

# Sign Manual



September 24, 2008



## **Idaho Department of Parks and Recreation**

### **MISSION:**

“To improve the quality of life in Idaho  
through outdoor recreation  
and resource stewardship.”

### **VISION:**

“The Idaho Department of Parks and Recreation will live up to the trust of Idahoans by striving to understand the recreational needs of the people, practicing wise resource stewardship and carefully maintaining facilities. We will promote ethical behavior, safe practices and the sharpening of outdoor skills. While recognizing private property rights the agency will protect access to public lands. The Idaho Department of Parks and Recreation will continue its role as a leader in outdoor recreation through partnerships, innovation and good work.”



**PREFACE:** *Signs and what they say, whether it is the story they tell or their appearance, or the lack of signs altogether, is one of the first, and most lasting, impressions the Department has on park visitors and program users. Creating an aesthetically pleasing environment through the use of a simple, inoffensive signage system is paramount. A signage system needs to be easily comprehended and efficient to be beneficial to both the public user and administrative personnel. Signs should be used and placed specifically to add to the users' enjoyment and increase their comprehension of the recreation area. Effective communication of information relies upon an understandable system of directional signs and landmark identifications. The user should recognize and be proud of Department facilities and opportunities by the style and quality of Department signs and markings.*



## Table of Contents

I. Introduction .....	1
A. Purpose.....	1
B. Sign Manual Principles .....	2
C. Sign Administration .....	2
1. Purpose.....	2
2. Scope.....	2
3. Responsibility .....	2
4. Sign Review, Funding, and Maintenance .....	2
5. Sign Plan .....	3
6. Funding .....	3
7. Sign Approval .....	3
8. Data Base .....	3
II. Planning Considerations .....	3
A. Determination of Need.....	3
B. Method of Presentation .....	4
C. Location .....	4
III. Sign Plan and Inventory .....	5
IV. Sign Classification/Types/Functions .....	8
A. Identification .....	8
1. Entrance .....	8
2. Minor Entrance Sign.....	9
3. Boundary Markers .....	9
4. “Logos” .....	9
5. Site posts .....	10
B. Kiosks/Bulletin Boards .....	10
1. Kiosks .....	10
2. Bulletin Boards .....	10
C. Information .....	10
1. Interpretive/Wayside .....	11
2. Dedication/Memorial .....	12
3. Instructional .....	12
D. Accessibility .....	12
E. Directional.....	13
1. External (off-site) .....	13
2. Internal (on-site) .....	13
F. Regulatory/Warning/Security .....	13
1. IDPR rules and regulations .....	13
2. Traffic .....	14
3. Warnings/Hazards/Security .....	14
4. Government Regulated .....	15
a. Material Safety Data Sheet (MSDS).....	15

b. Human Resources Required Postings .....	15
c. Partnership Requirements .....	16
G. Miscellaneous .....	16
1. Temporary Signs .....	16
2. Land Based Recreation Signs/Trail Blazing/Marking .....	16
a. Park N’ Ski Blazing Standards .....	16
b. Idaho Centennial Trail .....	17
3. Concessionaire .....	18
4. Advertising.....	18
5. Waterway/Buoys.....	19
6. Off-Highway Vehicles (OHV).....	19
7. Boating.....	20
8. Grant Fund Acknowledgment.....	20
a. Temporary Signing .....	20
b. Permanent Signing.....	20
V. Design Standards / Specifications .....	20
A. Message Formulation.....	21
1. Planning .....	21
2. Message Development .....	24
B. Lettering.....	25
1. Letter Style.....	26
2. Spacing Guide.....	26
3. Rules for Capitalization .....	27
4. Arrows.....	27
C. Agency Logos .....	28
D. International Symbols .....	28
E. Shapes .....	28
1. Standard, General Purpose Department Signs .....	28
2. Traffic Control Signs .....	28
F. Sizes .....	29
G. Materials .....	29
1. Cedar or Redwood .....	29
2. High-Density Polyethylene.....	29
3. High-Density Overlay Plywood.....	29
4. Medium-Density Overlay Plywood .....	30
5. Medium-Density Fiberboard.....	30
6. Plastics .....	30
7. Carsonite© .....	30
8. Aluminum .....	30
9. Cardboard.....	30
10. Paper .....	30
11. Fiberglass Embedment.....	31
12. Phenolic Resin Embedment .....	31
13. Metal .....	31
14. High-Density Foam Boards .....	31

15. Manufactured Signs .....	31
H. Colors.....	31
1. Forest Class.....	31
2. Sagebrush Class .....	32
3. Traffic Control Devices .....	32
4. Warning/Hazard/Security .....	32
5. Post.....	33
I. Support Posts .....	33
J. “Posting” Information.....	33
VI. Sign Maintenance.....	34
A. Maintenance Schedule .....	34
B. Maintenance Performance .....	35
1. Clearing.....	36
2. Cleaning .....	36
3. Special Cleaning Problems .....	36
4. Repair.....	36
VII. Procurement and Funding.....	38
VIII. Appendices.....	40
Appendix A: Interpretive / Wayside Signs, Design Specifications .....	41
Appendix B: Sign Inventory Worksheet.....	48
Appendix C: Annual Sign Action Plan Worksheet.....	50
Appendix D: Sign Inventory/Map/Annual Action Plan Examples.....	52
Appendix E: Sign Requisition Forms .....	67
IDPR – PAR.50.49.....	68
Metal Sign Requisition .....	69
Appendix F: Design Standards / Specifications.....	70
Figure 1: Letter Sizing and Space Guide .....	71
Figure 2: Letter Sizes and Spacing Chart .....	72
Figure 3: Arrow Sizing Chart .....	73
Figure 4: Sign Board and Post Mounting Guide.....	75
Appendix G: Grant Acknowledgement .....	76
Temporary Signage.....	77
Permanent Signage.....	78
Appendix H: Standard Sign Shapes.....	79
Appendix I: Standard Sign Colors .....	82
Appendix J: Standard IDPR Sign Colors.....	85
Appendix K: International Symbols .....	87
Appendix L: Department Logo.....	110
Appendix M: Kiosk Conceptual Drawings.....	112
Appendix N: Bulletin Board Conceptual Drawings .....	116
Appendix O: Non-Motorized Trail Signs / Blazing.....	120
Appendix P: List of Resources .....	124



## **I. INTRODUCTION**

The American Heritage Dictionary of the American Language, 4<sup>th</sup> Edition defines a sign as, (*noun*) "Something that suggests the presence or existence of a fact, condition, or quality. An act or gesture used to convey an idea, a desire, information, or a command. A displayed structure bearing lettering or symbols, used to identify or advertise . . . A posted notice bearing a designation, direction, or command. (*verb*) To communicate with a sign or signs."

As stewards of outdoor recreation and resources to improve Idaho's quality of life, the Department utilizes signs to communicate, orient, direct, identify, inform, educate, and protect. These signs come in all shapes, sizes, colors, and materials with varying lettering and symbols and unique messages specific to the particular need. However, signs can be over utilized, improperly designed or installed, or convey the wrong message. They can also vary considerably within an area or from Department area to Department area confusing the user and reducing the sign's impact.

### **A. Purpose**

Consequently, the Department states that a sign's purpose is the following:

***To communicate a specific message in a clear and concise manner to enhance the visitor's experience or to protect a specific feature.***

The Department's adherence to this purpose ensures that signs will be used in the proper manner to convey the proper message. The Department developed this Sign Manual to provide guidelines to ensure standardization of signs within the Department area and across the state and at the same time allowing for uniqueness associated with the park or the area.

This manual will:

- Establish a sign program planning process.
- Describe the different types of signs and the locations where they are used.
- Provide specific design standards that apply to certain types of signs, including material and specification requirements.
- Provide inventory and maintenance guidance.
- Identify funding and procurement procedures.
- Provide needed reference material.

This manual provides the necessary information to plan, design, procure, install, and maintain signs. The guidance provided is only discretionary as provided and in all instances requires Region / Program Manager approval. Compliance with this manual will result in a consistent, effective, and economic signing program that meets Department objectives and conveys to the public a favorable Department image. The sign principles used in formulating this manual will be followed to successfully administer a comprehensive sign program.

## **B. Sign Manual Principles**

The following principles and objectives were used in formulating the manual and will be used in administering the sign program:

- Deliver effective, understandable, and meaningful messages to visitors.
- Minimize verbiage and use international symbols as much as possible.
- Standardize signage with limited area flexibility.
- Inform the public of prohibitions for entry into and regulations on Department facilities and areas.
- Incorporate where applicable the Idaho silhouette, the Department's logo, the park's / program area's logo, and any managing partner's logo.
- Convey the Department's, and, where applicable, the managing partner's, primary mission, general information, or project data to the public.
- Educate and inform the public about the variety of natural and cultural resources managed by the Department or in cooperation with other entities.
- Comply with all accessibility standards and, where appropriate, accommodate individuals with bilingual needs.
- Utilize sign industry standards for design, fabrication, installation, and maintenance.
- Comply with pertinent Federal, State, and local laws in administering signs at outdoor public use areas, as appropriate.

## **C. Sign Administration**

**1. Purpose:** The purpose of signs is to communicate a specific message in a clear and concise manner to enhance the visitor's experience or to protect a specific feature. The purpose of this sign manual is to provide guidelines to ensure standardization of signs within the Department area and across the state and at the same time allowing for uniqueness associated with the park or the area.

**2. Scope:** This manual primarily applies to signs located on lands and at recreation facilities or structures owned or managed for public recreation use on a regular basis. Where facilities are operated by other entities, other guidelines may apply pursuant to prior arrangements and language in the management agreement. Sign standards of managing partners will be used, if required. Directional signs located on external (off-site) roadways leading to the Department areas will be identified and coordinated with the respective entry.

**3. Responsibility:** Responsibility for the administration of signs resides with the Region and Program Managers respective to their responsibilities.

**4. Sign Review, Funding, and Maintenance:** Each park / program will prepare a sign plan, conduct periodic reviews, prepare maintenance schedules, and prepare annual requests to repair or replace damaged signs or install new signs. It is each park's / program's stewardship

responsibility to ensure that proper signs are installed and maintained. It is the Region / Program Manager's responsibility to provide funding for replacing and updating signs.

**5. Sign Plan:** An initial plan then an annual review will be performed by each park / program to address adequacy, wording, and design standards. The plan will identify and address both internal (on-site) and external (off-site) sign needs. In addition, a maintenance schedule will be prepared, reviewed, and updated annually to address damage, visibility, legibility, and appearance. Region / Program Managers will verify that all parks / programs complete their annual inventory.

**6. Funding:** Parks and programs will have different levels of and opportunities for funding obligations as identified in section VII Procurement and Funding.

**7. Sign Approval:** Signs will be approved by the Region / Program Manager prior to fabrication and installation.

**8. Data Base:** Each Region / Program is encouraged to develop a sign database, which would facilitate consistent application of this manual.

## **II. PLANNING CONSIDERATIONS**

Many factors must be considered when planning a sign and deciding on its location. First, it must be decided whether a sign message is really required and, if so, what sign type can most easily convey the message. The sign must be placed for easy observation and the location must allow the observer the opportunity to fully observe the sign and, if applicable, to react in time to carry out the message command. Our environment today is overloaded with graphic and written messages, so care must be taken to keep the number of signs to a minimum.

### **A. Determination of Need**

The first consideration of a signing and marker program is determination of need. In determining the need for any sign or marker, the following questions, as identified in the National Park Service Sign Manual – Revised January 1988, should be answered:

1. What does the visitor need to know?
2. Is guidance or a message needed?
3. If so, where is a message needed?
4. What message is needed?
5. How shall the message be presented (sign, symbol, exhibit, audio, or other)?
6. Is the sign for drivers of vehicles, pedestrians, other forms of travel, or a combination thereof?
7. At what speed is the visitor traveling?

Signs are used as a convenience to park visitors / program users to regulate the traffic and for direction and information. Signs should be used judiciously as a service to Department patrons,

not as a cure for Department problems. Consequently, after the above questions are answered and it is determined that a sign is needed, all signs shall meet the following elementary requirements to be effective:

1. **Purpose:** They should be capable of fulfilling an important need.
2. **Practicality:** They should (a) command attention; (b) be made of the best materials; (c) be located where they can easily be read in time for adequate response; and (d) be well maintained.
3. **Aesthetics:** They should command respect of Department users and should be uncluttered, effective, and necessary. They should not impede upon nor control the environment or facility.

## **B. Method of Presentation**

After the designer has determined who the sign will be for then the best presentation method can be chosen (symbol, word message, or both). The sign must be placed for ready observation, and the location must allow the observer to react in time to carry out the message command. When choosing graphic symbols for an area consider these important determinants:

- The graphic should reinforce the character of the organization, which in this case is the Idaho Department of Parks and Recreation. A uniform signing system will convey that it is Department land or a Department sponsored opportunity.
- Graphic symbols must be appropriate to the type of activity that it represents.
- The graphic must be compatible with the surrounding visual appearance of the area.
- The graphic must be legible for the intended purpose and location. This is determined by the contrast – the characteristic, which determines whether the sign is readable or not. Letters, colors, and symbols and their relationship to each other create contrast. In Department area and rural areas, the ratio of message (total graphic area) to background should be a maximum 60:40. The limit of graphic information that the occupant of a moving car can handle is generally ten items at a time. An item includes:

Word Syllable

Graphic Symbol

Sign Configuration (size and shape of sign itself)

Many times signs tend to defeat their own purposes by conveying more information than the observer can assimilate. This compounds the observer's confusion and tends to reduce their mental capacities. The observer actually sees less, not more, because they are too distracted.

## **C. Location**

Sign location is of first importance; therefore, select the site before designing the sign. The designer should have complete information about the site and should visit the site when the work is done. The two main considerations in the placement of any sign are:

1. Visibility

## 2. Safety

Important factors to remember in any sign location are:

- Design speed of adjacent roadways
- Traffic or other known hazards
- Suitable parking places for vehicles
- Visual distractions (fences, utilities, other signs, landscaping, etc.)
- Relationship of sign and its subject point of interest (point of interest should be obvious)
- Sign visibility including suitability of the view and environment and how it may be retained during construction and installation
- Life expectancy of current established use and projections for future use (added campgrounds, increased usage, expansion of trails, etc.)
- Placement of sign so as not to impair photographic value of setting
- Placement so that the sign does not hide the view or detract from the main point of interest – poor placement can destroy the value of the sign
- Adverse effect of wind, insects, cold, heat, dust, bright sunlight, reflection, and other distracting elements upon the readers

This list shows that the sign itself is only a part of the consideration involved in sign placement. Factors of safety, movement of persons and vehicle, addition or removal of plant materials, shaping of earthwork, design of traffic routes, and development of practical installation in a natural environment become more important with increased consideration of signing projects.

The placement of signs adjacent to roadways shall conform to federal and state regulations as outlined in the Manual for Uniform Traffic Control Devices (MUTCD). Signs shall be located on the right hand side of the road in relationship to direction of travel and placed to optimize night visibility. Signs may not block the view of the road ahead, intersections, or other signs. All other signs will be located in adherence to ADA requirements and any other respective rules, regulations, and codes.

### **III. SIGN PLAN AND INVENTORY**

To prevent omissions or duplication and to ensure that signs are located properly, each park / program will develop and maintain a sign plan that will become an integral part of the park's / area's operation plan. The sign plan will include both internal (on-site) and external (off-site) signs. This sign plan will be used for inventory purposes, maintenance scheduling, and replacement of existing signs. Field personnel will develop the sign plans to include location and type of sign (which corresponds to the description in the Sign Manual). A separate "interpretive" sign plan/inventory will be developed for displays inside visitor centers, museums, and so on as a part of the area's Interpretive Plan and in conjunction with the Interpretive Program Coordinator.

This plan/inventory will adhere to requirements as set forth by the Department's Interpretive Program.

