



GreenStep Cities Road Signs



Once named a GreenStep City, the city will have the opportunity to purchase a sign to be added at any state highway, County or City road entrance to the city. The sign is **2 feet x 2 feet**.

MnDOT Highways

Cost: \$52 each.

The GreenStep Cities program has established the sign design and the ordering process with the Minnesota Department of Transportation (MnDOT). GreenStep Cities signs, which fall under MnDOT's Community Recognition Signage guidelines, are NOT allowed on freeways, statewide.

Each GreenStep City sign is to be mounted below the city population sign in accordance with the following guidelines:

1. Installation of Community Recognition Sign panels shall be coordinated with the District Traffic Office. Contact the District Traffic Office and they will decide if installation is completed by the community under the permit process or installed by MnDOT (\$200 per sign).
www.dot.state.mn.us/trafficeng/contacts.html
2. If there are no in-place Community Recognition signs (i.e. Yellow Ribbon, Tree City USA, etc.), the GreenStep Cities sign should be attached to the sign post furthest from the roadway, directly below the population sign panel.
3. If there is one in-place Community Recognition sign on the sign post, the GreenStep Cities sign should be attached to the other sign post, directly below the population sign panel.
4. If there are two in-place Community Recognition signs (one on each sign post) and the community decides to remove one in-place sign from one sign post to accommodate the GreenStep Cities sign, the GreenStep Cities sign is to be attached to that sign post.
5. If there are two in place Community Recognition signs (one on each sign post) and the community wants to retain both in-place signs, the city has to pay an up-front cost of \$200 for MnDOT to modify each population sign structure (to raise the population sign panel to nine feet and add a horizontal stringer to attach all three signs). The total square footage of all three signs cannot exceed 12 square feet.
6. If there are three in-place Community Recognition signs attached to a horizontal stringer below the population sign, one of the in-place Community Recognition signs must be removed and replaced with the GreenStep Cities sign.
7. Fill out the Order Form from GreenStep Cities (next page) and send to Kristin Mroz of GreenStep Cities at kristin.mroz-risse@state.mn.us.
8. Kristin will follow up with the contact about billing. The city will need to send payments directly to MnDOT. Signs will be sent to the shipping address provided.

City and County Roads

Cost: Depends on where signs are purchased from. \$52 if purchased from the MnDOT sign shop through GreenStep Cities (see Step 8 for MnDOT Highways). Unknown for other vendors.

1. Coordinate with your City or County to determine sign placement, rules on installation, and required permits. Requirements will vary between cities and counties.
2. Signs may be purchased through GreenStep Cities from MnDOT (2 feet x 2 feet).
 - a. If you wish to produce signs through a city/county sign shop or other vender, GreenStep Cities will provide the MnDOT template.
 - b. You are not required to use the MnDOT template but the design should be as similar as possible. If you chose to create your own template, please provide a proof to Kristin Mroz for approval.
3. Fill out the Order Form from GreenStep Cities (below) and send to Kristin Mroz of GreenStep Cities at kristin.mroz-risse@state.mn.us. Kristin will follow up with the contact about billing if signs are to be purchased through MnDOT (see #8 under MnDOT Highways).

GreenStep Cities Road Sign Request Form

City Name	Contact Name	Contact Email
Billing Address (for MnDOT orders)	Shipping Address (for MnDOT orders)	
Number of Signs Requested	Proposed Locations of Signs (MnDOT/County Highway or County/City road, direction (NB, SB, EB or WB), and mile marker if applicable)	
Free Sign from MPCA: 1	Is a MnDOT highway included? ___ If yes, have they been notified? ___	
Additional Signs to be purchased by city: _____		
Sign Shop Location (include number of signs to be produced at each location)		
<input type="checkbox"/> In-house at city <input type="checkbox"/> In-house at county <input type="checkbox"/> MnDOT (Required for signs to be located on MnDOT highways. GreenStep Cities will help coordinate) <input type="checkbox"/> Other (Please specify): _____		

Return this form to Kristin Mroz with GreenStep Cities at kristin.mroz-risse@state.mn.us. Please hold off on payment at this time.