



STATE OF ALASKA  
DEPARTMENT OF TRANSPORTATION  
AND PUBLIC FACILITIES

RECEIVED BY DOT&PF

**APPLICATION FOR PARTICIPATION IN  
TOURIST-ORIENTED  
DIRECTIONAL SIGN (TODS) PROGRAM**

Please see attached checklist, instructions, and information. Please read the attached regulations carefully to determine eligibility and the obligations and responsibilities associated with the program. Also attached is a list of mandatory (already checked) and activity-specific conditions (some of which could be checked when the permit is issued) that will apply to the permit, as DOT&PF determines appropriate to protect the public.



The State of Alaska, Department of Transportation and Public Facilities (DOT&PF) is pleased to announce the availability of online permitting for tourist-oriented directional signs.

You may apply online at [www.dot.state.ak.us/permits](http://www.dot.state.ak.us/permits).

Computer access is available at all public libraries and at the main offices of DOT&PF's regional offices.

If you choose to complete this paper application, please mail it to the appropriate address below and DOT&PF personnel will input the information for you.

<p>Southeast Region</p> <p><b>Mailing Address:</b> AKDOT/PF ROW 6860 Glacier Hwy Mail Stop 2506 Juneau AK 99801-7909</p> <p>Voice: (907) 465-4540 or 1-800-575-4540 Fax: (907) 465-3506 TDD: (907) 465-4410</p> <p><b>Physical Address:</b> AKDOT/PF ROW 6860 Glacier Hwy Juneau AK 99801-7909</p>	<p>Central Region</p> <p><b>Mailing Address:</b> AKDOT/PF ROW P.O. Box 196900 Anchorage AK 99519-6900</p> <p>Voice: (907) 269-0700 or 1-800-770-5263 Fax: (907) 269-0828 TDD: (907) 269-0473</p> <p><b>Physical Address:</b> AKDOT/PF ROW 4111 Aviation Drive Anchorage AK 99502-1058</p>	<p>Northern Region</p> <p>Mailing Address: AKDOT/PF ROW 2301 Peger Road Mail Stop 2553 Fairbanks AK 99709-5316</p> <p>Voice: (907) 451-5400 or 1-800-475-2464 Fax: (907) 451-5411 TDD: (907) 451-2363</p> <p>Physical Address: AKDOT/PF ROW 2175 South University Ave., #2 Fairbanks AK 99709-4910</p>
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Name of Business: \_\_\_\_\_ Phone: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_ Title: \_\_\_\_\_

Business Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Physical Address: \_\_\_\_\_ Milepost: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

E-mail Address: \_\_\_\_\_ Fax: \_\_\_\_\_

Property Legal Description/Tax ID No.: \_\_\_\_\_ Business License No.: \_\_\_\_\_

<b>TODS APPLICATION PROCESS</b>	
Application + Application Fee (nonrefundable) Submitted to DOT&PF	\$100
DOT&PF Review of the Application	
Permit Preparation by DOT&PF	
Applicant Signature Obtained and Permit Fees Paid	\$400 New \$300 Renewal
Final Signatures by DOT&PF	
Final Letter Issuing Permit	
Manufacture & Install TODS	Paid by Owner

- Signs may be installed only after the application process is complete.
- Applicants should not incur any expense until the completed TODS permit has been delivered.
- The applicant must pay all costs associated with the TODS, including the sign, signposts, and installation.
- Subsequent applicants shall reimburse one-third of the cost of signposts and installation to the original applicant.

**TODS may not be placed at the following highway locations/intersections:**

- \* Sterling Highway @ Kenai Spur
- \* Sterling Highway @ Seward Highway
- \* Parks Highway @ Palmer-Wasilla Highway
- \* Parks Highway @ Seward Meridian
- \* Parks Highway @ Glenn Highway
- \* Glenn Highway @ Palmer-Wasilla Highway
- \* Glenn Highway @ Richardson Highway
- \* Richardson Highway @ Tok Cutoff Highway
- \* Richardson Highway @ Alaska Highway
- \* Alaska Highway @ Tok Cutoff Highway

**TODS may not be placed on the following:**

- \* Freeway or Expressway
- \* On-Ramp or Off-Ramp of a Freeway or Expressway
- \* Locations where a majority of traffic exits the highway at the driveway or intersecting road

## MINIMUM REQUIREMENTS CHECKLIST

**Additional requirements may apply as described in this application.  
An application may be denied for reasons not covered in this checklist.**

- 25% or more gross receipts, if any, from motorists who reside more than 20 miles from tourist activity.
- Tourist activity complies with all applicable laws, including AS 19.25.105 and the applicable requirements of 17 AAC 60 (attached).
- Necessary business licenses are current and maintained.
- Tourist activity (other than gas or restaurant) is not more than 25 miles from highway.
- Gas or restaurant is not more than 3 miles from highway.
- Tourist activity, driveway, or intersecting road are not within the urban portion of an organized borough that exceeds 2,500 permanent residents.
- Tourist activity or advertising sign are not visible to a motorist on the highway until the motorist is within 1,250 feet of the driveway or intersecting road.
- The TODS sign may be placed at the proposed location in a manner consistent with the standards set out in the documents described in 17 AAC 60.915(b).
- Proposed location has fewer than 6 current TODS permits. (Provide the information about existing TODS that is required below) Up to 3 TODS may share a set of signposts. Permit holders shall share the expense of maintaining the posts.
- Proposed sign location is not designated a Traveler Information Kiosk location.  
(A Traveler Information Kiosk replaces all TODS at that location.).

## REQUIRED ATTACHMENTS FOR APPLICATION

### REQUIRED for ALL TODS:

- Detailed site layout drawing showing:
  - All official traffic signs and devices within 800 feet of location.
  - Proposed TODS location(s) – 200 feet minimum from intersection and any other traffic signs.
  - Business location and access into business.
  - All roads by name, driveways and other pertinent landmarks.
  -
- Photographs as described in the attachments.
- Applicable fee (waived for government entity)

### REQUIRED IF APPLICABLE:

- Diagram of icon not shown in the attachment.
- If Trailblazing Signs are required along a road not owned by the State, the applicant must provide evidence of approval from the government agency (borough, city, etc.) responsible for the road.

