



EL DORADO COUNTY  
DEPARTMENT OF TRANSPORTATION

MAINTENANCE AND OPERATIONS  
POLICIES AND PROCEDURES

Roadside Memorial Signs Program  
MP-18

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BACKGROUND

The El Dorado County Department of Transportation (DOT) recognizes the public's desire to honor and remember loved ones lost in traffic accidents on El Dorado County roadways.

POLICY

It is the policy of the DOT to prevent placement of roadside memorials in the County right-of-way except as authorized through the Roadside Memorial Signs Program described herein.

PROCEDURE

1. Authorization, Installation and Removal of Roadside Memorial Signs
  - a. Following a fatality on a County maintained road, a family member may submit an Application for Roadside Memorial Sign Installation available from the DOT and included with this procedure. Standard sign specifications are incorporated in the application.
  - b. DOT staff will verify the accident and location with the California Highway Patrol.
  - c. Upon authorization by the of Transportation, DOT staff will install the memorial sign option indicated on the Application for Roadside Memorial Sign Installation.



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- d. The DOT, at its sole discretion, will determine the exact location of the sign. The DOT will endeavor to install the sign as close to the actual accident site as practical based on sign installation and traffic safety requirements.
- e. The DOT will maintain the memorial area and will remove any inappropriate appurtenances.
- f. The sign will be removed within one (1) year from the date of installation by DOT staff.
- g. The El Dorado County Board of Supervisors adopted Ordinance No. 4833 which established a fee of \$265.00 to offset the cost of installation and removal of the sign.

2. Unauthorized Roadside Memorials

Upon notice that an unauthorized roadside memorial has been placed along a County maintained road, DOT staff will send the family a letter containing information and the application form for the Roadside Memorial Signs Program. The letter will provide the family with an opportunity to apply for the installation of a memorial sign by the DOT and will request that the family remove the unauthorized roadside memorial within 30 days. If the DOT is unable to contact the family or if the family is unable to remove the memorial within the 30 day period, then DOT staff will remove the memorial from the County maintained road at the end of the 30 day period. If DOT staff is unable to contact the family, or if the family does not wish to take possession of the contents of the memorial, then the DOT will dispose of the contents of the memorial.



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3. Removal of Roadside Memorials in Place as of the Date of Adoption of Policy

Following adoption of this DOT Policy, DOT staff will remove and dispose of all existing roadside memorials that have been in place on County maintained roads for more than one (1) year. DOT staff will attempt to contact the families for the roadside memorials that have been placed on County maintained roads within the last one (1) year period utilizing the process described in Item 2 above.

EL DORADO COUNTY DEPARTMENT OF TRANSPORTATION

2441 Headington Road, Placerville, CA 95667

Tel: (530) 642-4909

Fax: (530) 642-9238

**APPLICATION FOR ROADSIDE MEMORIAL SIGN INSTALLATION**

Applicant must complete all portions of this application

**PERSON REQUESTING MEMORIAL:**

NAME: \_\_\_\_\_

RELATIONSHIP: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
 \_\_\_\_\_

PHONE: (Day) \_\_\_\_\_ Email (optional): \_\_\_\_\_  
 (Evening) \_\_\_\_\_

**MEMORIAL INFORMATION:**

Check one:      OPTION A (  )      OPTION B (  )

DATE (option A only): \_\_\_\_\_

NAME TO APPEAR ON MEMORIAL: \_\_\_\_\_

ACCIDENT LOCATION: \_\_\_\_\_

ACCIDENT DATE: \_\_\_\_\_

<p><b>OPTION A</b> 12" X 18" Reflective blue with white lettering</p> <div style="border: 1px solid black; padding: 5px; text-align: center; margin: 0 auto; width: 80%;">       IN        MEMORY        OF JOHN        P.        DOE        00/00/00     </div> <div style="margin: 5px auto; width: 20px; height: 30px; background-color: black;"></div>	<p><b>OPTION B</b> 12" X 18" Reflective blue with white lettering</p> <div style="border: 1px solid black; padding: 5px; text-align: center; margin: 0 auto; width: 80%;">       PLEASE        DON'T        DRINK        AND        DRIVE     </div> <div style="margin: 5px auto; width: 80px; height: 20px; background-color: black;"></div> <div style="margin: 5px auto; width: 60px; height: 20px; background-color: black; text-align: center; font-size: 8px;">       IN MEMORY OF        INDIVIDUAL     </div>
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Notes:

1. Accident will be verified with the California Highway Patrol.
2. Exact location of installation shall be determined by DOT based on installation requirements for shoulder width and sight distance.
3. County shall remove any inappropriate appurtenances around the installation site.
4. Sign shall be removed within one (1) year.
5. A fee of \$265.00 is due and payable with this application (Ord. No. 4833).

*For Official Use Only:*

Authorized by: \_\_\_\_\_

Installation Date: \_\_\_\_\_

Removal Date: \_\_\_\_\_