Guidelines for the development of a general sign plan are as follows:

1. Obtain maps of the area using a scale, which will allow a detailed study and preclude crowding.
2. Drive, walk, and hike the area from both directions and locate each sign that applies to your area at the time or that is needed for communication. To reduce clutter and confusion, think of only the simplest and most straight forward signs that are absolutely necessary (the fewer, more concise signs, the better).
3. Give each sign a number, which will correspond to the sign inventory where a record of each sign will be kept. The sign number will also be designated on the map at the sign's location. The numbering system can be done any way that is convenient and efficient for the field personnel.
4. Existing signs can be evaluated according to its physical characteristics and maintenance needs. The following questions should also be addressed:
  - ♦ **Adequacy:** Are additional signs needed? Are existing signs effective? (If not, remove them.) Are some signs no longer needed? (If so, remove them.)
  - ♦ **Wording:** Is the message clear, concise, and easily understood? (If not, make the necessary changes.)
  - ♦ **Design:** Does the sign design conform to the Sign Manual Guidelines? (If not, is a new sign more desirable?)
5. After evaluating the sign inventory, decisions can be made about whether a sign needs to be eliminated, added, or repaired.

Staff will mark each sign's location on the park's / area's map utilizing the sign's unique identification number. An example Map is provided in Appendix D. Staff will develop the initial sign inventory (see Appendix B for the Sign Inventory Worksheet) in conjunction with the map. The sign inventory will be updated each year so that new situations or maintenance problems can be taken care of. The sign inventory will include:

1. **Identification Number:** Each sign will be assigned a unique identification number.
2. **Location:** By road number or park / program name. GPS coordinates will be included where feasible and applicable.
3. **Description:** By a short description, such as "interpretative sign," not longer than 25 letters.
4. **Material:** Aluminum, wood, plywood, plastic, etc. as identified under the materials section V.G. Design Standards/Specifications, Materials.
5. **Size:** Dimensions of sign.
6. **Color:** Indicate primary background and lettering colors.
7. **Installation Date:** Date the sign was installed.

8. **Cost:** Include design labor, fabrication labor, materials, and shipping. (Important if vandals are to be prosecuted.)
9. **Last Maintenance Date:** The date that the sign was previously maintained.
10. **Cost of Maintenance:** Include both labor and material costs. If labor is by volunteers, include estimated value of the labor.
11. **Current Condition:** See section VI. – Sign Maintenance, for condition ratings and criteria for each described condition rating.
12. **Date Condition Determined:** The date of the inventory.
13. **Projected Next Maintenance Date:** The date that the next regular maintenance should occur.
14. **Digital Picture:** Digital pictures will be preserved and labeled respective to the identification number for reference in replacing or upgrading damaged or ineffective signs. The pictures will be retained in electronic form on the area's computer and backed up on an acceptable medium. The area will also print the pictures and keep in their respective files for reference.
15. **Comments:** Include pertinent information for reference. May want to include the sign's verbiage/message.

During the annual inventory, staff will identify needed signs and maintenance requirements. To facilitate this, staff will answer the following questions:

1. Are there missing signs?
2. Are the existing signs in good condition?
3. Are the signs in compliance with standards in these Guidelines?
4. Are the signs or posters no longer needed or no longer appropriate?
5. Are there obsolete signs that should be replaced with newer editions of the same sign?
6. Are all signs in their proper locations?
7. Is there a vandalism or theft problem that should be solved in coordination with local law enforcement agencies/officers/authorities?

Based on the inventory and evaluation described above, staff will identify an annual action plan for ordering and installing new or replacement signs and for maintaining existing signs on the inventory sheet. The action plan will clearly describe the intended action, time by which action is to be completed, individual or work unit responsible for accomplishment, and estimated cost. The Annual Sign Action Plan Worksheet is provided in Appendix C. The plan should be commensurate with available funding and workforce availability. If a vandalism or theft problem exists, discuss possible solutions with appropriate law enforcement entities. Include any anti-theft or anti-vandalism activities in the action plan.

A detailed plan is required for only the following calendar year. The plan will be completed by October 1, allowing time for purchase, construction, and placement prior to the following season.

Planning for out years may be less detailed. Approximately 25 percent of Department signs should be scheduled for maintenance each year. Wooden sign requisitions shall be completed by November 1 and metal sign requisitions shall be completed by December 1.

Staff will document all inspections, installations, removals, and maintenance work as it is completed incorporating the information into the sign inventory in preparation for the following year's evaluation and inventory.

#### **IV. SIGN CLASSIFICATION / TYPES / FUNCTIONS**

##### **A. Identification**

These signs help to orient the visitor and identify important areas and facilities, and project the presence and image of IDPR. Messages are primarily text and should be limited to key ideas and information. These signs should not contain any interpretation. If an area is cooperatively managed, an identification sign may display the names/logos of the other entities.

##### **1. Entrance**

Each Department area will have a primary entrance sign. The entrance sign will be located on the main access route inside the Department area. It is the initial introduction of the user to the Department area and should reflect the character of the Department area. The sign should basically consist of the state outline (metal grill work) at all parks and a wooden sign which has the state park / program symbol and the name of the park /program area on it. The base construction should utilize natural materials, which reflect the indigenous character of the area.

Special and unique entrance signs should be considered. Although there is much to be said in developing consistent park wide / program wide signing, non-uniform entrance signs are an exception. The park / program may elect to follow the standard sign design as outlined in the IDPR sign manual.

Entrance signs are perhaps the most important of all informational signs when the visitor is searching for their first glimpse of the Department area. Advantage should be taken of this because it is often possible to find a combination of placement and construction that captures and reflects the true significance or spirit of the Department area.

It may be desirable to use a distinctive supporting structure or base that establishes and/or enhances the feeling that the visitor has crossed a threshold into an area providing a different experience. These bases, however distinctive, must be as hazard free as possible to the motoring public. Ideally, entrance signs are constructed to permit the replacement of the text portion of the sign without disturbance to the base structure.

The information on an entrance sign does not require Idaho Department of Parks and Recreation designation since this information is incorporated in the IDPR logo design. All entrance signs should have the IDPR logo incorporated into their design and should be prominently placed.

Entrance signs shall be restricted to containing the Department area name, the IDPR logo, and any cooperating agency logo. Entrance signs may also include the words “Entering” or “Welcome to.”

These signs will be placed only on heavily used areas such as state parks, or on large program areas in a location of primary use. Each major public use area shall have an entrance sign. Exceptions can be made for small acreage areas or isolated areas with high vandalism potential or the need for proper identification.

## **2. Minor Entrance Sign**

These signs are to be used at minor entrances and exits to the Department area, which are not widely used. The Department’s logo should be incorporated into these signs. They should be low profile using a written legend and the state Department area logo.

## **3. Boundary Markers**

The IDPR or state Department area logo should be used where necessary to designate state Department area property, but should not be overused. Where ownership is obvious, the signs should not be used. Boundary markers should be located along boundaries and should face toward adjacent property.

Managers will have the flexibility to utilize the most appropriate sign for each location. Most boundaries will utilize a metal boundary sign. Where no fences exist, carsonite signs may be appropriate. As other signs, these are to be kept to a minimum. As a general rule, boundary signs next to a public right of way should be spaced at least ½ mile apart. Refuge boundaries and other special situations may dictate a closer spacing. Whenever an area use change occurs or trespass is probable, signs should clearly delineate boundaries.

## **4. Logos**

The IDPR logo is the official identifying symbol of the Idaho Department of Parks and Recreation. This logo shall always appear in its proper form with no embellishment or variation, to ensure consistency and promote recognition. Its use conveys to visitors their presence in an area administered by the Idaho Department of Parks and Recreation.

The logo in the appropriate size (see Appendix F, Figure 1) shall be incorporated on all entrance signs, either on the sign itself or the base and support structure. The IDPR logo shall be located with appropriate consideration to layout and design of the overall sign. Materials selected for the IDPR logo shall complement the entrance sign.

The IDPR logo may be used in limited instances on other signs, e.g. at visitor centers, ranger stations and boundaries on major trails. The IDPR logo also may be used individually at carefully selected sites within parks / program areas or offices, e.g. visitor centers, park headquarters, ranger stations and other visitor contact facilities. If placed on an entrance station, the IDPR logo shall be well separated from traffic signs. The IDPR logo is not intended to be used routinely on road or trail signs, or buildings.

When an IDPR logo is mounted on an entrance sign or against a building, spacers can be used to separate the logo from its support. This produces a heavy shadow, emphasizing the logo. Spacer thickness should be in proportion to the logo size used.

Black and white versions of the logo in various reduced sizes may be used in other instances where official IDPR identification is appropriate, e.g., publications, selected trailheads, etc. The intent is to use the logo sparingly and with consistency.

Many parks and program areas have devised a distinctive symbol or logo for quick identification of park facilities, program areas, interpretive trails, etc. The use of a Department area logo is permitted when it is integrated into a design-coordinated series of signs and/or exhibits.

## **5. Site Posts**

This should be a low profile marker indicating the number and location of the site utilizing materials, colors, and format standard with the area's signs.

### **B. Kiosks/Bulletin Boards**

#### **1. Kiosks**

Kiosks can have any number of sides. In addition to interpretive panels, kiosks can display bulletin boards, exhibit titles, and interactive programs. They are suitable for use indoors and outdoors and come in aluminum, steel, wood or laminate. Since these will be located near a road, space for a pull-off area should be designated to prevent traffic tie-ups.

State parks will install a kiosk at each park entrance. The kiosk will contain three panels displaying a map, general park rules and fee requirements, and specific park information (See Appendix M). A self-pay fee "iron ranger" will be incorporated into the kiosk. Program areas will install a kiosk as applicable and appropriate to provide the required and relevant information. All grant funding sources will be acknowledged within the kiosks as well.

#### **2. Bulletin Boards**

This sign should be large enough to post rules, regulations, and other information pertinent to a particular site, and it will allow space for the posting of messages by users. It is also important to provide the public with adequate direction to the nearest emergency medical facility. Avoid visual clutter and multiple small signs where one larger sign will suffice. If the bulletin board is located near a road, space for a pull-off area should be designated to prevent traffic tie-ups.

Bulletin boards will be installed in central, high use locations, such as visitor centers, restroom facilities, and trailheads. They will adhere to the design specifications provided in Appendix N.

### **C. Information**

These signs direct users to the park /program use areas and/or informs them of rules and regulations. Only general use area should be designated to keep the signage simple and reduce confusion. The size and location will be determined by the importance of the message and the number of information items. User regulations, park / area maps, etc., can be shown. They are

generally found at the entrance area of the Department area or near the visitor center. These signs may vary from Department area to Department area and should be incorporated into kiosks and bulletin boards when applicable. If an information sign is located near a road, space for a pull-off area should be designated to prevent traffic tie-ups.

Lettering size for these signs is based upon roadway categories as determined by the posted speed limit of the road (see Appendix F, Figure 1). The factors to be considered are: the prevailing vehicle speeds; the roadway physical features; accident experience; and traffic characteristics and control. The park / program manager in consultation with a professional traffic engineer where appropriate, should review the design speed of all roads and the enforceability of the posted speed limits to ensure that visitor safety criteria are met.

They shall be constructed whenever a great deal of information is required, and to reduce the need for directional signs. Brochures will be available at information centers to reduce the need for long worded signs. These centers will be used to post Department area regulations, special events, activities and other special information. These signs must include recognition of all agencies involved.

The message should be conveyed in a brief, clear manner and be conveniently located to provide information to the visitor. This type of sign requires more planning than other types of signs. Informational signs provide limited educational opportunities and identify unique and unusual features. The sign should be written from the user's point of view and contain soft, positive messages.

### **1. Interpretive/Wayside**

A general definition of an interpretive sign or wayside exhibit is a device or facility located at a significant place in the Department area to provide interpretation of the site or scene. These devices form an integral part of the park's / program's coordinated interpretive program. Interpretive signs take many forms. Some are simple textual messages intended to be read from autos on the roadside. Others include plaques, markers, exhibits, panels, and demonstration displays in diverse designs appropriate to specific interpretive needs. This latter group goes beyond the scope of this manual and is classified as an exception.

Upon installation in the area, interpretive signs and wayside exhibits should become part of a sign survey and inventory. Except for routine maintenance, however, the rehabilitation and replacement of interpretive signs and roadside exhibits not manufactured in accordance with this manual remain the responsibility of the park / program area manager and IDPR Interpretive Program Coordinator.

Interpretive signs are to enlighten or enhance the enjoyment of the public user. These signs will also vary from area to area, and shall be individually designed for the best visual presentation of the information. These signs should be designed to utilize natural materials and can have a variety of reading surfaces. Interpretive signs can be used for nature trails, designated unique areas, or for information purposes in the visitor center.

This section discusses interpretation in general and provides “how to” information about interpretive signs. It is not intended to be a comprehensive discussion of a very complex communication process. Rather, it provides some very basic guidance to staff faced with an interpretation project or task. All interpretive signs must be approved by IDPR’s Interpretive Program Coordinator in addition to the required sign plan approval.

## **2. Dedication/Memorial**

Signs of these types will be needed on area-by-area basis as special situations arise. Special signs need approval from a region manager prior to use. The Department area manager will determine creation and placement of these signs. Discretion should be used at all times.

## **3. Instructional**

These signs are necessary when visitors need instructions to use the area. They should provide instructions for the use or operation of specific facilities such as trailer dump stations, boat ramps, and fish cleaning stations. These signs will vary from instructions for self-pay stations to instructions on fitness trails. They will generally be “long message” types, which means conciseness will be important; however, it needs to be simplified making it easy for the reader and increasing the readership. They should also be used, in association with other signs, facilities, or other media, to provide supplemental information as required (e.g., seasonal information, office hours, restrooms, showers, and campground unit number posts).

## **D. Accessibility**

These signs identify particular areas or facilities/programs that are universally accessible. The signs could designate certain sites for persons with disabilities or notify individuals or groups that certain programs and facilities are accessible to person with disabilities (e.g., restrooms, trails, campgrounds). There are only four areas or facilities where the International Symbol of Accessibility (ISA) is required to be posted according to the two Federal Accessibility Standards (the Uniform Federal Accessibility Standards (UFAS) and the Americans with Disabilities Act Accessibility Guidelines (ADAAG)).

The four areas/facilities requiring the ISA are as follows:

- an accessible parking space
- an accessible restroom
- an accessible loading zone
- an accessible entrance to a building if the main entrance is not accessible

Posting the ISA at the entrance to an area, a campground, etc., indicates that all of the area meets the UFAS or the ADAAG so be careful where you use the ISA!

Post the appropriate International Symbols where various modes of adaptive equipment are available such as a Teletypewriter/Text Telephone (TTY), sign language interpreters, assistive listening systems, etc.

Where pedestrian trails have been evaluated for accessibility, post the following in addition to the standard message with the trail name, destination, length, etc.:

- typical and maximum trail grade,
- minimum trail width,
- typical and maximum cross slope,
- trails surface (type and firmness of surface)
- any major height obstacles such as boulders, etc., in the trail tread.

### **E. Directional**

These signs show the location of specific Department area features or facilities. International symbols should be used, when possible, to provide the necessary information in a simple, concise manner. The international symbol for accessibility should be used, whenever possible, to direct visitors to accessible facilities and programs. Directional signs should be located to provide the visitor adequate time to make a decision.

**1. External (off-site):** These are signs located outside Department boundaries / jurisdiction. When advance notice signs outside of a Department area are requested, supplied or placed by the park / program, the justification of the proposed design must be in conformance with the MUTCD. These signs require coordination and approval with the associated local jurisdictional entity.

**2. Internal (on-site):** These are the signs located within Department boundaries / jurisdiction. Signs will be constructed primarily from wood with a routed message. Newer materials such as Carsonite®, plastic, or other approved natural materials may be used when more appropriate. Whenever possible, verbiage will be minimized.

### **F. Regulatory/Warning/Security**

These signs should be used when necessary for the protection of visitors and the environment. These types of signs are also needed to address the security needs of Department area facilities including those managed by other entities. Signs should be concise and straightforward and should use international symbols wherever possible to facilitate understanding at a glance and to aid in maintaining design continuity throughout the project. They should be plainly displayed and legible from any approach to a facility or feature, whether the visitor is on foot, in a wheelchair, or in a vehicle. When appropriate, signs should not only be erected to control existing authorized uses but also to deter unauthorized entry and use, and to preclude accidental entry. The size and coloring of such signs lettering, and the interval of posting must be appropriate for each situation.

**1. IDPR Rules and Regulations:** This is the most diverse type of signage an area will have. These signs range from the long list of area regulations to signs prohibiting specific activities. The signs are divided into two categories – “Short Message” and “Long Message”.

“Short Message” – Flexibility will remain with the property manager to utilize Carsonite©, plastic, wooden, or metal signs based on the specific situation. Whenever possible, international symbols will be used. (i.e., no camping, no vehicles).

