code (Pol. Sect. 2.1, #5)? Yes No
- 10. Is facility used as a primary residence? (Pol. Sect. 2.1, #8.a.) Yes No

- 11. Is facility maintained in a manner consistent with the services being provided? (Pol. Sect. 2.1, #8.b.) Yes No
- 12. Does facility offer adequate parking off ROW w/ minimum of 10 parking spaces? (Pol. Sect. 2.1, #9) Yes No
- 13. If the facility is a U-Pick operation, is it equipped with a hand washing station or running water available for visitor use? (Pol. Sect. 2.1, #10) Yes No N/A
- 14. Are on-premise signs present at primary entrance? (Pol. Sect. 2.1, #12)
Yes No
 If "Yes," do the signs conform with the Highway Beautification Act? Yes No
- 15. Can the proposed TODS signs be installed without violating location requirements as detailed in the TODS Policy Sect. 4.1?
Yes No
 Is there adequate longitudinal space between existing signs for the TODS installations? (Pol.4.1, #2) Yes No
- 16. Can the heights and lateral locations of sign installation be met? (Pol. Sect. 5.1, #6)
Yes No
- 17. DMI Distance(s) (Pol. Sect. 2.1, #7)
 Distance: _____ Truncated: _____
 Additional measurement, if needed.
 Distance: _____ Truncated: _____
- 18. Sign Installation Locations :
 Route _____ N S E W
 M.P. _____ (3 decimal places)
 County _____
 Route _____ N S E W
 M.P. _____ (3 decimal places)
 County _____

This page intentionally left blank

**Request for Taxpayer
Identification Number and Certification**

**Give form to the
requester. Do not
send to the IRS.**

Print or type See Specific Instructions on page 2.	Name (as shown on your income tax return)	
	Business name, if different from above	
	Check appropriate box: <input type="checkbox"/> Individual/Sole proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Limited liability company. Enter the tax classification (D=disregarded entity, C=corporation, P=partnership) ▶ <input type="checkbox"/> Exempt payee <input type="checkbox"/> Other (see instructions) ▶	
	Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	City, state, and ZIP code	
	List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number
or
Employer identification number

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined below).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. See the instructions on page 4.

Sign Here	Signature of U.S. person ▶	Date ▶
------------------	----------------------------	--------

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity,

This page intentionally left blank

Appendix B

Revisions

This page intentionally left blank

Appendix B Table of Contents

This page intentionally left blank