## REQUIRED APPLICATION INFORMATION

### MAIN SERVICE OFFERED

Please check ONLY one:

- GAS   
  FOOD   
  LODGING   
  CAMPING   
  ATTRACTION   
  COMMERCIAL

**Services:** (Check the Services You Offer in Category Selected as Your Main Service)

<b>GAS</b> <input type="checkbox"/> Fuel <input type="checkbox"/> Oil <input type="checkbox"/> Free Air & Water <input type="checkbox"/> Public Restrooms <input type="checkbox"/> Public Telephone <input type="checkbox"/> Drinking Water <input type="checkbox"/> Continuous Operation 16 Hours/Day, 7 Days/Week <input type="checkbox"/> Open Year Around <input type="checkbox"/> Located within 3 miles of highway	<b>FOOD</b> <input type="checkbox"/> State License <input type="checkbox"/> Breakfast Daily <input type="checkbox"/> Lunch Daily <input type="checkbox"/> Dinner Daily <input type="checkbox"/> Seat 20 or More <input type="checkbox"/> Public Restrooms <input type="checkbox"/> Public Telephone <input type="checkbox"/> Continuous Operation 16 Hours/Day, 7 Days/Week <input type="checkbox"/> Open Year Around <input type="checkbox"/> Located within 3 miles of highway	<b>LODGING</b> <input type="checkbox"/> State License <input type="checkbox"/> Off-street Parking <input type="checkbox"/> Public Telephone <input type="checkbox"/> 10 Units or More <input type="checkbox"/> Private Bath <input type="checkbox"/> Lodging only service <input type="checkbox"/> Continuous Operation 10 Hours/Day, 7 Days/Week <input type="checkbox"/> Open Year Around <input type="checkbox"/> Located within 3 miles of highway	<b>CAMPING</b> <input type="checkbox"/> State License <input type="checkbox"/> 10 Units or More <input type="checkbox"/> Campsite Parking <input type="checkbox"/> Showers/Toilets <input type="checkbox"/> Drinking Water <input type="checkbox"/> RV Dump Station <input type="checkbox"/> Continuous Operation 24 Hours/Day, 7 Days/Week <input type="checkbox"/> Open 4 Mos./Year <input type="checkbox"/> Located within 25 miles of highway
<b>TOURIST ATTRACTION – Describe:</b>  <input type="checkbox"/> Major portion of income from non-local motorists <input type="checkbox"/> Continuous operation 8 Hours/Day and 6 Days/Week <input type="checkbox"/> Open at least 4 Months/Year <input type="checkbox"/> Located within 25 miles of Highway		<b>OTHER COMMERCIAL ACTIVITY – Describe:</b>  <input type="checkbox"/> Major portion of income from non-local motorists <input type="checkbox"/> Continuous operation 8 Hours/Day and 6 Days/Week <input type="checkbox"/> Open at least 4 Months/Year <input type="checkbox"/> Located within 25 miles of Highway	
<p><b>In the space below, please comment on boxes <u>within your category</u> that are NOT checked.</b></p>          			

**Icon Requested** (see attached examples): \_\_\_\_\_ or  None Suited

**Requested Sign Legend** (Business Name): 14 Letters Per Line ONLY  
 The Spaces Between Words Count As One Letter

**Note:** use abbreviations if more than 14 letters are required per line

\_\_\_\_\_

\_\_\_\_\_

**BUSINESS LOCATION DATA**

TODS Requested at Intersection of: \_\_\_\_\_ Highway  
at \_\_\_\_\_ (Highway/Road/Milepost)

Mileage from Highway to Business: \_\_\_\_\_

Is Business Within City Limits?     Yes     No

Is the advertised activity or on-premise signing visible from proposed TODS location?     Yes     No

Number of Motorists Served Last Year: \_\_\_\_\_

Number of Parking Spaces: \_\_\_\_\_

**Use the space below to attach a photograph of your building's or activity's main entrance (or attach a separate page for this photograph).**

**INTERSECTION INFORMATION**

Intersection where signs are requested:

\_\_\_\_\_ Highway/Road/Milepost AT  
 \_\_\_\_\_ Highway/Road/Milepost

Speed Limit at Intersection: \_\_\_\_\_ miles per hour

Please check type intersection:

- Crossroad Intersection     T-Intersection     Other/Diagram



If there are existing TODS at this intersection, please list business name:

1.	4.
2.	5.
3.	6.

Please list the names and types of tourist-oriented businesses that use the same intersection turn as access to their business as you use for your business.

BUSINESS NAME	TYPE OF TOURIST-ORIENTED BUSINESS

If a crossroad intersection, include all tourist-oriented businesses using the opposite intersecting road for access to their business.

BUSINESS NAME	TYPE OF TOURIST-ORIENTED BUSINESS

**Please provide photographs showing the view of the main highway turn-off from a distance of 500 feet in each direction. Mark an arrow on the pavement depicting your turn-off.**

**IMPORTANT! Please provide a site layout drawing (example attached) that includes:**

- all official traffic signs and devices within 800 feet of intersection
- proposed TODS location(s) measured in feet from intersection – 200 feet minimum from intersection
- business location and access into business
- all roads by name and other pertinent landmarks

**(DRAWING may be attached on a separate page)**



## APPLICANT'S CERTIFICATION

I certify that all information and statements provided in this application are true and correct and that I will inform the Alaska Department of Transportation and Public Facilities of any changes that may affect the availability of the service provided. I further certify that I will not discriminate or deny such services of public accommodations based upon race, religion, color, age, sex, national origin or disability which is prohibited by law and that I have read and understood the Tourist Oriented Directional Signing (TODS) statute, regulations, policy and application.

I understand that the use of illegal signs to promote the business is cause for denial of this application. I certify that there are no illegal signs advertising this business.