“Long Message” – These signs should only be placed at area kiosk, information centers, or in locations important to their use (i.e., day use picnic, dump station instructions).

## **2. Traffic**

Vehicular Signs: Vehicular signs will be of the standard metal highway type or acceptable, approved alternative material in conformance with all MUTCD standards to facilitate safety. Vehicular signs will be placed at entrances and exits to Department areas and features, and along the travel routes within a Department area, to regulate motor vehicle traffic. Signs designating a prohibited area, and the conditions of entry to a facility or area, should be plainly posted at all principal entrances and should be legible at a distance not less than 50 feet from the point of entry. Such signs should inform the entrant of the necessity of a search for the person, vehicle, packages, etc., or prohibitions against such items as cameras or backpacks or against entry for reasons other than official business, etc., as may be prescribed by the park / program manager.

Pedestrian Signs: Pedestrian signs are generally those located along trails, walks, in or near buildings, campgrounds or other similarly developed areas. These signs are used to inform the visitor of such items as Department area regulations, provide direction services, and narrative and pictorial descriptions of Department area resources. Pedestrian guide signs used to direct the visitor to accommodations or special use facilities are to be placed in such a manner that the visitor will not become confused or lost between facilities. Pedestrian signs should always be kept to the minimum size feasible and used in locations where they will not detract from the visual scene. Symbols should be used to the greatest extent possible and should be grouped to identify facilities and/or activities within developments.

## **3. Warnings/Hazards/Security**

Warnings: Warning signs should be installed along the area’s physical barriers, such as fences, and at each entry point, so they can be readily seen and understood by anyone approaching the perimeter. Signs should be posted on or outside the physical perimeter barriers and must be at intervals of no more than 100 feet.

Hazards: Whenever there is a hazard that might reasonably be expected to result in injury to Department personnel or the visiting public, signs warning of the hazard must be installed. The need for and the placement of this type of sign shall be carefully considered to ensure that persons who might be exposed to the hazard will be adequately warned in accordance with the American National Standards Institute color code (ANSI Z-535), as follows:

- Fire and Danger signs – red on white
- Hazard signs – black on orange
- Caution signs – black on yellow
- Safety and First Aid Equipment – green on white

- Radiation Hazard signs – black on yellow

(Remember, signs are warnings; hazards are the features we are warning visitors about.)

Security: Signs should be erected according to the degree of security desired. The message should be effectively conveyed to the visitor. The signs should not only set forth the designation of the prohibited area, but challenge visitors by warning intruders that an area is restricted and that trespassing is prohibited.

#### **4. Government Regulated**

a. Material Safety Data Sheet (MSDS): MSDS is written or printed material, concerning hazardous chemicals or materials, which has been prepared in accordance with 29CFR1910.1200. See [dbs.IDAHO.Gov/SAFETY\\_CODE/301 HTML](http://dbs.IDAHO.Gov/SAFETY_CODE/301_HTML)

- The park /program shall have a material safety data sheet in the workplace for each hazardous chemical or material, which they use or have on hand.
- The park / program may use signs, placards, process sheets, batch tickets, or other such written materials in lieu of affixing labels to individual stationary process containers as long as the alternative method identifies the containers to which it is applicable and conveys the information required by this subsection to be on the label. The written materials shall be readily accessible to the employees in their work area throughout each work shift.

b. Human Resource Required Postings: The park / program will post the following required Human Resource postings within all work places. They must be displayed in an area where employees congregate so they can see them such as in a break room. The postings are available through the Department's Human Resource's office.

- Your Rights under Uniformed Services Employment and Reemployment Rights Act (USERRA)
- Idaho Minimum Wage Law
- Equal Employment Opportunity is the Law
- Right to a Safe and Healthful Workplace
- Employee Polygraph Protection Act
- Employee Rights under the Family Medical Leave Act (FMLA)
- Unemployment Insurance Benefits
- Employee Rights under the Fair Labor Standards Act (FLSA)
- Idaho Law Prohibits Discrimination in Employment
- We Verify Employment Eligibility – Department of Homeland Security Save Program
- If you have the Right to Work
- Military Family Leave

c. Partnership Requirements: Each area will post signs required by partners as required by their rules, regulations, and policies.

## **G. Miscellaneous**

### **1. Temporary Signs**

These signs are used when signing will only be needed for 30-60 days. They should be of poster board or printed paper laminated and adequately protected from the weather so that they will remain legible as long as they are needed. These are often used for short-term activities or special regulations in the Department area. Department personnel will construct them and remove them within two days after the activity or event.

### **2. Land Based Recreation Signs/Trail Blazing/Marking**

All trailheads and trail junctions should be adequately marked and identified with an informational sign outlining the trail. Use standard international symbols. For year-round parks / program areas that get 3' to 6' of snow normally, the telescoping posts allow easy adjustment to the seasons and saves the labor and "wear and tear" on signs being hauled in and out twice a year. For design criteria, see Appendix O. Approval of these special signs will be through the normal requisition channel.

Trail blazers (blue for non-motorized, orange for motorized) signs are used at key locations to delineate the trail and to provide reassurance to the users. Placement and erection of trail signs should be considered during the planning phase of development. Signs should be located:

- In a location easily viewed from the trail and close enough to each other to provide reassurance to the user that they are on the correct route.
- Far enough off of a trail so they will not be damaged by users, or is hazardous.
- Away from obvious hazards.
- So that they do not compete with the view of the surrounding landscape.

#### a. Park N' Ski Blazing Standards

Blazing is very important as it reassures skiers that they are on the trail. It is especially important to have an un-groomed trail well blazed when there is no visual sign in the snow such as snow groomer tracks. It is also important for the groomer operator because it is very difficult to find the trail the first time each season. When grooming through an open meadow, the groomer needs to be able to plainly see the next blaze.

The official trail marking blaze used in Idaho on Nordic ski trails is the 5 x 7 inch light blue plastic sign. Some blazes have black arrows imprinted on them showing the direction of travel. It is not necessary to use the side with the arrow. Appendix O: Non-Motorized Trail Signs provides examples of each of these signs for reference.

The overall goal is consistent blazing so skiers feel reassured they are on the trail and will not get lost. It is better to have too many blazes than not enough. The trail should be blazed for the first time skier who has no confidence in the outdoors. This requires that blazes be placed on easy to see trees or posts that can be seen from each other.

Blazes should be placed on both sides of the tree or post (see Appendix O: Non-Motorized Trail Signs for reference). Always blaze in both directions because the trails are traveled in both directions. If there are no trees, a post must be installed. Use a tree or post on either side of the trail for installation. When picking a new blaze tree, pick a tree just off the trail at least 6 inches in diameter. Smaller ones can be used if nothing else is available nearby.

Trim the tree all the way from the bottom to about 3 feet above the blaze. The branches should be trimmed all the way around the tree even if you plan to only install a blaze on one side. This tree is to stand out in the forest and make the blazes easily visible. Blazes should be placed on the tree or post 8 to 10 feet high. Some winters will experience 8 feet of snow on the level, which means skiers will be looking down on some blazes. Place blazes on both sides of the tree directly facing the oncoming skier. Use aluminum nails to anchor blazes. In the future, if the tree is harvested and milled the aluminum nails will not damage the saw blade. Please do not pound the nails completely into the tree but leave about 3/4 inch of the nail showing. The tree will grow around the nail eventually pushing the blaze off the end of the nail.

Improperly installed blazes, such as one facing parallel to the trail, improperly angled or not on the trail, should be removed and/or placed in the proper position. When installing blazes with arrows, turn the blaze slightly so it points the direction to the next blaze. All intersection sign posts should have blazes installed on them. This identifies the sign as a Nordic ski trail sign not a summer or snowmobile trail sign.

Trail difficulty should be marked using the respective signs indicating “Easiest”, “More Difficult”, or “Most Difficult”. All areas where caution is needed are to be signed with the “Caution” sign as well. Appendix O: Non-Motorized Trail Signs provides examples of each of these signs for reference.

Blazing Summary:

- Blaze in both directions of travel.
- Install blazes 8 – 10 feet high.
- Trim trees all the way around from the bottom to 3 feet above the blaze.
- Place blaze so you can see it from the previous blaze location.
- Correct existing blazes to conform to new standard.
- Do not pound nails all the way in.

b. Idaho Centennial Trail

The Idaho State Centennial Trail extends about 1,200 miles from Nevada to the Canadian border. It passes through 11 national forests, 1,200 miles of rugged sagebrush desert, and the largest contiguous wilderness in the lower 48 states. After extensive planning and public comment, the trail was officially designated by the Idaho Park and Recreation Board on June 1, 1990. Through

the Board's designation, the Idaho State Centennial Trail became the first trail to be adopted into the State Recreational Trail System (Idaho Code 67-4232). The Idaho State Centennial Trail was designed using existing on-the-ground trails, and in some cases backcountry roads when connective corridors were needed.

The trail provides for a variety of uses: horseback riding, hiking, cross-country skiing, snowmobiling, mountain biking, motorized trailbiking, and even conventional vehicle use where the "trail" is actually a road. The type of use allowable is determined by current U. S. Forest Service and Bureau of Land Management travel plans, laws applicable to wilderness areas, and trail conditions. Presently only portions of the trail have been signed. When signing the trail, the official "Idaho Centennial Trail" sign (see Appendix O: Non-Motorized Trail Signs for reference) is to be used in conjunction with other signing/blazing to ensure users know that they are still on the Idaho Centennial Trail.

### **3. Concessionaire**

At various times the Department participates in cooperative efforts with private entities. Signage for these facilities, which includes signs designated the name of the concession businesses, will meet park design standards. As is practical, outdoor signs within a concessionaire's area will follow the same design format as signs throughout the Department area. These types of signs should not display any Department logos. All concessionaire signs must be reviewed and approved by the responsible park / program manager.

The sign coordinator has the flexibility to grant deviations from established guidelines when local conditions, such as topography and vegetation, dictate otherwise. Neon or flashing signs are not recommended outdoors. However, backlighting or indirect lighting is permissible. Signs that exceed the height of concession buildings should not be permitted under normal circumstances.

Permanent outdoor signs that advertise products by brand name or by use of logos or symbols in the colors or designs used by manufacturers are prohibited. The sign coordinator may allow temporary use of company banners and signage when such a company is sponsoring a special public event that has received prior approval.

Concessionaire's gasoline pumps may be painted in the recognizable standard colors normally used by the oil company who supplies the gasoline and may include the oil company's name or logo, which shall not extend beyond the normal pump dimensions.

### **4. Advertising**

Accept as previously covered under Concessionaire, all advertising must adhere to IDAPA 26.01.20 - Rules Governing the Administration of Park and Recreation Areas and Facilities, 625. Advertisements / Promotions / Demonstrations.

01. Printed Material. Public notices, public announcements, advertisements, or other printed matter shall only be posted or distributed in a special area approved by the park manager or designee.

02. Political Advertising. Political advertising is strictly prohibited within any lands administered by the department.

## 5. Waterways/Buoys

Signs prescribed by the United States Coast Guard and approved by the State are the standard waterway markers on large bodies of water requiring control of water traffic, water skiing, skin diving, and other similar uses. The U.S. Coast Guard utilizes the U.S. Aids to Navigation System (USATON) to promote safe navigation on waterways. The USATON can be found at <http://www.uscgboating.org/safety/aton/system.htm> for reference. IDAPA 26.01.30, Idaho Safe Boating Rules, establishes rules to effectuate the purposes of and aid in the administration and enforcement of the Idaho Safe Boating Act, Title 67, Chapter 70, Idaho Code (see <http://adm.idaho.gov/adminrules/rules/idapa26/0130.pdf> for reference). Section 500 addresses Idaho Waterway Marking System requirements.

Coordination with State or county authorities is necessary for providing appropriate signage for these types of recreational use. When signage is necessary on small bodies of water entirely under Department jurisdiction, National Coast Guard approved standards must also be adhered to.

Determining signage needs is the responsibility of each park / program. Signage needs for Department area features, land areas, recreation facilities, etc., should be evaluated by the park / program having jurisdiction.

## 6. Off-Highway Vehicles (OHV)

These signs inform visitors of the status of Department lands with respect to their use by visitors using OHVs. Licensed OHVs can be operated on designated roadways. However, park lands are closed to OHV's unless the lands have been officially designated as open. If Parks are open to OHVs, signs should provide the visitor an appropriate level of information as they enter, use, and leave park lands. All Department area OHV signs should provide positive explanations for specific use restrictions and, where appropriate, include "Tread Lightly" and "Leave No Trace" concepts in the signing program.

Use standard symbols, colors, sign shapes, and sign sizes that follow established highway signing principles and practices that are easily recognized and understood by visitors. Where feasible, signing should be coordinated, uniform, and consistent throughout land management agencies. In addition, specific strategies for the use of OHV signs should be consistent with State and Federal regulations when there is a possibility that both OHVs and standard highway vehicles may use certain roads or trails.

Snowmobile users may be exposed to various hazard conditions. These hazards, coupled with the speed of snowmobiles, require effective route marking. The Department area sign plan should identify snowmobile trails as needing effective signing that emphasizes user safety and provides adequate warnings of hazards. Snowmobile signs should conform to the *Guidelines for Snowmobile Trail Signing and Placement* produced by the International Association of Snowmobile Administrators (provided on attached CD).

Proper coordination with the respective land managers is essential to adhere to their sign plans, manuals, and guidelines. The Bureau of Land Management's Sign Guidebook is provided on the attached CD for reference and on-line at [http://www.blm.gov/wy/st/en/Sign\\_Center.2.html](http://www.blm.gov/wy/st/en/Sign_Center.2.html) or

<http://www.blm.gov/pgdata/etc/medialib/blm/wy/signs/docs.Par.61916.File.dat/guidebook.pdf> . The United States Forest Service utilizes the internal publication Sign and Poster Guidelines for the Forest Service, EM 7100-15. The United States Corps of Engineers sign manual is found on-line at <http://corpslakes.usace.army.mil/employees/sign/> .

## **7. Boating**

All signs must conform to the Uniform Waterways Marker System (see USATON at <http://www.uscboating.org/safety/aton/system.htm>) and/or the Standard International Symbols unless otherwise specified by State or county authorities that may have jurisdiction and/or responsibility.

## **8. Grant Fund Acknowledgement**

When the Department receives funding from outside sources, these sources need to be identified as required. The State and Federal Aid Program will provide any needed temporary signage and, as needed, replacement signs and decals for installation as required. The installation will need to be accomplished by the sponsor of the project. Permanent signage will also be provided to the sponsor for installation. Installation and maintenance of signage will adhere to the following guidelines.

### **a. Temporary Signing**

Temporary signs are required for all development projects lasting longer than three months and costing over \$100,000 where actual construction is taking place on site. The appropriate temporary signing will be located on or near the affected site. An example of the temporary signage is provided in Appendix G. Projects will be signed at the time construction action is initiated and will remain in place until completion of the development. The State Federal Grant Program provides these signs.

### **b. Permanent Signing**

IDAPA 26.01.31 – Rules Governing The Administration of Idaho Department Of Parks and Recreation State and Federal Grant Funds; Section 300, Grantee Obligations; Item 07, Acknowledgment of Funding Assistance states the following, “Grantee shall post and maintain appropriate permanent signs or decals upon project sites or equipment acknowledging funding assistance from the appropriate grant fund and the Department upon start of the project or purchase of equipment.” State administered grant funds include the Land and Water Conservation Fund (LWCF), Recreational Vehicle (RV) Program, Waterways Improvement Fund (WIF), Recreation Trails Program (RTP), and Off-Highway Motor Vehicle (ORMV) Program. The National Park Service (NPS) also requires the public acknowledgement of LWCF assistance at all project sites. The State Federal Grant Program provides these signs (see Appendix G).

## **V. DESIGN STANDARDS / SPECIFICATIONS**

Design should be completed before the procurement process begins unless design preparation is to be completed under a scope of work as part of the procurement process. After selecting the

general sign message, use the following guidance to determine the size and layout of all signs. Some flexibility exists for regional diversity when designing signs that are compatible with the surrounding landscape and Department area themes. Use of native materials is encouraged when specifying particular design types. When deviating from the Sign Manual, coordination with the Region / Program Manager is required. Though the materials specified are adequate for sign construction, there may be other materials and technologies that are superior and could be used. As funding permits, superior materials are recommended.

