Sign Design Request and Processing Procedures

- Fill out request form found online

- Submit to appropriate project personnel in the WZTC section.

Utilization of Completed Sign Designs.

- Create a blank design file.

- Attach the saved sign design created by the Signing Section as a <u>reference file.</u>

- Scale reference file as desired and place blank sheet border. (DO NOT COPY THE SIGN DESIGN INTO YOUR ACTIVE DESIGN FILE AS IT <u>WILL NOT </u>PLOT CORRECTLY)

- Number sheets(s) sequentially within the 2 series of sheets

  Example: TMP-2A, TMP-2B, etc.

- Title each sheet "SPECIAL SIGN DESIGNS"

- Plot full size plan sheet (Ensure all data can be reproduced and legible)