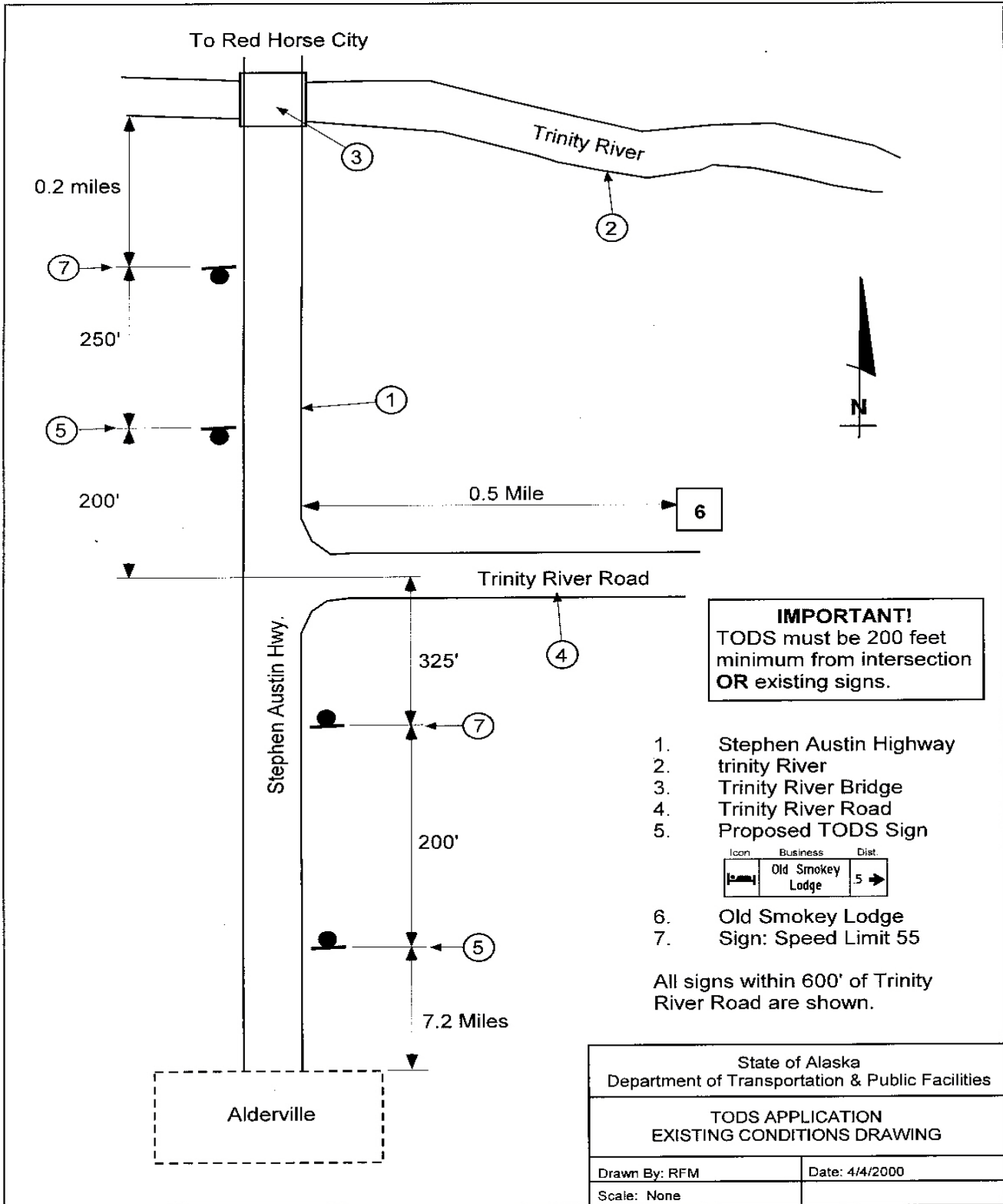
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Date

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Applicant's Signature

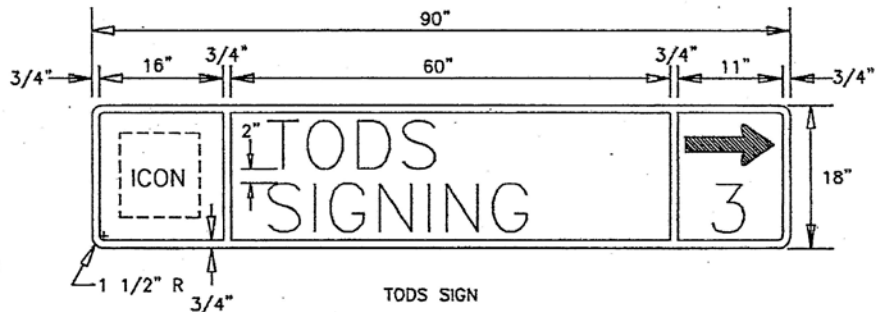
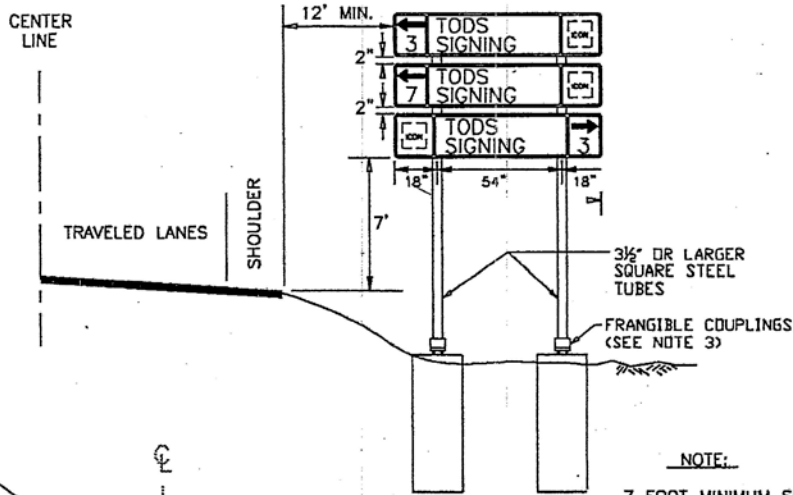
**Scale Drawing Example.** A scale drawing must be included above or attached showing the relationship of the signs to the directed attraction, roads and existing traffic control devices.