**Purpose:** This section provides a general overview of basic principles, standards, and guidelines that govern design and installation of signs. It also includes information on estimating sign sizes.

**Principles:** This section contains standards and specifications for sign materials, colors, and design to include lettering, sizing, message formulation, and posting. Parks and programs developing or using signs should follow these standards to portray a neat, organized appearance; to provide uniformity; to project a professional agency image; and to comply with laws and requirements of memoranda of understanding with Federal, State, and local agencies. Managers should consider use of symbols and/or non-English word messages to supplement English word messages on signs in areas that are frequented by non-English speaking visitors.

**Sign Objectives:** Design, locate, and maintain signs to:

- Fulfill an important need.
- Command attention.
- Convey a clear, positive, friendly, simple message.
- Generate respect.
- Give adequate time for viewer response.
- Identify State Parks / Program Areas.

**Sign Design:** Design of signs should ensure that:

- Such features as size, contrast, color, shape, composition, and lighting or reflectorization are combined to draw attention to the sign, but not detract from the area or environment and as an enchantment to the area.
- Shape, size, colors, and simplicity of the message combine to produce a clear meaning.
- Legibility and size combine with placement to permit adequate time for viewing and response.

#### **A. Message Formulation**

In formulating the message, use standard (approved) word messages, where applicable. Word legends should be brief, but clearly convey the intended message. The use of symbols on signs is encouraged, provided they clearly convey the intended message. Under normal driving conditions, there is little time between being close enough to read the sign and passing the sign. Consequently, messages must be short. They should be confined to the essentials (for example, destination or direction).

When composing a message, consider the following Guidelines:

- Use no more than four words per message, except where the proper name of a destination is more than four words long.
- Use a minimum number of word lines.
- Use no more than three lines per message, except where a proper name of a certain size requires more than three lines.
- Keep message short by using certain commonly recognized abbreviations (e.g., “Mt.” for “Mount,” “Pt.” for “Point,” “St.” for “Street”). (Do not abbreviate historic proper names (e.g., “Farragut” to “Far.,” “Old Mission” to “OM.”))
- The rule of Idaho signs is that you do not use an apostrophe in a place name unless that place is Coeur d’Alene. Henrys Lake, Henrys Fork and Hells Gate should not be written using an apostrophe on IDPR signs.

Pedestrians and those on bicycles and horseback have time to pause and leisurely read sign messages unhurriedly; therefore, these rules do not apply to trail signs. However, the wording of trail signs should still be concise. Descriptive text should be relevant and contain only information of general interest.

**1. Planning:** A sign is a communication tool. It is one of several in a Department employees’ grab bag. Others are brochures, news releases, websites, direct discussions with a customer or client, radio ads, talks before interest groups, and flyers. These tools should only be used following a communication planning process that identifies both the messages and the intended audience.

Audience and Message: Decide on the audience and the information the audience needs at that particular location.

A visitor to a recreation site might wish to know:

- Length of stay allowed
- Fees, if any
- Types of services offered
- If reservations are needed
- If pets are allowed
- Location of trailer dump station
- Open trails for hiking, horseback riding, or OHVs
- Restriction on trailer lengths or weight on access roads
- How to get to the site

An agency may wish to inform visitors about:

- Hazards
- Poisonous plants, animals, etc.

- Emergency phone numbers
- Fee amounts
- Restrictions on firearms
- Restrictions on fires
- Restrictions on pets
- Length of stay limitations
- Protection of the environment
- Historical or interpretive messages
- Traffic regulations
- Resource appreciation/stewardship (“Leave No Trace” / “Tread Lightly”)

Alternatives: A sign is not always the best way to influence visitor behavior. For example, a sign at a campground entrance prohibiting pets is of little use to visitors who have traveled a long distance with their pet to that destination, if that information was not correctly available to them in some form before leaving home. Rather, it would be counterproductive to an agency’s intention to provide high-quality service to its clients.

A brochure or map can often convey information more effectively. The information may be very general, or very broad, in geographical coverage and may help the visitor when making long-range plans to use a Department area.

Kiosks and bulletin boards may be used to display information sheets. Information sheets are easily developed, inexpensive, 8.5- by 11-inch sheets of paper that contain important information about an area. This may be a small site-specific map, a hiking trail map, a list of safety concerns, or a description of environmental cautions.

Brochures and recreation guides that include pictures as well as words are other effective communication tools that can be provided to Department users well in advance of departure for their Department area destination.

News releases can reach a large urban audience with a desired message. However, the newspaper editor or radio/TV news director must decide if it is newsworthy. Also, if used, the news release may be edited to such a degree that it no longer serves the agency’s intended purpose.

Physical controls such as barriers and fences, used to warn visitors to stay on roads, may preclude the need for signs within a given area. Signs that are part of an enforcement effort usually must be backed up by some administrative action. Thus, a sign giving notice of a restriction or closure does not, in itself, legally create an enforceable closure. The public must be given notice of such closures or restrictions through appropriate, established channels (e.g., posting in a region office). However, most closures or restrictions are not in effect until the area affected is signed or posted.

The Department’s website <http://www.parksandrecreation.idaho.gov> can provide updated information and available phone numbers and e-mail addresses to obtain additional information.

Physical contact by Department employees, volunteers, rangers, and maintenance personnel can be one of the most effective tools for user information and control and may be more helpful than any of the alternatives.

Information Zones: This term refers to an area's initial point of use, where visitors need certain information before proceeding further. There are three zones:

**Exterior Zone:** This zone may vary from 1 mile to 100 miles from the Department area. Information disseminated here should allow visitors to prepare for their trip to the interior zone. It is in this zone, for example, that information about pet prohibition at a particular destination should be readily available unless specifically needed.

**Entrance Zone:** This is the entryway to the destination. Information in this zone should contain most of the warning, controls, hazard identifications, specific use area maps, and fee information.

**Interior Zone:** This is the actual destination or point of use. Information within the destination should be minimal and positive. It may include direction signs, restroom signs, campground signs, and other boundary signs. It should not include warning or behavior restriction signs.

**b. Message Development:** There are psychological behavior patterns that an agency must consider in developing messages for the public. Those who use the lands as part of their livelihood are driven by important economic considerations. However, most visitors use Department managed and administered lands during limited, valuable, nonworking time. Since the visitor is in control of the use of time and space (and expects few or no restrictions over behavior), any restrictions should be reasonable and conveyed in a polite manner.

Within this framework, the user is not open to, or tolerant of, long delays or extensive control. Passive controls placed on visitor behavior must be positive, give assistance, and be supportive; otherwise, users are not receptive to them. Loss of passive control, or a rebellion against it, will likely require mandatory enforcement. That brings into play conflict and confrontation.

In determining message content on signs and other communication tools intended to control or direct visitor behavior, Department staff should answer the following questions:

- What is the purpose of the sign or poster? What problem is it trying to solve?
- Who is the intended audience? What do they know about this particular situation?
- What do we want that audience to do, feel, think, or know after seeing the sign?
- What traits of the audience should be considered in developing the sign?
- What language do they speak?
- Are there cultural considerations?
- Are there communication disabilities to be considered?
- What is the message to be given to the target audience?

In developing messages on signs and other communications tools, Department staff should strive to achieve the following:

- Be positive in approach, uniform in application, and minimal in the quantities of signs produced.
- Review the message from the visitor's viewpoint: Does it answer the questions? Does the message provide a solution to the visitor's problem or dilemma? Is there sufficient interest for all the information? Is all the information necessary?
- Keep messages on signs to a single subject. Use two signs to avoid mixing unrelated messages.
- Keep the message simple, clear, and straightforward.
- Threatening or shocking messages do not necessarily encourage compliance. Use them only in extreme situations, such as where life-threatening hazards exist.

## **B. Lettering**

Lettering varies greatly depending upon the type and size of a sign. Flexibility in fonts varies based upon whether the sign is computer or hand generated. This section is applicable to all signs within these constraints but focuses on an area's primary signs, which are standard in nature with respect to font and color and tend to be made of wood.

The lettering method most commonly used by IDPR staff manufacturing their own signs is by utilizing stencils that are traced by hand on the signboard. With the introduction of the CNC or computerized routing machine, this may soon change. Fonts and other lettering characteristics such as letter type and letter angle should remain uniform throughout the sign. Letter spacing is also a critical component of a professional looking sign.

Emphasis, readability, and attractiveness can be achieved by the use of correct letter placement, style, and arrangement. Space between words, sign margin, figures, and arrows should be adequate so they do not tend to run together visually. Sufficient space will be left between messages for ease of reading, when trail names and/or numbers are used, and where destinations are in different directions. Signs to be read from a moving automobile require lettering of strong legibility, discernable at a distance sufficient to permit the sign to be read before passing.

Obtain message emphasis, readability, and attractiveness through the proper use of lettering. Avoid using larger headline letters where adequate design can be obtained without them. Often a headline message that is 1/2" to 1" larger will increase the signboard length to a point where a double post mount is needed. The lettering shall be simple form, of adequate size, and executed to withstand weathering. The number of different sizes of letters shall be kept to a minimum on each sign in order to increase readability of the sign. No more than two different size letters on a single sign. Signs to be read from moving automobiles require lettering of strong legibility, discernable at a distance sufficient to permit the sign to be read before passing. Lettering on signs to be read by standing persons at close range should be large enough to be legible from the spot where the reader normally would stand.

Appendix F, Figure 1 provides the guidelines for letter sizing and spacing based upon mode of travel and speed.

## 1. Letter Style

Letter sizes and types will help emphasize and rank items of information on a sign. Letter style to be used for the majority of the signs is Gothic. For small copy and signs with a great deal of wording (i.e., regulation signs) Helvetica Medium will be used. If these fonts are not available, a similar font can be used. The only exceptions are standard roadway signs that will conform to MUTCD standards and interpretive signs that will be established during the planning phase of development. If signs are provided in conjunction with other agencies, their choice of letter styles should be taken in consideration.

Capital letters are used for main titles and the first letter of place names. Lower case letters are used for the remaining signing except for small copy. It has been found that maximum legibility can be achieved when a combination of upper and lower case letters  $\frac{2}{3}$  their height are used. Avoid the use of large headline letters that increase sign size and hinder readability. Numbers will be used for mileage and camp spot numbers.

The letter size for signs is determined by the maximum vehicle speed that is allowed at that point of the road system. To be easily read, the sign should have sufficient color contrast between letters and background. The following speed rules pertain only to the sign's primary message:

Roads – Letter size on roadways is based upon speed to ensure travelers have the opportunity and ability to read and assess the sign before passing it. (Refer to Appendix F, Figure 1)

Pedestrian and Trail Signs – the guidelines include adjusting letter and space size to meet special conditions, such as composition, emphasis, etc. Sizes should never be less than those indicated in the charts for particular uses or speeds. As a rule, 1 inch of letter height can be read from a distance of 50 feet, 2 inches at 100 feet, and so on. The letter size for pedestrian signs is determined by their location, as well as the volume and type of visitors using the area, rather than by speed. (Refer to Appendix F, Figure 1)

- Short messages to be read from some distance: Lowercase height and thickness of arrow shaft,  $2\frac{1}{2}$  inches. If the sign is positioned over a pedestrian path, the height of the letters should be 3 inches minimum.
- Direction, distance, instructions, listings in moderate visitor-use areas where pedestrian traffic is channeled by walks, etc.: Letter size  $\frac{3}{4}$  inch to 1 inch.
- Plaques, markers, and object identification: Capital height,  $1\frac{1}{2}$  inches; lowercase height and thickness of arrow shaft, 1 inch; and recreation symbol; 8 inches.-?
- Description sign texts: Capital height, 1 inch; lowercase height and thickness of arrow shaft,  $\frac{5}{8}$  inch; recreation symbol, 6 inches. The letter size for a sign's secondary message should be two-thirds the height of the primary message.

## 2. Spacing Guide

Line spacing should be 75 percent of uppercase letter size. The logo should be proportional to the message. (Refer to Appendix F, Figure 1)

#### Minimum Vertical Spacing (Refer to Appendix F, Figure 1)

- Between the top edge of a sign and a symbol, arrow, or message, allow space equal to 1 1/2 times the primary lowercase letter height above the message, or one-third the symbol height above the symbol, whichever creates the greater total sign height.
- Between the baseline of first line and top of second line of the primary message, allow space equal to 75 percent of the primary uppercase letter height.
- For signs with both a primary and secondary message, allow space equal to one primary uppercase letter height between the baseline of the primary message and the top line of the secondary message.
- Between the baseline of a secondary message and the top line of the second line and each succeeding line, allow space equal to 75 percent of the secondary uppercase letter height. On information signs, the text should be easy to read. The logo can be any size that will fit in the open space.
- Between the bottom edge of the top symbol and top edge of lower symbol, allow space equal to one primary lowercase letter height or one-third of the symbol height, whichever is greater.
- Between the bottom edge of the lowest symbol or message, allow space equal to 1 1/2 times the primary lowercase letter height below the message or one-third of the symbol height below the symbol, whichever creates the greater total sign height.
- Signs with a symbol or arrow to the left or right of the message should have the message centered vertically on the symbol or arrow.
- In a two-line message, the arrow should be vertically centered between the two.

### 3. Rules for Capitalization

- Identification signs should use both uppercase and lowercase letters, not all uppercase (e.g., “Aspen Grove Campground”).
- Traffic Control signs must follow MUTCD standards
- Informational signs should use both uppercase and lowercase letters.
- Directional signs should use all uppercase letters, except to abbreviate miles (i.e., mi).
- Regulatory/warning signs should use both uppercase and lowercase letters unless specifically dictated by another authority.

### 4. Arrows

Arrows are normally used to point in three directions: straight up, straight left, and straight right. In certain circumstances an up-pointing arrow 45 degrees off vertical can be used. Arrows should *NEVER* point down unless the sign is positioned directly above the referenced item.

Arrows are to be positioned either to the right or left of the message or symbol so that the arrow is pointing away from the message or symbol rather than back at it. On trail signs for pedestrians that contain long listings of directions, the arrow may be placed above or below the message for greater clarity. If, at certain locations, a narrow sign is preferred and the position of an arrow to the right or left of the message requires an excessively wide sign, the arrow may be placed below the message.

Arrows should be proportional to the text size as shown in Appendix F, Figure 3.

### **C. Agency Logos**

On signs that are required to carry the Department logo, the logo size will adhere to the standard shown in Appendix F, Figure 1. The preferred location of the logo is on the left side of the text. The Department logo is provided in Appendix L and included electronically on the Sign Manual reference CD.

Partner logo(s) are permitted, as appropriate. The logo may not be larger than the Department logo. In the case of a single partner, the preferred location for their logo is on the right side of the text. If there are more than two partners, consider placing cooperators' logos across the bottom of the sign. If there are three or more partners, consider incorporating the logos into the base. The location and size of the partner's logo should be commensurate with the relative importance of the partner.

### **D. International Symbols**

The International Symbol System should be used to supplement and reduce the verbiage on signs. Symbols and text messages should be used together for all traffic signs designed to direct pedestrians. Refer to Appendix F, Figure 1 for the respective size based upon mode of travel and speed. The most relevant and applicable international symbols are provided in Appendix K and included electronically on the Sign Manual reference CD.

### **E. Shapes**

**1. Standard, General Purpose Park/ Program Signs:** Standard, general purpose signs should be either square or rectangular. Elongated rectangular signs, usually decals on posts, are acceptable. However, reading elongated text is difficult. Messages must be clear and concise. Except for elongated wooden signs, where corners are square, all wooden sign corners will be at 45° angle.

**2. Traffic Control Sign Shapes:** The Federal Highway Administration and each State Department of Highways have standardized certain shapes for specific purposes. These shapes should not be used for other purposes along highways where they would cause confusion. See Appendix H for a summary of the standardized shapes and Appendix I for the standardized colors.

The DIAMOND is used for most warning signs.

The RECTANGLE, with the longer dimension vertical, is used for most regulatory signs and some warning signs.

The PENTAGON, with point up, is used only for School and School Crossing signs.

The PENNANT, with the longer dimension horizontal, is used only for No Passing Zone warning signs.

The OCTAGON is used only for STOP signs.

The EQUILATERAL TRIANGLE, with the point down, is used only for YIELD signs.

The ROUND shape is used for Railroad Advance warning signs and for Civil Defense Evacuation Route signs.

