



GreenStep Cities & Tribal Nations Road Signs

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

MnDOT Highways

Cost: \$88 each.

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

Each GreenStep City/Tribal Nation sign is to be mounted below Boundary sign panels 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 (\$400 per sign).

www.dot.state.mn.us/trafficeng/contacts.html

 - a. Any combination of sign panels may be allowed within an area of 72" in width by 30" in height having a total square footage that shall not exceed 12 square feet. These panels shall be installed horizontally, directly below the Boundary sign panel.
 - b. If only one Community Recognition sign panel is to be used, attach it to the sign post farthest from the roadway.
 - c. If two Community Recognition sign panels are to be used attach the larger sign panel to the signpost with the most clearance to the ground.
 - d. If three or more Community Recognition sign panels are to be used or if any sign panel width is greater than 30", a horizontal stringer shall be installed by MnDOT. Ensure the sign structure meets mounting height and crashworthy height requirements.
 - e. If more than two small Community Recognition sign panels or one large sign panel are to be installed by the community on an existing sign structure that it has been determined needs to be modified. The community should pay a charge to MnDOT for reimbursement of costs incurred by state forces.
 - f. The charge to reimburse MnDOT for costs to modify the structure is based on one of the following scenarios:
 - i. If the structure needs to be raised and stringers added to accommodate Community Recognition sign panels, the charge is \$400.
 - ii. If the Boundary Sign structure and/or panel needs replacement in order to accommodate multiple Community Recognition sign panels mounted below it, the charge is based on the Requester Pay Signing Costs Chart ([Chart 6-5.1](#)).
2. Fill out the Order Form from GreenStep Cities & Tribal Nations (next page) and send to Kristin Mroz at greenstep@state.mn.us.
3. Kristin will follow up with the contact about billing. The City or Tribal Nation will need to send payments directly to MPCA. Signs will be delivered to the shipping address provided.

Local Roads

Cost: Depends on where signs are purchased from. \$88 if purchased from the MnDOT sign shop through GreenStep Cities & Tribal Nations (see Step 8 for MnDOT Highways). Unknown for other vendors.

1. Coordinate with your local or Tribal government to determine sign placement, rules on installation, and required permits. Requirements will vary between tribes, cities, and counties.
2. Signs may be purchased through GreenStep Cities & Tribal Nations from MnDOT (2 feet x 2 feet).
 - a. If you wish to produce signs through a sign shop or other vender, GreenStep Cities & Tribal Nations staff will provide the MnDOT-approved sign 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 & Tribal Nations (below) and send to Kristin Mroz at greenstep@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 & Tribal Nations Road Sign Request Form

City/Tribal Nation 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 local road, direction (NB, SB, EB or WB), and mile marker if applicable)	
Free Sign from MPCA (circle): 1 <u>OR</u> Already Received	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 <input type="checkbox"/> MnDOT (Required for signs to be located on MnDOT highways. GreenStep staff will help coordinate) <input type="checkbox"/> Other (Please specify): _____		

Return this form to Kristin Mroz with GreenStep Cities & Tribal Nations at greenstep@state.mn.us. Please hold off on payment at this time.