

Help document for sign structure number request

Purpose: This document is for all sign structures and (DMS) VMS) that are being constructed or found in the field

Top Box

This request is for: proposed year built: We require an estimated year of construction if unknown give a good faith estimate.

Name(s): We require the name of the person filling this form out; if someone else other than the Person of Authority from the firm or the internal NJDOT unit to have their name on this document in the form of “(person filling the form) for (person of authority at the firm ie consultant project manager).”

Firm or Unit: For internal within DOT, what unit (ie bridge design or roadway design etc). For external, what is the name of the firm the person works for.

Email: This is the person(s) business email

Phone Number: This is the business phone number of the individual(s) filling the form out

State Project Information

State Contact Name: This is the state project manager who is handling the project. If it is in structural eval this is the project engineer handling the inspection project.

Bureau or unit: This is typically structural evaluation or Project management group A through E.

Email: This is the State Contact's Business email

Project title: This is the project's title in the project management system or the inspection project where the structure was found

Design consultant: We need information on who is designing or designed the bridge, If unknown leave blank. If it is a design build where the contractor was procured first put the contractor's name. If the pole is specified from a manufacturer then put their name as well

Sign Structure location information:

Overhead Structure type: Some clarification appears below as to the different types of sign structures.

Span: Basically a structure is a span if it is between two or more posts to the ground. If a structure is multiple spans it is considered a span sign structure.

Cantilever: This is a one armed sign structure only supported by one post

Butterfly: A butterfly has two cantilevers coming out of it at 180 degrees from each other on a single post.

Combination: a combination consists of both a span structure and cantilever in it.

Describe location: We would like the following information: is this structure over the route at all or off of it, is it hanging over a local route, if on local route how far from the inventory route.

Describe portion of roadway Spanned: What the sign would be hanging over. IE, if the sign is just hanging over 3 express lanes on I 78 express but no local indicate that, if the sign is a cantilever over one lane then describe that.

Over mainline ramp or both: If the sign structure is over a mainline with a lane that will turn into a ramp but the traveler can still cross a line into the mainline then it is over mainline. If the structure is also over a separate ramp as well as mainline where traveler can not cross the it is ramp plus mainline.

For existing structures; latitude and longitude: if available use bridge inspection reports, if not use Google Earth to get this

Number of the structure being replaced: What is the exact structure being replaced

Location of SS being replaced; MP: get this from report if possible if not use the SLD.

Comments: Comment on any unusual conditions. These conditions include and are not limited to; structure being moved 100 yds., Structure having supports already in place but new overhead is being put in, Structure is mounted far off the road.

Location Map:

Insert a Key Map here if legible, if not get a legible map that will designate the locations of the sign structure.