## **F. Sizes**

The actual size of the sign takes all of the aforementioned characteristics into consideration: shape, lettering size, lettering spacing, arrows, agency marks or logos, and international symbols. The actual size requirements for each of these are based upon the type of sign and speed of the “traffic” that will be referencing the sign. If the sign is too large due to site restrictions, then staff will need to try and reduce the verbiage or create two signs if applicable. Utilize Appendix F, Figure 1 to determine all size aspects associated with sign development.

## **G. Materials**

Signs and posters can be manufactured from a variety of materials, including wood, metal, plastic, fiberglass, and cardboard. These materials are called “substrates.” The “message” is either routed, painted, or printed onto the substrate. Other materials commonly used in the manufacturing process include, reflective sheeting, paint, stain, and vinyl edge film.

As a general rule, the softer or more porous a substrate material is, the better paints will penetrate the surface and create a solid bond. The harder or more slick the material, the more likely the paint is to dry on the surface. The softer substrates are more easily damaged from deep gouging by vandals. The harder substrates are more likely to resist gouging and destruction of the substrate, but the paint is more easily chipped away. The harder and less porous the surface, the better decals and pressed-on vinyls will adhere.

Some commonly used substrates for Department signs are:

- 1. Cedar or Redwood** – Routed cedar or redwood signs have been a Department standard for a long time. These types of signs are relatively inexpensive and can be manufactured “in-house”.
- 2. High Density Polyethylene (HDPE)** – Multi-colored layered materials that can be routed and machined into various shapes and come in various thicknesses. This material is more expensive but is durable and doesn’t require painting.
- 3. High-Density Overlay (HDO) Plywood** – Marine-quality, 3/4-inch plywood with one side covered with a high density, slick material (the overlay), to which adhesives cling quite strongly. Commonly used as the substrate for pressed-on materials such as reflective vinyl. This substrate can be used for the larger signs. It weathers well, and holes in the vinyl can be easily repaired.

**4. Medium-Density Overlay (MDO) Plywood** – Marine-quality, 3/4-inch plywood, with one side covered with a smooth but more porous overlay than HDO. This substrate accepts paint much better than HDO. The porosity of the overlay allows the paint to bond with the substrate better.

**5. Medium-Density Fiberboard (MDF)** – A pressed-particle board product that accepts paint (silk screening) very well and but does not weather well so should only be used for internal purposes.

**6. Plastics** – Sign making can involve a variety of plastics:

- Acrylic, or Plexiglas, is a hard, rigid material that withstands the elements well but breaks easily. It is often used as a clear protective covering over another sign.
- Polycarbonate, or Lexan, is similar to the acrylic panel but is softer, with a greater flex. Its softness makes it more likely to be marred by dust and blowing sand.
- Polyethylene and polypropylene are fairly common materials that are suitable for most routine sign applications. They are soft materials that have sufficient rigidity to stand up as small signs, but not so rigid that they are easily broken. They come in basic colors, and accept paint (silk screening) well. Generally, they weather well; however, their softness makes them easy prey to vandals wielding sharp or pointed instruments. Initial and replacement costs are low.

**7. Carsonite©** – Carsonite© is a patented material that combines fiberglass and epoxy resins to make a strong but flexible substrate. Used most often in a thin, vertical format, it is also used for small routine signs. Its hard, impervious surface is best used as a substrate for decals, although silk screening is possible. It is very resistant to impact and weather. Initial and replacement costs are low. Several manufactures make a similar product.

**8. Aluminum** – A long used, common substrate for routine, smaller signs. Message usually silk-screened onto substrate. Easily and significantly damaged by bullets and other forms of vandalism. It has good weather resistance. Medium initial and replacement costs.

Anodized aluminum signs are available to the Department through the East Region Sign Shop located at Land of the Yankee Fork. Silver or gold signs with black lettering or graphics can be manufactured in sizes up to 12” x 20”. Graphics can include those that are computer generated, black & white photos and/or original artwork.

**9. Cardboard** – (*Temporary Signage Only!*) A paper product that degrades quickly in inclement weather. Accepts paint (silk screening) well, depending on the slickness of the surface. Easily nailed or stapled. Used primarily for seasonal posters.

**10. Paper** – This includes computer generated or professionally printed signs that typically are temporary in nature and that are installed for a short time for a specific reason or are updated and replaced on a regular basis. These signs need to be laminated to enhance their appearance and increase their longevity in the elements.

**11. Fiberglass Embedment** – In this process, a paper image is embedded in a fiberglass/epoxy-resin panel. The fiberglass resists impact and weathers very well.

**12. Phenolic Resin Embedment** – Digitally printed graphics are fused into a solid phenolic or laminate material and is used for signage, murals, and many more applications in both exterior and interior environments. The product is made to be UV tolerant, graffiti resistant, and weather resilient.

**13. Metal** – Engraved or acid etched metals, aluminum, and stainless steel are often used for signs. Such signs have a long service life, are generally good or very good in their resistance to weather, and fair or poor in their resistance to scratching or impact. Initial cost is generally medium to high, as is the replacement cost.

**14. High-Density Foam Boards** – Three-dimensional signs made by cutting a matte and sandblasting to the desired depth. Sand blasting and mattes can also be used to make three-dimensional wood signs from 2-inch-thick material.

**15. Manufactured Signs:** Specifications for pre-manufactured signs should be followed per manufacturer’s instructions, regardless of the procurement source. These signs must meet or exceed IDPR signage requirements and have a fit and finish like that of surrounding Department area signage. (Letter sizing, color, material etc.)

**H. Colors**

The purpose of this section is to ensure standardization of sign colors throughout IDPR parks and program managed and operated areas and facilities. The standard colors will be used on signs within the park / area unless the type of sign, such as unique or specialty signs, dictate otherwise. Appendix I provides the standardized colors for non “park / program” signs. Prior to using non-conforming colors, staff must obtain approval from the Region / Program Manager.

There are two major plant communities in the state. Sign colors will complement these colors (see Appendix J). The two classes are FOREST and SAGEBRUSH. The boundaries for these classes are based on the primary vegetation that exists at each park / area.

**1. Forest Class:** Those parks and areas with established trees whose primary description of vegetation might be forested. They are characterized as having a wet winter and a damp summer with a moderate growing season. This class includes those parks and areas that fall into the regions known as the "Forest" plant community association. The following parks and nearby program areas fall into this class:

- |                         |                        |              |
|-------------------------|------------------------|--------------|
| Priest Lake             | Mowry                  | Cd’A Parkway |
| Round Lake              | Harriman               | Ponderosa    |
| Heyburn                 | Old Mission            | Lake Cascade |
| Farragut                | DworshakGlade Creek    |              |
| Winchester Lake         | Mary Minerva McCroskey |              |
| Land of the Yankee Fork | Trail of the CdAs      |              |

Sign Body: Semi-solid oil alkyd stain. Columbia #08-600-05 Mahogany mixed with Columbia # 08-700-XX clear semi-transparent oil alkyd U.V. protective stain, (50/50 mix). Staff can use another comparable brand as long as the color matches. A minimum of two coats per side and edges.

Letter Coloring: Rustoleum Gloss “White” # 7792 or Rustoleum Professional Gloss “White” # 7592 oil base paint. Staff can use another comparable brand as long as the color matches. A minimum of two coats.

High Density Polyethylene: Brown/White/Brown

**2. Sagebrush Class:** Those parks / program areas with climatic sagebrush / bitterbrush / grassland growth. They are characterized as having wet winters and dry summers with a longer growing season. This class will include parks and areas that fall into the regions associated with the sagebrush/bitterbrush type of typical plant community. The following parks and nearby program areas fall into this class:

Bear Lake	Three Island
Henry's Lake	Eagle Island
Hells Gate	City of Rocks
Lake Wolcott	Bruneau Dunes
Massacre Rocks	Malad Gorge
Thousands Springs	Castle Rocks
Lucky Peak	

Sign Body: Semi-solid oil alkyd stain. Columbia #0838-89 (tan) mixed with Columbia # 08-700-XX clear semi-transparent oil alkyd U.V. protective stain, (50/50 mix). Staff can use another comparable brand as long as the color matches. A minimum of two coats per side and edges.

Letter Coloring: Rustoleum Gloss Hunter Green # 7738 or Rustoleum Professional Hunter Green # 7538 oil base paint. A minimum of two coats.

High Density Polyethylene: Tan/Green/Tan

**3. Traffic Control Devices:** These signs have very stringent requirements and must be designed and installed in accordance with the Manual on Uniform Traffic Control Devices (MUTCD). For the specific requirements of the MUTCD, access [www.mutcd.fhwa.dot.gov](http://www.mutcd.fhwa.dot.gov) (Keyword: MUTCD).

**4. Warning/Hazard/Security:** The American National Standards Institute color code (ANSI Z-535) is as follows:

- Fire and Danger signs – red on white
- Hazard signs – black on orange
- Caution signs – black on yellow
- Safety and First Aid Equipment – green on white

- Radiation Hazard signs – black on yellow

**5. Post:** Should match sign color as applicable to the sign post material.

### **I. Support Posts**

Posts are used to hold signs in a proper and permanent position and to resist swaying in the wind. Normally, signs should be individually erected on separate posts or mountings. There are exceptions when one sign supplements another or when route markers and directional signs must be grouped. Signs should not be attached to natural features such as trees. It is also inappropriate to mount signs on telephone poles or fence posts. Fence posts may be used for posting boundary markers. Signs may be mounted on dams, buildings, or other structures. Signs should be attached to posts in a manner that does not interfere with the legibility of the message on the sign.

Posts will be primarily wooden or plastic. However, in certain instances metal posts will be used as warranted by conditions. Wooden posts should be of a durable species (cedar or redwood) or otherwise pressure or preservative treated (penta-treated) as warranted by local conditions. If posts are set in concrete, the footings should be flush with the ground level. Holes for attachment of signs may be bored, prior to erection, where posts can be pre-matched with standard signs; but the more common practice is to drill the holes when a sign is mounted.

The number and size of posts per sign should be proportional to the size of the sign and the length of the post. A single 4" X 4" post should be used for signs up to 36 inches in length. Two 4" X 4" posts are required for signs ranging in size from 37 inches to 72 inches. Two 6" X 6" posts are required for signs 73 inches to 96 inches. For signs larger than 96 inches, a professional architect or engineer should be consulted for designing the sign base and identifying the appropriate mounting details to ensure structural stability.

With respect to the aforementioned sign sizes and post requirements, if the sign requires posts that are five to nine feet long, then a 4" X 4" post is required. If the sign requires posts that are longer than nine feet, then a 6" X 6" post is required.

All posts shall be square and be beveled on top. Figure 4 in Appendix F will be used to determine dimensions of posts, position of post on sign board, depth of post to be buried in the ground, height above ground, etc.

### **J. "Posting" Information**

The posting of information includes materials/signs that are more site specific, for "informational" purposes, and tend to be short term in nature. With this in mind, the following guidelines are provided.

- Kiosks with a posting/bulletin board should be used.
- Locations can also include "gathering places" and shall be placed on bulletin boards; restrooms, entrances, visitor centers, etc.

- Long-term postings should be professional looking made of durable materials; metal from sign shop, Mylar, etc.
- Dry erase boards can be used but should be done neatly including regular cleaning to eliminate previous postings.
- Short-term postings need to be professional looking; hence, all materials will be computer generated and protected from the elements through lamination or inside a “glass” enclosure.
- They need to be minimized both in the number that are posted and the verbiage that is used.

## **VI. SIGN MAINTENANCE**

**A. Maintenance Schedule:** Each Department area will develop a sign maintenance schedule annually. A backlog of signing needs will be noted, and an annual work plan will be prepared to detail the funding needs for achieving the goals of each park’s / program area’s sign program. The maintenance schedule should address, but not be limited to, the following points:

- **Damage:** Damaged signs shall be repaired or replaced, as required.
- **Visibility:** Signs that have become obscured by brush or grass shall have the problem vegetation cleared to restore them to a state of desired visibility.
- **Legibility and Appearance:** Signs that have become faded or illegible shall be repainted, restained and restored to their original condition. Signposts may have to be replaced due to breakage or rot. The adhesive lettering on metal signs may have to be replaced due to peeling.
- **Maintenance Objective:** Plan, schedule, and perform maintenance to keep signs, posters, and other traffic control devices clean, legible, functional, and properly positioned. Effective sign maintenance will facilitate safe use of Department lands and facilities and foster a favorable image of the agency’s professionalism in the visitors’ eyes.
- **Condition Survey:** Condition surveys should be performed on a periodic basis to determine condition and effectiveness of all traffic control devices, signs, and posters. Reflective devices should be inspected at night as well as during the day. Evaluation items should include legibility, reflectivity, overall condition of both the sign and its supports, placement, visibility, encroachment of vegetation, and continued need of the sign at that location.

Managers should promote a high level of awareness among field staff to recognize missing, improper, incorrectly placed, damaged, or deteriorated signs. They should be encouraged to report these findings to the sign coordinator or the staff whose program is supported by that sign.

- Field staff should use locally generated checklists to capture information during the inventory/review. The checklists should also be used as a reference in developing the annual action plan in accordance with the inventory.

- As a minimum, the checklist should document the sign location (facility or road number), date and time of inspection, inspection findings, recommended actions, name of inspector, maintenance accomplished, and name of person performing maintenance.
- Condition Ratings:
  1. **Excellent.** Sign is new or in a like-new condition. Needs no attention. All lettering and symbols are legible. No vegetation or other objects obscure the sign.
  2. **Good.** Sign has experienced some weathering, but its lettering and symbols are legible. The sign is intact, with no holes or broken portions. May need some cleaning to eliminate accumulated dirt and minor touchup painting. No vegetation or other objects obscure the sign.
  3. **Fair.** Sign has been extensively impacted by weathering, required extensive cleaning and painting or staining to restore it to its original condition. Lettering and symbols are legible, but barely so. Reflectivity is about half of the original. Vegetation is beginning to encroach on the sign, further detracting from the legibility of the message. Sign may have some holes or other minor damage, which can be readily repaired.
  4. **Poor.** Sign is so weathered that its message is no longer legible. It has been refurbished at least once. It has severe damage from holes or other vandalism. It can be repaired temporarily, but it should be replaced as soon as possible.
  5. **Missing/Destroyed/Obsolete.** Either the sign is gone or is so damaged that repairs are impossible, or the sign message is outdated or incorrect. If one or more of these conditions exists, and a sign is still needed, a replacement sign should be ordered immediately.
- Reflectivity. A great many signs are reflective to ensure their visibility at night. To test visibility, create a small panel (about 8 inches by 10 inches) using sheeting which has an acceptable level of reflectivity. At night, tape the test panel to the face of the sign. Step back about 30 feet, hold a flashlight about 2 inches from your face, and shine it at the sign.
  1. If the inspection panel is brighter than the sign, replace the sign within the year.
  2. If the sign is brighter than the inspection panel, the sign still has several years of life remaining.
  3. If the sign and the panel have equal brightness, the sign has 1 to 2 years of useful life remaining.

**B. Maintenance Performance:** Perform maintenance on a regular and systematic basis to ensure signs and other traffic control devices are clean, undamaged, and functional. Check and replace edge tape on a routine basis. Use only those materials (paints, stains, edge tape, sheeting, hardware, etc.) that comply with the original specifications for the sign or traffic control device being refurbished. Evaluate the maintained product against the standard for materials and workmanship established for the original.

1. Clearing: Clear all trees, brush, and other vegetation that may obscure signs. Also make sure that fences or other objects do not obscure signs. Relocate signs if obstructions cannot be eliminated. If clearing is to be accomplished by application of herbicides or other chemicals, appropriate policy and guidelines on applying chemicals should be followed.

2. Cleaning: Clean all signs obscured by dust, bituminous materials, road film, mud, etc., to restore legibility and reflectivity. Wash signs by:

1. Flushing sign surface with clean water to remove loose dirt.
2. Scrubbing sign face with soft brush, rag, or sponge, using a mild, nonabrasive detergent or other suitable cleaner. Scrub from the top down. Avoid damaging the surface with unnecessary scrubbing. Keep a steady stream of water flowing on the sign face to wash away dirt.
3. Rinse entire sign face with clean water.