**COMMONLY USED ICONS**  
(Only one icon may be selected per sign.)



# TOURIST ORIENTED DIRECTIONAL SIGNS, TODS, INSTALLATION DETAILS



**NOTE:**  
7 FOOT MINIMUM SPACE BETWEEN THE BOTTOM OF THE SIGN AND THE GROUND BELOW

**COLORS:** Blue Background (Engineer Grade ReflectORIZATION)  
White Legend & Borders (Hi-Intensity ReflectORIZATION)

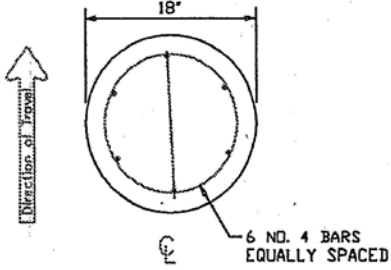
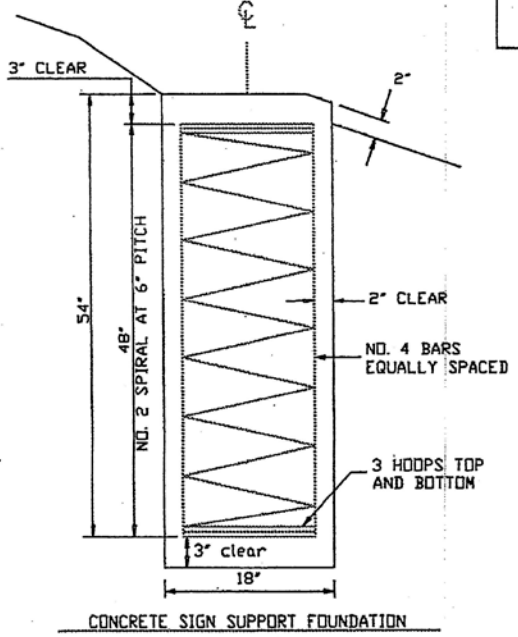
**LETTERS:** 6" Upper Case, Series D \*

\* Use of Series C letters allowed when spacing is a problem.

Message length not to exceed 54 inches. This includes spacing between words on the same line of text.

**NOTES:**

1. FRAME SIGNS IN ACCORDANCE WITH STANDARD DRAWING S-00.
2. PROVIDE MATERIALS THAT CONFORM TO THE CURRENT EDITION OF THE ALASKA DEPARTMENT OF TRANSPORTATION & PUBLIC FACILITIES STANDARD SPECIFICATIONS FOR HIGHWAY CONSTRUCTION.
3. PROVIDE FRANGIBLE COUPLINGS THAT HAVE PASSED NCHRP 350 TEST LEVEL 3 CRASHWORTHINESS TESTS AND HAVE NO SPECIFIC BOLT TORQUE REQUIREMENTS.
4. PROVIDE SIGN SUPPORTS BE OF SUFFICIENT LENGTH TO ACCOMMODATE THREE TODS SIGN PANELS. PLACE THE FIRST SIGN PANEL IN THE UPPERMOST POSITION WITH THE SECOND AND THIRD PANELS LOCATED IMMEDIATELY BELOW AS SHOWN.
5. PROVIDE SIGN PANELS THAT ARE 0.125 INCH THICK ALUMINUM.
6. ARRANGE SIGNS ON MULTIPLE SIGN INSTALLATIONS ACCORDING TO ARROW DIRECTION. INSTALL SIGNS WITH UP-ARROWS ABOVE THOSE WITH LEFT ARROWS AND THOSE WITH LEFT ARROWS ABOVE THOSE WITH RIGHT ARROWS.



Approved: *Kurtis J. Smith* Date: 3/29/2002  
 State Traffic Engineer  
 Alaska Department of Transportation and Public Facilities

## TRAILBLAZING SIGN SPECIFICATIONS

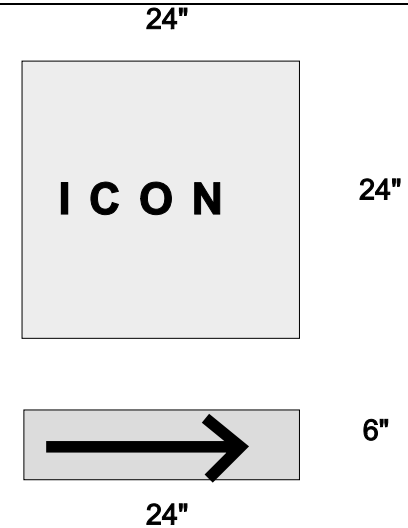
**Design:** Trailblazing Signs, if required, shall consist of two signs on one pole. One sign shall be square in shape and the other sign shall be rectangular in shape. Both signs shall have a blue background.

The square sign shall incorporate the appropriate icon to indicate a general class of business, service, or activity. Available icons are depicted on Page 12 of the *Policy for Tourist-Oriented Directional Signing*. In the case that no icon available is appropriate, the business may submit a design for consideration.

The rectangular sign shall incorporate the appropriate arrow to depict the direction of the business, service, or activity. Arrows should be as provided in Section 2D-8 of the Manual on Uniform Traffic Control Devices and should conform with Alaska Sign Design Specifications.

Background, icon, and arrows shall be reflective.

The 24" by 24" sign shall have one icon only. The 6" by 24" sign shall have a directional arrow only.



**Size of Signs:** The Trailblazing Signs consist of two signs; one sign measuring 24" by 24" and the other sign measuring 6" by 24". The 24" by 24" sign is located above the 6" by 24" sign on the same pole. Vertical spacing between the two signs shall be two inches. The sign panel thickness shall be 0.125 inches. All posts shall be 2 1/2 inch perforated steel tubes. All posts shall be installed in sleeve type concrete foundation.

**Installation Details:** The Trailblazing Signs shall conform to the Installation Details as outlined in the Application for Participation in Tourist-Oriented Directional (TODS) Program.