3. Special Cleaning Problems:

- Tar, oil, diesel, or bituminous material: Use a mild solvent such as mineral spirits. Then wash the surface with mild detergent and water and rinse with clean water.
- Pollen and Fungus: Wash the surface with a 3 to 5% sodium hypochlorite solution, such as a commercial brand of bleach, followed by detergent and water. Rinse with clean water.
- Lipstick and Crayon: Use a mild solvent such as mineral spirits to remove the material. Follow with detergent and water and a clean water rinse.
- Paint: It may be possible to remove paint sprayed onto a reflective sheeting sign face using a commercial paint remover designed for that purpose. The type of paint, length of exposure, and type of remover may affect the life of the sheeting.
- Other Severe Contamination: Soiling that cannot be removed by previously mentioned methods can be removed by scrubbing with a very fine steel wool or plastic kitchen scour. However, unless great care is taken, this scrubbing may destroy all or part of the sign's reflectivity. For all of these special cleaning procedures, the sign should be inspected at night to determine if the cleaned area has lost too much of its reflectivity. Replace any signs with insufficient reflectivity.

4. Repair: Repair damaged signs following the procedures described below. Minor damage may be repaired in the field without removing the sign from its support. Repair of major damage will normally require that the work be performed in a workshop.

- Aluminum Substrate Signs.

Bent Signs: Straighten sign, and if the reflective background or legend has been scraped or damaged, proceed as follows:

1. Remove all background sheeting and legend from an area slightly larger than that damaged.
2. Clean exposed surface with a mild detergent and rinse with clean water.

3. Apply matching pressure-sensitive reflective background sheeting, extending at least half-inch beyond the damaged area.
4. Replace damaged legend with die-cut, pressure-sensitive, pre-spaced letters, borders, and symbols and firmly squeegee in place
5. If sign is subjected to snow burial, cover with plastic or remove sign for winter season if it is not needed.

Holes: Often, it is not necessary to repair each hole in the sign. When a hole does not damage the message or symbol and does not, of itself, create a sloppy signing image, maintenance may not be needed. Where repairs are needed, follow these steps:

1. Remove all damaged background sheeting and legend.
  2. Straighten the sign using a hammer and flat dolly.
  3. Remove any additional sheeting damaged during straightening.
  4. Clean the entire area with mild detergent and rinse with clean water.
  5. Patch the hole or puncture on both sides using aluminum foil tape. Use squeegee to apply firm pressure. Do this on both sides of the sign. On large holes, start placing the foil at the bottom of the hole, overlapping each strip shingle fashion as you move up.
  6. Apply reflective background sheeting, extending it at least half-inch beyond the foil strips.
  7. Replace damaged legend with die-cut, pressure-sensitive, pre-spaced letters, borders, and symbols and firmly squeegee in place.
  8. If sign is subjected to snow burial and replacement sheeting extends to the signs, place transparent film or tape along top edge.
- Plywood Substrate Signs. The following procedures are recommended to repair holes and other punctures and to restore a sign's legibility:
    1. Remove all loose wood on both sides of the sign and all damaged sheeting.
    2. Fill holes with wood filler or auto body filler and sand smooth.
    3. Wipe areas with clean cloth.
    4. On larger repairs, it may be desirable to cover holes with aluminum foil tape. Use squeegee to apply firm pressure. Start placing the foil at the bottom of the hole, overlapping each strip shingle fashion as you move up.
    5. Apply reflective background sheeting, extending it at least ½ inch beyond the foil strips.
    6. Replace damaged legend with die-cut, pressure-sensitive, pre-spaced letters, borders, and symbols and firmly squeegee in place.
    7. If sign is subjected to snow burial and replacement sheeting extends to the top edge of the signs, place transparent film or tape along top edge.

8. Using an aerosol can of enamel paint (color to match back of sign board), lightly spray the aluminum tape, covering the holes on the sign back.
- Routed Wood Signs.

#### Repairing Sign Board.

1. Scrape off loose paint with a wire brush or sand off down to wood. Dress all holes and damaged wood with the knife.
2. Fill all cracks, holes, and imperfections with wood or auto body filler.
3. Sand sign edges back and forth. Do not sand surface overlays on MDO substrate signs.
4. Remove all loose paint, dust, and other foreign materials.

#### Painting.

1. Apply prime coat.
2. Apply two coats of paint to background area.
3. Apply two coats of paint to sign message. Work paint thoroughly into all corners of letters and numbers. Let paint dry thoroughly between coats.
4. Touch up letters if background paint contaminates the message.

#### Staining.

1. Apply a minimum of two coats of stain to background areas.
  2. Hand paint message area, keeping paint off sign face.
- Supports and Hardware: Repair or replace, as necessary, damaged or deteriorated sign supports and associated mounting hardware.

## **VII. PROCUREMENT AND FUNDING**

The park manager / program field representative shall initiate all requests for new, replacement, or redesigned signs by completing the Sign Requisition Form PAR.50.49 or the Metal Sign Requisition Form, see Appendix E, and forwarding it to the Region / Program Manager for review, comment, and approval. Interpretive signs require the Interpretive Program Coordinators approval as well. The requested sign will adhere to the park's / area's sign plan. Staff may directly obtain prefabricated signs and standardized signs, such as warning, traffic, snowmobile, and boating signs as approved in the sign plan.

The requisition should include a description of the sign and the catalog number, if applicable. If the sign is not a standard Department sign (i.e., park information sign, interpretive sign, entrance sign, etc.) the requisition should be accompanied by an accurate drawing of the desired sign. Descriptions will include dimensions, materials, and a complete listing of what should be on the sign. When requisitioning signs, the general layout of the sign should also be explained. The

type of symbols, wording, and directional arrows should be adequately shown, so that the sign can be constructed.

If approved, the requisition will then be sent to the organization which will construct the sign; either the region sign shop (routed signs), Land of the Yankee Fork Metal Sign Shop, or to the state prison industries sign shop (metal signs - reflective and traffic signs). The finished sign(s) will be delivered to the park / program manager.

Parks and programs will have different levels of and opportunities for funding obligations associated with the planning, design, fabrication, installation, and maintenance of signs. Funding may be available under special circumstances from the Development section as a part of projects.

**Region / Program:** Region / Program Manager's are responsible to provide funding for replacing and updating signs. They will allocate a portion of their budgets annually for this purpose to ensure signs are adequately maintained and replaced.

**Park / Site:** All funding needs for conducting inventories and reviews and preparing maintenance schedules, as well as for the cost of installation and maintenance are the responsibility of each park / site. Each park / site must ensure adequate funding is allocated annually for the installation and maintenance of their respective area's signs.

**Jointly Managed Area:** All funding needs for public recreation use areas managed by the Department in cooperation with another entity should be determined through negotiation and a subsequent management agreement. Joint occupancy may be with either a Federal or non-Federal entity.

**VIII. APPENDICES**

**Appendix A: INTERPRETIVE / WAYSIDE SIGNS**  
**DESIGN SPECIFICATIONS**

## Interpretive/ Wayside Signs – Design Specifications

### Definitions and Concepts:

Interpretation is a communication process designed to reveal meanings and relationships of our cultural and natural heritage to the public through firsthand involvement with facilities, objects, artifacts, landscapes, and sites. Interpretation does much more than just provide facts.

Interpretation tells a story and brings meaning and interest to a subject for the enjoyment of the visitor.

Interpretive signs communicate specific messages to visitors. These messages can be written to change behavior, educate, or evoke an emotion in the reader. They are used for self-guided trails and for wayside exhibits at points of interest, such as viewing areas and resource management areas. They can be constructed of many different materials and are mounted so they are visible to all viewers.

Interpretive signs provide communication services to visitors. Interpretive signs support management objectives, tell a story, and reveal meanings of and relationships among built, manipulated, natural, cultural, and other natural resource features. The program's main components are orientation, information, and interpretation. The program functions as a customer service tool, a management tool, and a public awareness tool.

To be “interpretive,” the communication process should be based on the principles articulated by Freeman Tilden. Interpretation should:

- Provoke the attention or curiosity of the audience.
- Relate the message to the everyday life of the audience.
- Reveal the essence of the subject through a unique viewpoint.
- Address the whole. Show the logical significance of an object to a higher-level concept or story line.
- Strive for message utility. Use a sufficient but varied repetition of cues to create and accentuate a particular mood, theme, aura, or atmosphere.

### Interpretive Signs:

- Use a combination of well-written text and professional graphics to convey a message.
- Increase visitor enjoyment through appreciation and understanding of features, concepts, themes, and stories of the natural, cultural, created, managed, and historic environments.
- Explain management of public land resources.
- Guide or modify visitor behavior to reduce visitor impacts to resources or facilities.

### Interpretive Signs in Relation to Other Media:

#### Advantages

- More visitor contacts than other types of media.
- Relatively inexpensive in terms of cost per visitor contact.
- Consistent message to many people at one time and can be viewed at the visitors' convenience.
- In place at all times and available to visitors during all hours of operation.
- Long-term value, since visitors' photos tell the story long after the visit.

#### Disadvantages

- Impersonal - contacts by employees are much more effective.
- Communicate one-way and may become outdated.
- No tangible "take home" value except for the visitors' photographs of them.
- Draws attention to a fragile resource, which, in turn, may be damaged or destroyed through inappropriate behavior of visitors.
- Those located outside are vulnerable to damage by weathering, decay, wildlife, and vandalism.

Planning: Interpretive sign planning is a process that requires detailed interdisciplinary participation, including the use of interpretive specialists.

Need: Consider the following in determining the need for interpretive signs:

- Is there something visitors can see, smell, or hear at the area that needs explaining?
- Is there something interesting in the area that visitors will probably miss if not interpreted?
- Will visitors get more from their experience if appropriate interpretive signs are provided?
- Is interpretive signing appropriate, or will some other method work better?
- Are there impacts or damage being caused by visitor use or behavior that can be alleviated by an interpretive sign?
- Will enough visitors see the sign to make it cost effective?
- Will people with disabilities be accommodated (reference ADAAG 4.30)?
- If the answers are "Yes," plan for the minimum number of signs needed to convey the appropriate message(s) in a professional manner. Too many signs reduce effectiveness.

Objectives: State the objectives of the sign in writing. They should support the objectives and goals listed in the interpretive plan for the site, or area. When developing interpretive signs, consider Department area and project objectives, as well as visitor expectations. For example, visitors to a particular site may want to learn something about an historic event that occurred there, or the Department area may want them to be aware that sites are being preserved and

studied through an ongoing cultural resources management program. Without satisfying both parties' needs, an interpretive sign will be only partially effective. Clear objectives help to evaluate the effectiveness of the sign. Three levels of objectives should be addressed:

- **Educational:** What should the visitor KNOW?
- **Behavioral:** What should the visitor DO?
- **Emotional:** What should the visitor FEEL?

**Example:** A park employee observes that visitors to a campground are causing damage to trees at the site. A visitor profile reveals that the campsite's predominant users are families with young children and teenagers who camp two to three times a year. The families live in an urban area and don't have much sensitivity to, or understanding of, the environment.

The agency defines its objectives as follows:

- **KNOW:** The visitor will be able to identify three behaviors that cause injury to a tree.
- **DO:** The visitor will stop injuring trees in the campgrounds.
- **FEEL:** The visitor will respect trees as living organisms that serve a purpose.

The agency's staff decides an interpretive sign will be the most effective medium. They choose to place it near a tree that clearly shows signs of vandalism. They construct the sign message as follows:

- **Artwork:** First drawing - Anthropomorphized tree wincing as a person hammers a nail into it to hang a lantern. Tree has bandages and scars on it; several branches are broken. Tree is not robust, looks sickly. Second drawing - Healthy, happy tree, radiant with good health and vigor.
- **Test:** *"Ouch! Like you, trees can get sick or be hurt. When bark is injured through such thoughtless acts as hammering nails, breaking branches, and carving, it allows easier entry for harmful insects and diseases, which may eventually kill the tree. Look at the oak tree behind this sign. Does it look healthy? What signs of injury do you see?"*

*"Please help campground trees stay healthy by not hammering nails, carving bark, or breaking branches. You'll help them stay around a lot longer to provide shade and scenery, improve air quality, give wildlife homes, and protect soil from erosion."*

The park staff considers supplementing the sign with other interpretive activities (self-guided or ranger led) for children and parents. The activities touch on outdoor skills and ethics to further emphasize the message and to enhance the public's awareness of trees.

**Visitor Profile and Marketing Research:** Describe the characteristics of the visitors who will be reading the sign, what they like, and what their expectations are, then determine what visitors need to be satisfied. In most cases, the visitors should be asked about these needs, rather than the staff making assumptions. Seek assistance of someone who specializes in "service marketing."

This research should drive the entire interpretive planning process. Knowing who the visitors are and what they need allows staff to appropriately aim the messages at a particular target group for maximum effectiveness and customer satisfaction.

Visitor Use Estimates: Determine the expected or preferred volume of visitation. This will be a major consideration in determining locations for sign placement, the size of the sign, and the complexity of the message. It will also help in deciding whether or not a sign is, in fact, needed or justified.

Themes: A theme should be clearly stated and easily identifiable as the “thread” linking the various parts of the story to be told to the public. A major theme covers a related group of interpretive signs, such as a self-guided interpretive trail, route, or historic facility. Even a sign that will stand alone, such as the one described above, should have a theme.

Design: Design is the final link between the visitor and information. Designs for interpretive signs should take into account:

- Colors and images that will attract target visitors.
- Keywords in headings and subheadings that will catch the visitors’ attention and provoke interest.
- Type sizes and styles that will ensure easy readability.
- Height and angle that will ensure comfortable head movement.
- Reading level appropriate to the visitors.
- Height, angle, and positioning that do not obscure the view of the subject being interpreted.
- Sign contrast, lettering, and height will comply with ADA Accessibility Guidelines (ADAAG, see <http://www.access-board.gov/adaag/html/adaag.htm> for reference).

Text: Language is one of our basic forms of communication. However, written text should be kept to a minimum for an interpretive sign. Text writing is complex. Text must be researched, written, edited, and proofread. Space for text is limited. It occupies a surprisingly large space when properly sized and laid out. Adequate letter size and spacing must be maintained to ensure readability. Also, text must be written at a level that is appropriate for visitors with a wide range of experience and education levels. Visitor interest in text is low. Research has shown that when text blocks exceed 50 to 75 words, visitor interest and attention decline rapidly. Text writing tips:

- Use vivid language and active verbs.
- To reach the widest range of people, write at a 7th- to 9th-grade level.
- Use short sentences and paragraphs.
- Be conversational.
- Avoid technical jargon and clichés.

- Avoid gender-specific language (i.e., for fisherman, use angler; for stockmen, use stock handlers).
- Use upper and lowercase lettering for text. Use capitalization only for headings or for emphasis of a word or two.

**Examples:** The following examples illustrate the difference between information text and interpretive text.

***Information:***

- **PAINTBRUSH** (*Castilleia miniata*). The Indian Paintbrush (or paintedcup) is a member of the Figwort family. The flower is an inch or more long, and the calyx tip is scarlet in color. Paintbrush usually grows in the mountains along streams and in wet places below 11,000 feet.
- Stalagmites, which rise from the floor when dripping water deposits minerals, are usually larger in diameter and more rounded on top than stalactites.

***Interpretive:***

- There's no longer anything remaining of the old cookhouse, with its long table covered with a brightly colored tablecloth, where the miners ate three hearty meals a day. Imagine the breakfast-time aroma of fresh, hot coffee brewing and the sound of eggs and bacon sizzling on the grill. The miners were also served hot cakes, fried potatoes, and toast with homemade jam.
- Clark's nutcrackers have the habits of crows and the color of jays and are, in fact, cousins to both. The most forward of all birds, they will steal food off the picnic table from under your very nose.

**Graphics:** Illustrations, maps, drawings, photos, colors, type styles, and general esthetics are all encompassed in the graphics development of an interpretive project.

It is the combination of these elements that will attract and involve the visitor more than anything else. Use graphics to:

- Draw viewer attention.
- Complement the text.
- Enhance the understanding of the illustrated subject.
- Tell a significant story visually.

**Organization Identification:** The park's / program area's logo should be displayed on all interpretive and information signs. The identification should be an integral part of the sign design, and it should usually be subtle. Cooperators' and other appropriate logos, such as a partnering agency's logo, may also be included, but they, too, should be subtle and an integral part of the sign design.