## ALASKA STATUTE 19.25.105

**AS 19.25.105. Limitations of outdoor advertising signs, displays, and devices.** (a) Outdoor advertising may not be erected or maintained within 660 feet of the nearest edge of the right-of-way and visible from the main-traveled way of the interstate, primary, or secondary highways in this state except the following:

(1) directional and other official signs and notices which include, but are not limited to, signs and notices pertaining to natural wonders, scenic and historic attractions, which are required or authorized by law, and which shall conform to federal standards for interstate and primary systems;

(2) signs, displays, and devices advertising the sale or lease of property upon which they are located or advertising activities conducted on the property;

(3) signs determined by the state, subject to concurrence of the United States Department of Transportation, to be landmark signs, including signs on farm structures, or natural surfaces, of historic or artistic significance, the preservation of which would be consistent with the provisions of this chapter;

(4) directional signs and notices pertaining to schools;

(5) advertising on bus benches or bus shelters, and adjacent trash receptacles, if the state determines that the advertising conforms to local, state, and federal standards for interstate and primary highways.

(6) [Repealed, Sec. 4 1998 Ballot Measure No. 5].

(b) [Repealed, Sec. 21 ch 94 SLA 1980].

(c) Outdoor advertising may not be erected or maintained beyond 660 feet of the nearest edge of the right-of-way of the main traveled way of the interstate, primary, or secondary highways in this state with the purpose of their message being read from that travel way except those outdoor advertising signs, displays, or devices allowed under (a) of this section.

(d) Outdoor advertising may not be erected or maintained within the right-of-way of an interstate, primary, or secondary highway except that outdoor advertising is allowed on

(1) bus benches and bus shelters, and adjacent trash receptacles, located within the right-of-way under the authority of a permit issued under AS 19.25.200, if the bus benches or bus shelters are located within a borough or unified municipality and the buses that stop at that location operate during the entire year.

(2) [Repealed, Sec. 4 1998 Ballot Measure No. 5].

(e) [Repealed, Sec. 4 1998 Ballot Measure No. 5].

### ALASKA ADMINISTRATIVE CODE

#### Title 17, Chapter 60. HIGHWAY SIGNS FOR THE TRAVELING PUBLIC

##### Excerpts Relating to the TODS Program

**17 AAC 60.001. PURPOSE OF THE TODS PROGRAM.** The purpose of the tourist oriented directional sign (TODS) program is to provide a tourist oriented activity located near a rural highway with an opportunity to install within the highway right of way a sign that contains the name of the activity and directs the traveling public to the activity.

**17 AAC 60.005. TODS APPLICATION PROCEDURE.** (a) A person who operates a tourist oriented activity may apply to the commissioner for a TODS permit by completing a TODS permit application. The applicant shall submit the application to the department representative specified on the application along with a non-refundable \$100 application fee.

(b) The commissioner will review the application submitted under (a) of this section. Not later than 30 days after the date the completed application was received by the department representative, the commissioner will send a written review decision to the applicant. If the commissioner approves a TODS permit application under 17 AAC 60.010, the written review decision will request from the applicant a nonrefundable TODS permit fee of \$400. However, if the applicant currently holds a TODS permit for the TODS and is seeking renewal of the permit, the nonrefundable TODS permit fee is \$300. Upon receipt of the permit fee, the commissioner will issue the permit and send it to the applicant.

**17 AAC 60.010. REVIEW OF TODS PERMIT APPLICATIONS.** The commissioner will approve a TODS permit application if

- (1) the applicant's tourist oriented activity derives at least 25 percent of its gross receipts, if any, from visiting motorists who reside more than 20 miles from the location of the tourist oriented activity;
- (2) the applicant's tourist oriented activity complies with all applicable laws, including AS 19.25.105 in this chapter;
- (3) the applicant maintains the necessary licenses for the tourist oriented activity;
- (4) the applicant's tourist oriented activity is not located more than 25 miles from the highway for which a TODS permit is requested, except the activity of an applicant who requests a gas or restaurant TODS permit must not be located more than three miles from the highway for which the TODS permit is requested;
- (5) the applicant's tourist oriented activity or the location of the driveway or intersecting road are not located within the urban portion of an organized borough that exceeds 2,500 permanent residents;
- (6) neither the applicant's tourist oriented activity nor an advertising sign for the activity are visible to a motorist traveling the highway until the motorist is within 1,250 feet of the driveway or intersecting road;
- (7) the TODS may be placed at the proposed location in a manner consistent with the documents described in 17 AAC 60.915(b);
- (8) the proposed location has fewer than six current TODS permits; and
- (9) the proposed sign location has not been designated a traveler information kiosk location under 17 AAC 60.405(a).

**17 AAC 60.015. TODS PLACEMENT LIMITATIONS.** (a) A TODS may not be placed at the following junctions:

- (1) Sterling Highway at Kenai Spur;
- (2) Sterling Highway at Seward Highway;
- (3) Parks Highway at Glenn Highway;
- (4) Parks Highway at Palmer-Wasilla Highway;
- (5) Parks Highway at Seward Meridian;
- (6) Glenn Highway at Palmer-Wasilla Highway;
- (7) Glenn Highway at Richardson Highway;
- (8) Richardson Highway at Tok Cutoff Highway;
- (9) Richardson Highway at Alaska Highway;
- (10) Alaska Highway at Tok Cutoff Highway.

(b) A TODS may not be placed

- (1) on a freeway or expressway;
- (2) on an on-ramp or off-ramp of a freeway or expressway; or
- (3) at a location where the majority of the traffic exits the highway at the driveway or intersecting road.

**17 AAC 60.020. MULTIPLE TODS ON A SINGLE SET OF POSTS.** Up to three TODS may share a set of sign posts. If two or three TODS share a set of sign posts, the TODS permit holders shall share the expense of maintaining the posts.

**17 AAC 60.905. MANUFACTURE, INSTALLATION, MAINTENANCE, AND REMOVAL OF TOURIST SIGNS.**

(a) Upon receipt of a tourist sign permit, the permit holder shall arrange, at the holder's expense, for a sign contractor to manufacture, install, and maintain the sign as specified in the permit.

(b) If an activity associated with a tourist sign is closed, or is expected to be closed, for more than one month, the permit holder shall arrange, at the holder's expense, for a sign contractor to remove the sign, symbol, or logo or to mask the sign, symbol, or logo with a plate. The permit holder shall ensure that the sign contractor removes the sign, symbol, or logo or installs the plate not later than seven days after the date of closure.

(c) If an activity associated with a tourist sign closes permanently or no longer meets the conditions under which the sign permit was issued, the permit holder shall

(1) immediately arrange, at the permit holder's expense, for a sign contractor to remove sign, symbol, or logo not later than 7 days after the closure or change; and

(2) not later than 14 days after the closure or change in conditions, send a written notice to the commissioner that describes the closure or change.

**17 AAC 60.910. SIGN CONTRACTORS.** (a) A person may not install, maintain, or remove a tourist sign unless the person is named on the list of sign contractors described in (b) of this section.

(b) The commissioner will maintain a list of sign contractors. The list consists of those persons known to the commissioner to have experience in working in public rights of way with active traffic and knowledge of the traffic control requirements necessary for safe operation on an active highway. The commissioner will add a person to the list if the person, in writing, demonstrates a reasonable basis for the commissioner, in the commissioner's discretion, to conclude that the person has experience in working in public rights of way with active traffic and knowledge of the traffic control requirements necessary for safe operation on an active highway. The commissioner will remove a person from the list if the person, in the commissioner's discretion, demonstrates an inability to work safely in public rights of way or fails to substantially comply with the requirements of this chapter.

(c) Before installing, maintaining, or removing a tourist sign, a sign contractor shall submit a written request for permission to work in the right of way to the commissioner. The request must include a traffic control plan. The commissioner will approve the request if the commissioner, in the commissioner's discretion, determines that the request is consistent with safe operation on an active highway and this chapter. In approving the request, the commissioner will, in the commissioner's discretion, impose other requirements that are necessary to ensure safe operation.

**17 AAC 60.915. DESIGNS AND SPECIFICATIONS FOR TOURIST SIGNS.** (a) The documents described in (b) of this section contain the designs and specifications for the placement, manufacture, installation, and maintenance of tourist signs. The department will not issue a tourist sign permit unless the sign may be installed in a manner consistent with the documents described in (b) of this section. A sign contractor shall manufacture, install, and maintain a TODS to meet the designs and specifications contained in the documents described in (b) of this section.

(b) The following documents are adopted by reference:

(1) *Alaska Sign Design Specifications (ASDS)*, Department of Transportation and Public Facilities, Second Edition, April 1983;

(2) the *Alaska Traffic Manual*, consisting of the

(A) *Manual on Uniform Traffic Control Devices for Streets and Highways*, 1988 edition, including revisions 1 through 7, issued by the United States Department of Transportation, Federal Highway Administration; and

(B) department's *Alaska Traffic Manual Supplement*, dated August 7, 2000;

(3) *Highway Pre-Construction Manual*, Department of Transportation and Public Facilities, revised as of March 1, 2001;

(4) *Standard Drawings Manual*, Department of Transportation and Public Facilities, February 18, 1997;

(5) *Standard Specifications for Highway Construction*, Department of Transportation and Public Facilities, revised as of 1998.

**Editor's note:** Copies of the *Manual on Uniform Traffic Control Devices for Streets and Highways*, adopted by reference in 17 AAC 60.915(b)(2)(A) may be obtained by writing the Superintendent of Documents, United States Government Printing Office, Washington, DC 20402. Copies of the documents adopted by reference in 17 AAC 60.915(b)(1), (b)(2)(B), (b)(3), (b)(4), and (b)(5) may be obtained by writing to the Division of Statewide Design and Engineering Services, Department of Transportation and Public Facilities, 3132 Channel Drive, Juneau, AK 99802.



**17 AAC 60.920. SYMBOLS.** (a) In issuing a TODS permit, RCIA sign permit, or community services sign permit for a sign that includes a symbol, the commissioner will assign to the application the symbol found in the documents described in 17 AAC 60.915(b) that the commissioner, in the commissioner's discretion, determines most accurately conveys the nature of the associated activity.

(b) If the commissioner, in the commissioner's discretion, determines that no symbol contained in the documents described in 17 AAC 60.915(b) accurately conveys the nature of the associated activity, the commissioner will withhold the sign permit and direct the applicant to design, at the applicant's expense, an appropriate symbol. The commissioner will, in the commissioner's discretion, direct the department to assist the applicant in designing the symbol. The commissioner will assign the applicant's resulting symbol to the permit and issue the permit if the commissioner, in the commissioner's discretion, determines that the symbol accurately conveys the nature of the associated activity and is stylistically similar to the symbols found in the documents described in 17 AAC 60.915(b). By accepting the permit, the applicant agrees to allow the commissioner to use the symbol for other purposes at the commissioner's discretion without compensation.

**17 AAC 60.925. SIGN PERMIT DURATION AND RENEWAL.** (a) A tourist sign permit allows the holder named on the permit to arrange for a sign contractor to manufacture, install, and maintain the sign as specified on the permit and in this chapter until the permit expires. Except as provided in 17 AAC 60.930, a sign permit issued under this chapter expires on December 31st of the fourth year following the date the permit was issued. For example, a permit issued on August 27, 1998 expires on December 31, 2002.

(b) A tourist sign permit holder may renew the permit by following the application procedure specified in this chapter for the particular tourist sign. A renewed permit expires five years following the date the older permit expired. For example, if the old permit expired on December 31, 2002, the renewed permit expires on December 31, 2007.

(c) A tourist sign permit holder shall arrange, at the holder's expense, for a sign contractor to remove the sign before the permit expires unless, before the expiration date, the holder receives a renewed permit for the sign.

**17 AAC 60.935 . PERMIT TRANSFERS.** If a person who holds a tourist sign permit transfers the associated activity to another person, the new person shall notify the commissioner in writing within 10 days of the transfer. The commissioner will cancel the original permit and issue, without charge, a comparable permit to the new person if the commissioner, in the commissioner's discretion, determines that the material circumstances of the original permit have not changed. The replacement permit expires on the same date that the original permit was expected to expire.

**17 AAC 15.940. ONE SIGN PER ACTIVITY.** An activity may not be associated with more than one sign permit issued under this chapter at a time.