Sign Layout: Skillful layout and design will provide high-quality signs for effective interpretation. Pay particular attention to the following:

- ***Make the sign the right size:*** Consider the location and the distance from which the sign will be read. Letter size should provide easy legibility from planned viewing distances. (see Design Standards / Specifications, section V) Text and graphics are also factors in determining sign size. Consider using standard sign sizes for cost effectiveness. Make the sign no larger than necessary.
- ***Allow the right amount of space around the text:*** The text should not be crowded. Leave enough space between blocks of text and headings and around the border for easy reading. Borders are also helpful to contain the graphics and copy.
- ***Avoid diverting attention from the message:*** Design the support structure to blend and harmonize with the sign and the environment. Low profile signs, for example, should be used on overlooks. Although there are exceptions, interpretive signs are usually rectangular. Unusual shapes compete with the text.
- ***Avoid distractions:*** Odd colors, awkward designs, unusual words, and overemphasis of symbols are examples of distractions.

Although interpretive products are not part of the sign program, the following guidance is included to assist with small, uncomplicated project.

- The information should be based on a solid theme and central message.
- Graphics, poetry, other art forms may be used to illustrate the theme.
- Stories or descriptions of events unfolding should be used to teach concepts instead of identifying straight facts.
- Titles should use five words or less to identify the point or idea.
- Subtitles should be used to identify the theme and introduce text paragraphs.
- Appropriate colors reflecting the surrounding environment should be incorporated into the design.
- Letters should be at least 24 points in size.
- Entire text blocks should not be in all capital letters.
- Text should be written to convey a simple message.
- Graphics should be clear, easy to identify, and complement the text.
- The IDPR logo should be included as part of the design. It is not necessary to include a logo on each panel of a kiosk display.

**Appendix B: SIGN INVENTORY WORKSHEET**



**APPENDIX C: ANNUAL SIGN ACTION PLAN WORKSHEET**



**APPENDIX D: SIGN INVENTORY/MAP/ANNUAL ACTION PLAN EXAMPLES**



ROUND LAKE OFF-SITE SIGN INVENTORY MAP 070708



RLOS1 & RLOS2



RLOS3 & RLOS4



RLOS5



RLOS6

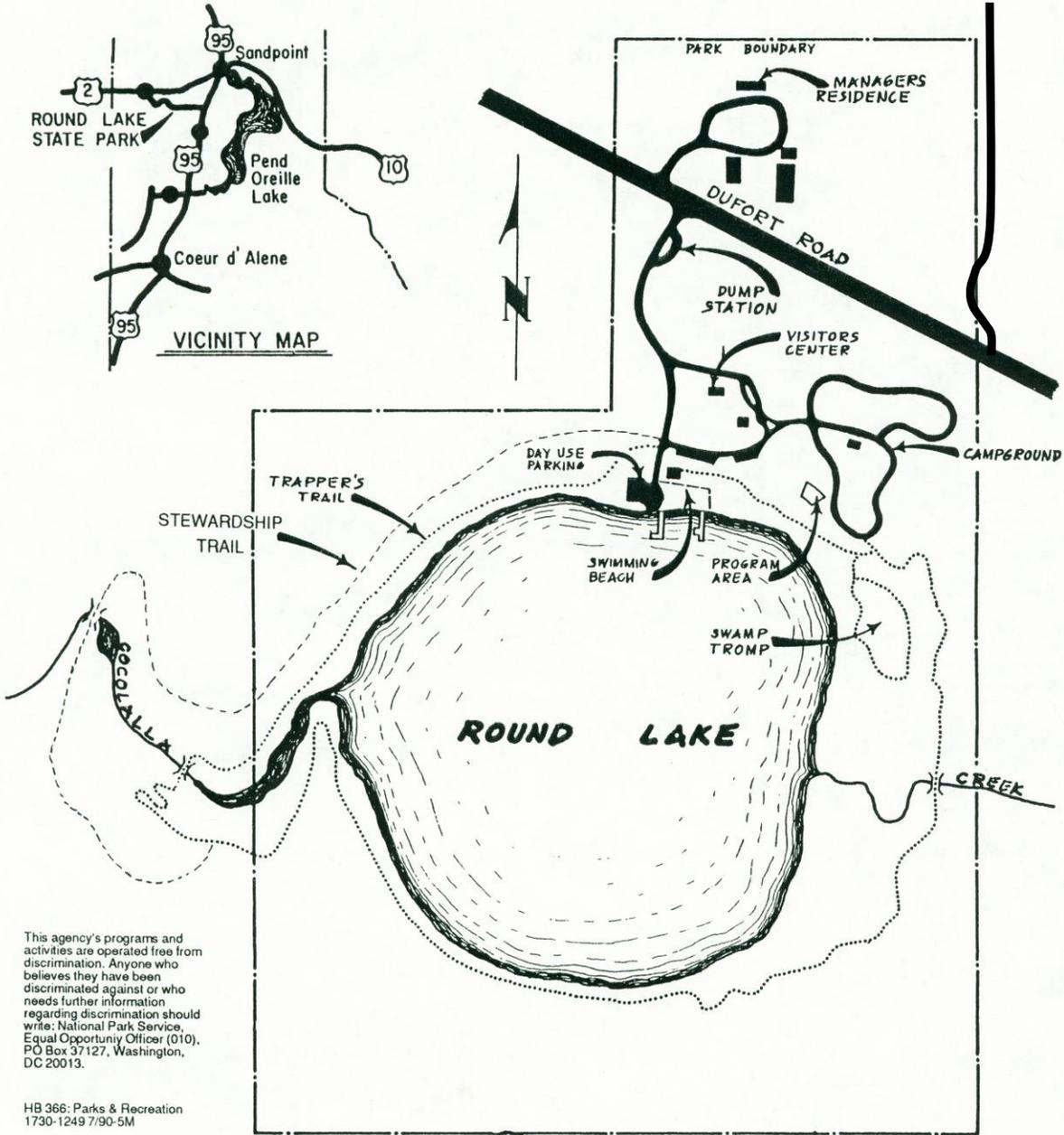
IDAHO DEPARTMENT OF PARKS AND RECREATION  
 Round Lake State Park: Park Signs  
 Sign Inventory Worksheet

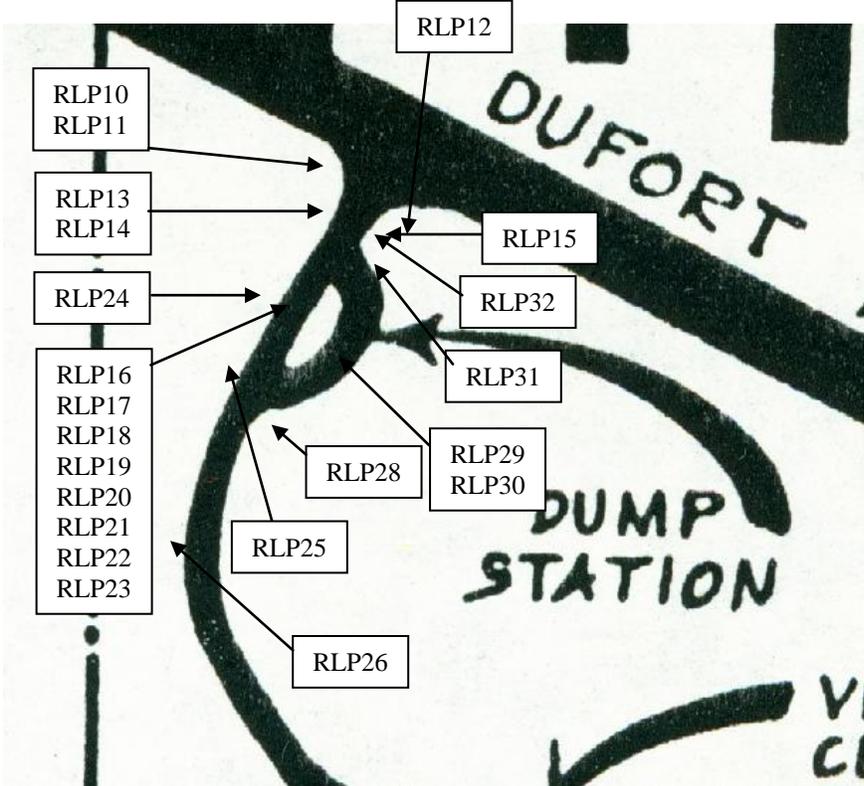
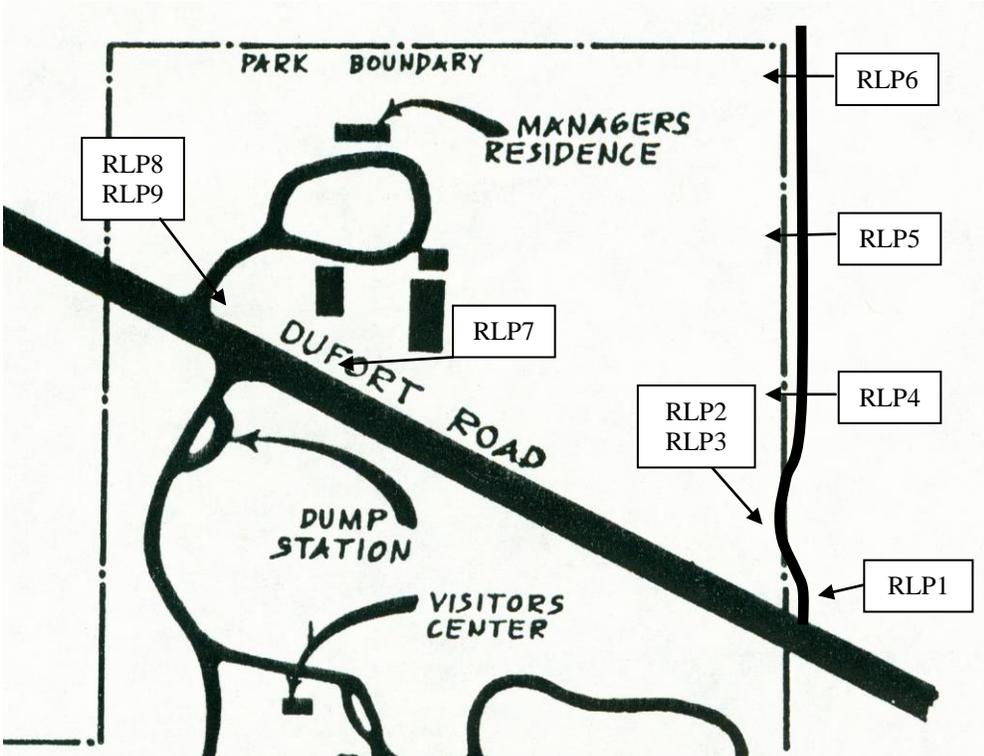
ID #	LOCATION	DESCRIPTION	MATERIAL	SIZE IN INCHES	COLOR	INSTALL DATE	COST	LAST REPAIR DATE	REPAIR COST	CURRENT CONDITION	INVENTORY DATE	PROJECTED REPAIR DATE	PHOTO #	COMMENTS
RLP1	Blue Sky Road off Dufort Road	No Parking	Wood	11"X26"	Yellow/Brown	1999 NR Shop		2004		Good	6/19/2008		RLP1	
RLP2	Dump Entrance - Right Side	No Shooting	Plastic	8"x8"	White/Brown	2005	\$11			Good	6/19/2008		RLP2	
RLP3	Dump Entrance - Left Side	No Parking	Plastic	12"X12"	White/Brown	1992	\$14			Good	6/19/2008		RLP3	
RLP4	Blue Sky Road along property boundary	No Hunting	Plywood	10"X17"	White/Brown	1997	\$20			Poor	6/19/2008	Replace 2009	RLP4	
RLP5	Blue Sky Road along property boundary	No Hunting	Plywood	10"X17"	White/Brown	2005	\$20			Poor	6/19/2008	Replace 2009	RLP5	
RLP6	Blue Sky Road along property boundary	No Hunting	Plywood	10"X17"	White/Brown	1997	\$20			Poor	6/19/2008	Replace 2009	RLP6	
RLP7	Dufort Road - east of entrance	Direction	Cedar	18.5"X47.5"	Yellow/Brown	2005 NR Shop		2006	\$20	Fair	6/19/2008		RLP7	Two sided sign, see RLP9.
RLP8	Dufort Road - Administrative Entrance	Direction	Cedar	10.75"X13.25"	Yellow/Brown	2006	\$30			Good	6/19/2008		RLP8	Two sided sign, see RLP9.
RLP9	Dufort Road - Administrative Entrance	Direction	Cedar	10.75"X13.25"	Yellow/Brown	2006	\$30			Good	6/19/2008		RLP9	Two sided sign, see RLP8.
RLP10	East side of Park Entrance	Entrance	Cedar	23.5"X62"	Yellow/Brown	2005 NR Shop				Good	7/16/2008		RLP10	Mounted on metal Idaho silhouette
RLP11	West side of Park Entrance	Entrance	Cedar	23.5"X62"	Yellow/Brown	2005 NR Shop				Good	7/16/2008		RLP11	Mounted on metal Idaho silhouette
RLP12	Park Exit	Stop	Metal	30"X30"	White/Red	1965 ITD				Poor	7/16/2008	Replace 2009	RLP12	
RLP13	West Entrance Gate	Park Closes	Cedar	20"X14.75"	Yellow/White	2001	\$20	2001	\$15	Good	7/16/2008		RLP13, RLP14	
RLP14	West Entrance Gate	Fee Area	Plywood	10"X10"	Yellow/White	2003	\$16	2003	\$12	Fair	7/16/2008		RLP13, RLP14	
RLP15	East Entrance Gate	No Horses	Plastic	8"x8"	White/Brown	2002	\$11			Good	7/16/2008		RLP15	
RLP16	North side Entrance Booth	Motor Vehicle Entrance Fee	Plywood	15.25"X32"	Yellow/Brown	2005	\$30	2005	\$30	Good	7/16/2008		RLP16, 17, 18, 19	
RLP17	North side Entrance Booth	Self Collection	Plywood	9.9"X31"	Yellow/Brown	2005	\$30	2005	\$30	Fair	7/16/2008		RLP16, 17, 18, 19	
RLP18	North side Entrance Booth	LCWF	Metal	12"X12"	Tan/Brown	1990 L&W Program				Good	7/16/2008		RLP16, 17, 18, 19	
RLP19	North side Entrance Booth	\$5.00 Surcharge	Laminated Paper	8.5"X14"	Red & Black/White	2008	\$1			Good	7/16/2008		RLP16, 17, 18, 19	
RLP20	West side Entrance Booth	Boat Motor Requirements	Laminated Paper	8.5"X14"	Black/Blue	2008	\$1			Good	7/16/2008		RLP20	
RLP21	South side of Entrance Booth	Park Fees Information	Plywood	24"X24"	Yellow/Brown	2005	\$30	2005	\$30	Good	7/16/2008		RLP21, 22, 23	Backer board for Fee Information