**17 AAC 60.945. MORE RESTRICTIVE LOCAL CONTROLS.** If a city or borough imposes a tourist sign standard that is more restrictive than the standards contained in this chapter, the department will administer this chapter to comply with the more restrictive standard.

**17 AAC 60.950. STANDARDS FOR SIGNS RELATING TO GAS, FOOD, LODGING, AND CAMPING ACTIVITIES.** (a) The department may not issue a sign permit for a gas station unless the gas station owner affirms that the gas station will, while the sign is visible to the public,

- (1) provide fuel, oil, tire air, water, restroom facilities, drinking water, and a telephone; and
- (2) maintain continuous operation for at least 12 hours per day, 7 days per week.

(b) The department may not issue a sign permit for a restaurant unless the restaurant owner affirms that the restaurant will provide three meals a day, 7 days a week and a telephone while the sign is visible to the public.

(c) The department may not issue a sign permit for a lodging facility unless the facility owner affirms that the facility will provide a telephone while the sign is visible to the public.

(d) The department may not issue a sign permit for a campground unless the campground owner affirms that the campground will provide modern sanitary facilities and drinking water while the sign is visible to the public.

(e) The requirements of this section are in addition to any other requirements of this chapter or other applicable law.

**17 AAC 60.955. ADDITIONAL PROVISIONS.** (a) In determining whether to issue a permit under this chapter, the commissioner will

(1) not issue a permit if the resulting sign would interfere with an official regulatory, warning, or directional sign;

(2) recognize a priority for existing signs over proposed new sign;

(3) recognize a priority among competing applications as follows:

- (A) gas;
- (B) restaurant;
- (C) lodging;
- (D) camping;
- (E) other activities or general services;
- (F) RCIA's.

(4) require, as a condition of the permit, that the permit holder provide trailblazing signs as required under the documents described in 17 AAC 60.915(b); the permit holder shall arrange for permission to provide the required trailblazing signs along highways not maintained by the state;

(5) waive a fee required under this chapter if the person that would be charged the fee is a government entity.

(b) The department will relocate a sign installed under this chapter if necessary to accommodate a change in the traffic pattern at the location. If the sign cannot be relocated in a manner consistent with this chapter, the department will remove the sign and return it to the permit holder.

(c) A sign permit issued under this chapter allows for two similar signs to be placed along the highway, one from each direction, unless the permit specifies that the condition of the highway only allows for one sign to be placed.

**17 AAC 60.960. VIOLATIONS.** (a) If the commissioner, in the commissioner's discretion, determines that a tourist sign permit holder or tourist sign violates AS 19.25.105 or this chapter, the commissioner will send a written notice to the permit holder. The notice must describe the violation and direct the permit holder to remedy the violation.

(b) If the commissioner determines under (a) of this section that the permit holder no longer qualifies for the permit, the notice must direct the permit holder to arrange, at the holder's expense, for a sign contractor to remove the sign. The commissioner will also cancel the permit.

(c) A notice issued under (a) of this section must provide the permit holder with at least 20 days from the date of the notice to remedy the violation.

(d) If a permit holder fails to remedy a violation described in a notice sent under (a) of this section, the department will

- (1) remove the sign;
- (2) cancel the permit if it has not already expired;
- (3) bill the permit holder for the department's expenses;
- (4) within 15 days of the date of removal send a written notice of action to the permit holder; the notice of action must describe the action and the reason for the action;

(5) return the sign to the permit holder no later than 15 days after the permit holder pays the department for its expenses as billed under (3) of this subsection.

**17 AAC 60.965. APPEALS.** (a) A person may appeal an adverse decision made by the commissioner under this chapter. Not later than 15 days after the date of the decision appealed from, the person shall submit, in writing a notice of appeal, a description of the dispute, include any necessary evidence, and the person's reason for concluding that the commissioner's decision was in error. The commissioner will review these materials and investigate the matter further, as necessary. The commissioner will send a written final agency decision to the person not later than 60 days after the date the notice of appeal was received by the department.

**17 AAC 60.995. DEFINITIONS.** In this chapter

- (1) "activity" means a tourist-oriented activity, specific service activity, or RCIA;
- (2) "commissioner" means the commissioner of the department;
- (3) "department" means the Department of Transportation and Public Facilities;
- (4) "driveway or intersecting road" means the road that a motorist takes from a highway with a tourist sign to the activity associated with the sign;
- (5) "highway rest stop or pullout" has the meaning given in 17 AAC 05.090;
- (6) "location" means a 2,500 foot segment of highway right-of-way bisected by a driveway or intersecting road;
- (7) "logo" means a square design used by a specific service activity to distinguish itself from similar specific service activities;
- (8) "logo panel" means a highway sign and posts on which logos may be mounted;
- (9) "logo sign" means a logo and a logo panel consisting of a sign on which logos for gas, food, lodging, and camping are mounted; a logo sign consists of a logo and a logo panel;
- (10) "RCIA" means recreational and cultural interest area;
- (11) "recreational and cultural interest area" or "RCIA" has the meaning given the term at 17 AAC 60.205;
- (12) "sign contractor" means a person included in the list described in 17 AAC 60.910(b);
- (13) "specific service activity" means a commercial activity that offers gas, food, lodging, or camping;
- (14) "symbol" means a square icon that accurately conveys the nature of its associated service or activity but does not reflect the name or a logo for the service or activity;
- (15) "TODS" means a tourist-oriented directional sign;
- (16) "tourist-oriented activity" means a motorist service, tourist attraction, or business of significant interest to the traveling public; "tourist-oriented activity" does not include an RCIA;
- (17) "tourist-oriented directional sign" or "TODS" means a sign erected in a highway right-of-way for the purpose of alerting the traveling public to a nearby tourist-oriented activity;
- (18) "tourist sign" means a TODS, logo sign, RCIA sign, or traveler information kiosk;
- (19) "trailblazing sign" means a sign that guides a motorist traveling from a sign regulated under this chapter to the activity or RCIA represented on the regulated sign;
- (20) "traveler information kiosk" means an area in a highway rest stop or pullout with a structure housing traveler information about businesses, services, and activities in the local area;
- (21) "urban portion of an organized borough" means a location characterized by one or more of the following:
  - (A) dense residential or commercial development;
  - (B) roads used primarily for short local transportation as opposed to long distance through traffic;
  - (C) numerous intersecting roads and driveways;
  - (D) traffic signals.

**TOURIST-ORIENTED DIRECTIONAL SIGN (TODS)  
CONDITIONS APPLICABLE TO THIS PERMIT IF THERE IS AN “X” IN THE  
“REQUIRED” COLUMN AT THE TIME THE PERMIT IS PREPARED FOR YOUR SIGNATURE**

Required	Item Name	Paragraph
X	Services Offered	All services checked under the Permittee’s Main Service Category in the Services Information portion of this permit must be offered as a condition of this permit.
X	Violation	If any of the conditions of this permit are violated, the State reserves the right to require the removal of the TODS sign. A notice of violation must provide the Permittee with at least 20 days from the date of the notice to remedy the violation. If Permittee fails to remedy a violation, the Department will: <ul style="list-style-type: none"> <li>(1) remove the sign;</li> <li>(2) cancel the permit if it has not already expired;</li> <li>(3) bill the Permittee for the Department’s expenses;</li> <li>(4) within 15 days of the date of removal send a written notice of action to the Permittee; the notice of action must describe the action and the reason for the action;</li> <li>(5) return the sign to the Permittee no later than 15 days after the Permittee pays the Department for its expenses as billed</li> </ul>
X	Repair of Damaged Items	If Permittee damages any improvements within the State owned right of way, Permittee will be responsible to return them to their previous condition. The Department’s Maintenance and Operations Section will inspect and approve the restored improvements. Improvements may include but are not limited to: pavement structures, sidewalks, curb and gutter, pathways, driveways, signs, traffic markings, guardrail, delineators, highway lighting systems, traffic signal systems, drainage structures and mailboxes.
X	Hold Harmless	Permittee shall indemnify, defend and hold harmless the State, and its officers, employees, and contractors, from any and all claims or actions resulting from injury, death, loss, or damage sustained by any person or personal property resulting directly or indirectly from Permittee’s placement of the sign.
X	Maintain Facilities	Sign(s) approved by this permit shall be constructed and maintained by the Permittee in such a manner that the highway, and all its appurtenances or facilities including, but not limited to, all drainage facilities, pipes, culverts, and ditches and their safety shall not be impaired in any way by the construction or maintenance.
X	Permit Duration/Renewal	Permit is issued for a period not to exceed five years. Permittee may renew the permit by following the application procedure. A renewed permit expires five years following the date of the current permit. Permittee shall arrange, at their expense, for a sign contractor to remove the sign before the permit expires unless, before the expiration date, the Permittee receives a renewed permit for the sign.
X	Licenses	The Permittee shall maintain the necessary licenses for the TODS activity.
X	Sign Contractor	Upon receipt of a sign permit, Permittee shall arrange, at their expense, for a sign contractor to manufacture, install, and maintain the sign as specified in the permit. A person may not install, maintain, or remove a TODS sign unless the person is named on the Department's list of approved sign contractors. The Department will maintain the list of approved sign contractors. The list consists of those persons known to the Department to have experience in working in public rights of way with active traffic and knowledge of the traffic control requirements necessary for safe operation on an active highway. Before installing, maintaining, or removing a TODS sign, a sign contractor shall submit a written request for permission

Required	Item Name	Paragraph
		to work in the right of way to the Department. The request must include a traffic control plan. The Department will approve the request if the Department, in the Department's discretion, determines that the request is consistent with safe operation on an active highway. In approving the request, the Department will, in the Department's discretion, impose other requirements that are necessary to ensure safe operation.
X	Sign Responsibility	All cost and liability that relate to the sign(s) or their maintenance shall be at the sole expense of the Permittee.
X	Multiple Sign Panels/Set of Posts	Up to three TODS panels may share a set of sign posts. If two or three signs share a set of posts, the Permittees shall share the expense of maintaining the posts.
X	Sign Relocation	The Permittee shall adjust or relocate the sign(s) without cost or liability to the State if, at any time, or from time to time, the use or safety of the highway within which the sign(s) exist requires that they be adjusted or relocated.
X	No Additional Improvements	The Permittee shall not place additional improvements within the right of way, and if, at any time in the future, the permitted sign(s) are destroyed, removed or rebuilt for any reason whatsoever, they shall not again be placed within the right of way unless authorized by another permit. The Permittee shall not install other illegal business signs adjacent to or within the right of way. If additional signs are installed, they will be removed immediately without notice.
X	Business Closure	<p>If the activity associated with this TODS permit is closed, or is expected to be closed, for more than one month, Permittee shall arrange, at their expense, for a sign contractor to remove the sign, or cover it with a plate, not later than 7 days after the date of closure.</p> <p>If the business advertised by this sign permit closes permanently or no longer meets the conditions under which the permit was issued, Permittee shall:</p> <p>(1) immediately arrange for a sign contractor to remove the sign not later than 7 days after the closure or change; and</p> <p>(2) not later than 14 days after the closure or change in conditions, send a written notice to the Department describing the closure or change.</p>
X	Change of Business Ownership	If the Permittee transfers the activity associated with this permit to another person or organization, the new owner must notify the Department in writing within 10 days of the transfer. The Department will cancel the original permit and issue, without charge, a comparable permit to the new owner if the Department determines that the material circumstances of the original permit have not changed. The replacement permit expires on the same date that the original permit was expected to expire.
X	Sign Installation Details	Sign shall be installed in accordance with the standard TODS sign detail drawing _____.
X	Permit Subject to Existing Law	This Permit is subject to any applicable federal law, regulations, or policy and procedure memorandum of the Federal Highway Administration (FHWA), and to all applicable State statutes and regulations.
	Trailblazing Signs	Provide trailblazing signs as required by documents listed in 17 AAC 60.915(b). If signs will be located along a road not owned by the State, the applicant must provide evidence of approval from the government agency (borough, city, etc.) responsible for that road.