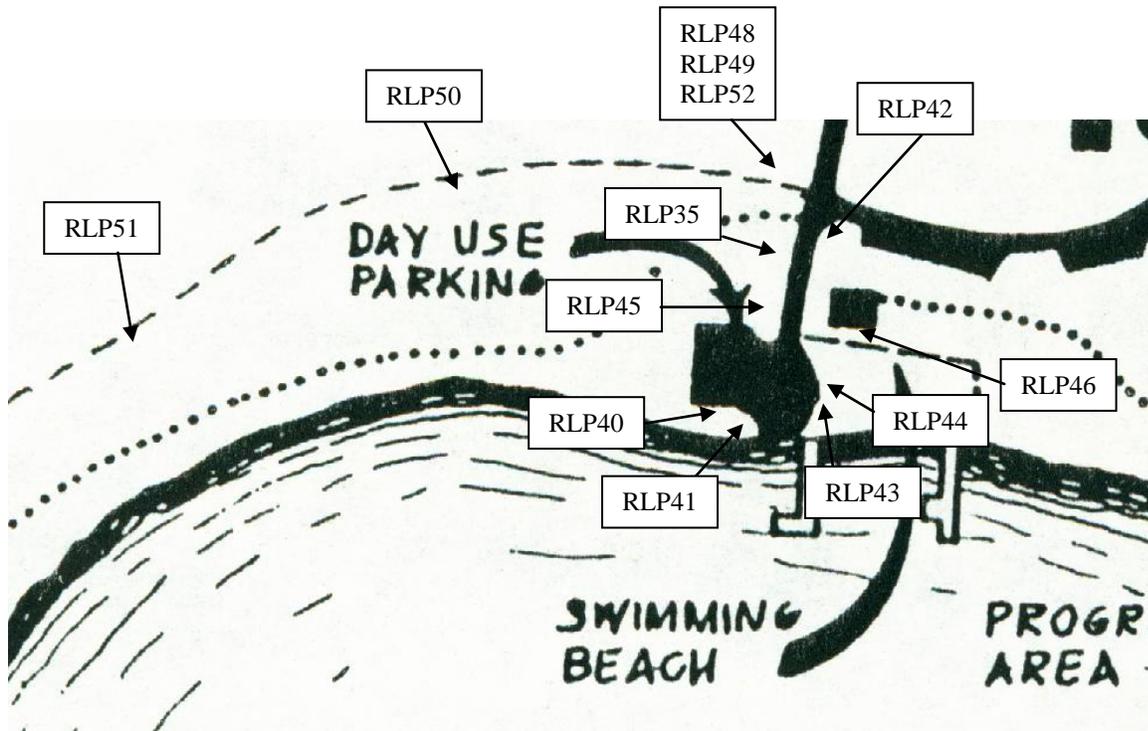
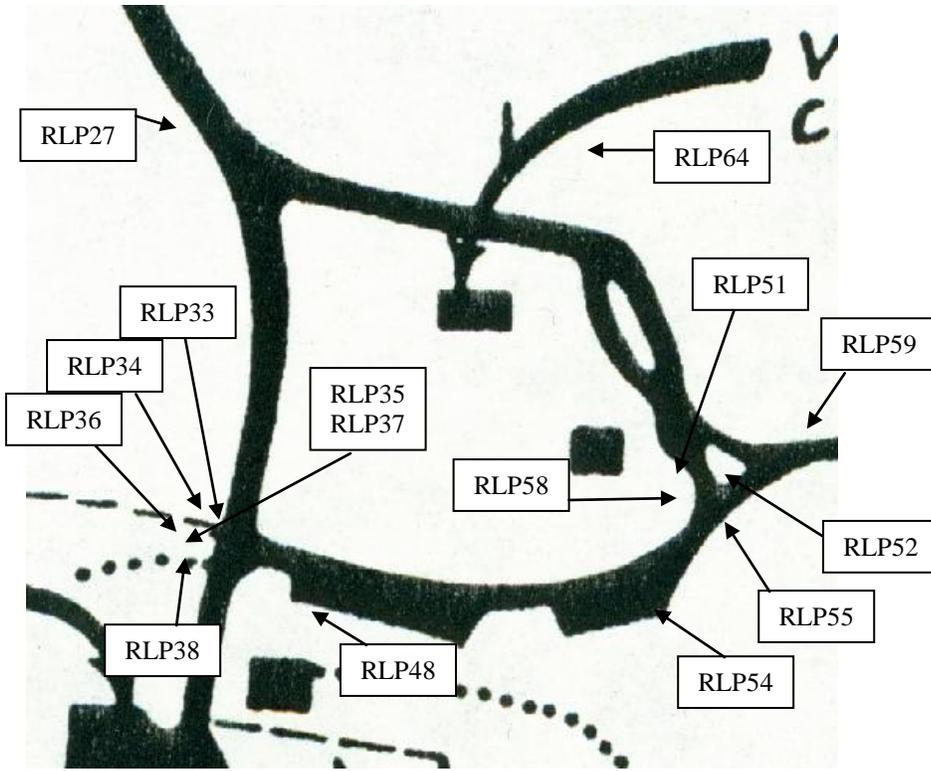
ID #	LOCATION	DESCRIPTION	MATERIAL	SIZE IN INCHES	COLOR	INSTALL DATE	COST	LAST REPAIR DATE	REPAIR COST	CURRENT CONDITION	INVENTORY DATE	PROJECTED REPAIR DATE	PHOTO #	COMMENTS
RLP22	South side of Entrance Booth	Park Fees Information	Laminated Paper	8.5"x14"	Multi/White	2008	\$1	2008	\$1	Good	7/16/2008		RLP21, 22, 23	
RLP23	South side of Entrance Booth	Park Fees Information	Laminated Paper	8.5"x14"	Multi/White	2008	\$1	2008	\$1	Good	7/16/2008		RLP21, 22, 23	
RLP24	East side of Entrance Booth	Stop	Metals	30"x30"	White/Red	1982	ITD			Fair	7/16/2008		RLP24	
RLP25	Entrance Road S Booth West	Speed Limit	Cedar	20"x11.5"	Yellow/Brown	1990	\$35	2000	\$20	Poor	7/16/2008	Replace 2009	RLP25	
RLP26	Entrance Road S Booth West	Pets On Leash	Cedar	12"x34"	Yellow/Brown	1991	\$35	2001	\$20	Fair	7/16/2008		RLP26	
RLP27	Entrance Road Prior to Y	Campers Must Register	Cedar	17"x49.5"	Yellow/Brown	1999	\$45	2004	\$20	Good	7/16/2008		RLP27	
RLP28	Dump Station Entrance	Dump Station	Plastic	12"x12"	White/Brown	1992	\$14			Good	7/16/2008		RLP28	
RLP29	Dump Station	Dump Station Instructions	Metals	15"x23	White/Brown	1979	\$40			Fair	7/16/2008		RLP29	Two Sided, see next
RLP30	Dump Station	Dump Station Instructions	Metals	15"x23"	White/Brown	1979	\$40			Fair	7/16/2008		RLP30	Two Sided, see next
RLP31	Dump Station North Exit	No Parking	Plastic	12"x12"	White/Brown	1981	\$14			Good	7/16/2008		RLP31	
RLP32	Park Exit	Directional	Cedar	10.75"x44.5"	Yellow/Brown	1980	\$50	2000	\$25	Fair	7/16/2008		RLP32	
RLP33	Boat Ramp /Picnic Intersection	Directional	Cedar	14.5"x41.5"	Yellow/Brown	1985	\$40	2002	\$20	Good	7/16/2008		RLP33	
RLP34	Stewardship Trailhead	No Parking	Plastic	12"x12"	White/Brown	2000	\$14			Good	7/16/2008		RLP34	
RLP35	Stewardship/ Trappers Trailhead	Bullein Board	Wood	41"x41"	Yellow/Brown	1980	\$100	2001	\$20	Fair	7/16/2008		RLP35,37	
RLP36	Stewardship Trailhead	Dog Waste Station	Plastic	10/15"	White/Brown	2002	\$150			Good	7/16/2008		RLP36	
RLP37	Stewardship/ Trappers Trailhead	Directional	Cedar	6.75"x24"	Yellow/Brown	1985	\$30	1999	\$15	Fair	7/16/2008		RLP35,37	
RLP38	Trappers Trailhead	Foot Traffic Only	Cedar	14.5"x12"	Yellow/Brown	1990	\$30	1999	\$15	Poor	7/16/2008		RLP38	
RLP39	Boat Ramp Entrance	Day Use Only	Cedar	11"x24"	Yellow/Brown	1990	\$25	2003	\$15	Good	7/16/2008		RLP39	
RLP40	Boat Ramp Parking	Handicap Parking	Plastic	8"x8"	White/Black	1992	\$11			Fair	7/16/2008		RLP40	
RLP41	Boat Ramp	Gas Motors Prohibited	Cedar	11"x40"	Yellow/Brown	2008	NR Shop			Good	7/16/2008		RLP41	
RLP42	Boat Ramp Beach Boundary	No Pets	Laminated Paper	11"x8.5"	Multi/White	2008	\$1	2008		Good	7/16/2008		RLP42,43	
RLP43	Boat Ramp Beach Boundary	Put & Take Trout	Plastic	8.5"x11"	White/Brown	2000	F&G			Fair	7/16/2008		RLP42,43	
RLP44	Boat Ramp Beach Boundary	No Parking	Cedar	11"x28"	Yellow/Brown	1998	\$35	1998	\$20	Poor	7/16/2008	Replace 2009	RLP44	
RLP45	Boat Ramp Entrance	Canoe Rentals	Laminated Paper	11"x8.5"	Black/Green	2008	\$1			Good	7/16/2008		RLP45	

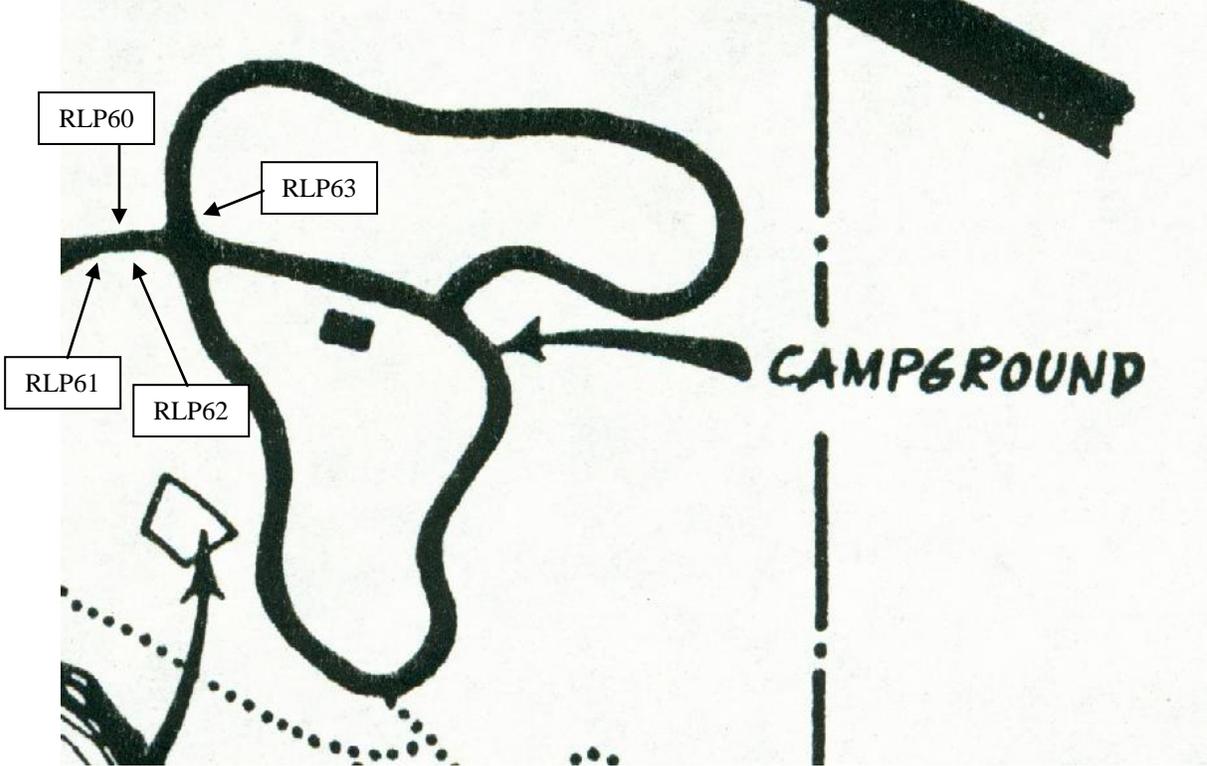
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RLP46	Shelter	No Pets	Laminated Paper	11"x8.5"	Multi/White	2008	\$1	2008		Good	7/16/2008		RLP46	
RLP47	Shelter/Day Use Parking	Day Use Only	Cedar	11"x24"	Yellow/Brown	1990	\$25	2002	\$15	Good	7/16/2008		RLP47	
RLP48	Trail CXT	Restroom	Plastic	24"x12"	White/Brown	2007	\$28			Good	7/16/2008		RLP48	
RLP49	Trail CXT	Restroom	Plastic	24"x12"	White/Brown	2007	\$28			Good	7/16/2008		RLP49	
RLP50	Stewardship Trail 1	Trail Brochures	Laminated Paper		Black/Yellow	2008	\$1	2008		Good	7/16/2008		RLP50	
RLP51	Stewardship Trail 2	Interpretive Bulletin Board	Pastic	30"x36"	Blue/Tan	1990	\$500	2008	\$20	Good	7/16/2008		RLP51	
RLP52	Trail Exit	Restroom	Plastic	24"x12"	White/Brown	2007	\$28			Good	7/16/2008		RLP52	
RLP53	Day Use Parking Lot	Handicap Parking	Plastic	8"x8"	White/Blue	1990	\$11			Good	7/16/2008		RLP53	
RLP54	Picnic Area	Day Use Only	Cedar	11"x24"	Yellow/Brown	1990	\$25	2002	\$15	Good	7/16/2008		RLP54	
RLP55	VC/Day Use/Camp South Intersection	Directional	Cedar	16"x65.5"	Yellow/Brown	2000	\$100			Good	7/16/2008		RLP55	
RLP56	VC/Day Use/Camp South Intersection	Exit	Cedar	7.5"x15.25"	Yellow/Brown	1990	\$20	2000	\$15	Fair	7/16/2008		RLP56	
RLP57	VC/Day Use/Camp South Intersection	Exit	Cedar	8"x12"	Yellow/Brown	1990	\$20	2000	\$15	Good	7/16/2008		RLP57	
RLP58	Brown Shower House	Bulletin Board	Wood	43"x46"	White/Brown	1980	\$150	2000	\$25	Fair	7/16/2008		RLP58	
RLP59	VC/Day Use/Camp NE Entrance	Quiet Hours	Cedar	4.25"x27"	Yellow/Brown	2000	\$35			Fair	7/16/2008		RLP59	
RLP60	Campground	Site 1	Cedar	9.25"x7.25"	Yellow/Brown	2006	\$15	2006	\$15	Fair	7/16/2008		RLP60	
RLP61	Campground Entrance	Amphitheater	Plastic	8"x8"	White/Brown	2000	\$11			Fair	7/16/2008		RLP61	
RLP62	Campground Entrance	Two Tent Maximum	Cedar	9.25"x21"	Yellow/Brown	2004	\$22			Fair	7/16/2008		RLP62	
RLP63	Campground 4 Way Intersection	Directional	Cedar	12"x28"	Yellow/Brown	2006	\$35			Good	7/16/2008		RLP63	
RLP64	VC Parking NW	Interpretive	Plexiglass	24"x36"	Multi	2003	\$150			Good	7/16/2008		RPL64	

# ROUND LAKE PARK SIGN INVENTORY MAP 082508









RLP1



RLP2



RLP3



RLP4



RLP5



RLP6



RLP7



RLP8



RLP9



RLP10



RLP11



RLP12



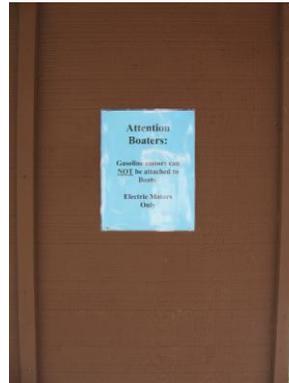
RLP13, 14



RLP15



RLP16, 17, 18, 19



RLP20



RLP 21, 22, 23



RLP24



RLP25



RLP26



RLP27



RLP28



RLP29



RLP30



RLP31



RLP32



RLP33



RLP34



RLP35, 37



RLP36



RLP38



RLP39



RLP40



RLP41



RLP42, 43



RLP44



RLP45



RLP46



RLP47



RLP48



RLP49



RLP50



RLP51



RLP52



RLP53



RLP54



RLP55



RLP56



RLP57



RLP58



RLP59



RLP60



RLP61



RLP62



RLP63



RLP64



**Appendix E: SIGN REQUISITION FORMS**

**IDPR – PAR.50.49**

**Metal Sign Requisition**

**Idaho Department of Parks and Recreation  
Sign Requisition Form**

IDPR – PAR.50.49  
05/07

<b>PARK/AREA:</b>		<b>SIGN #:</b>
<b>LOCATION (attach Sign Plan Map):</b>		
<input type="checkbox"/> <b>NEW</b>	<b>COLOR:</b>	<b>QUANTITY</b>
<input type="checkbox"/> <b>REPLACEMENT</b>	<b>MATERIAL:</b>	
<b>SIGN ADHERENCE TO APPROVED SIGN PLAN?</b> <input type="checkbox"/> <b>YES</b> <input type="checkbox"/> <b>NO</b>		
<b>SIGN SKETCH/DESCRIPTION (include verbiage and symbols, and sign, letter, and symbol sizes):</b>		
<b>SPECIAL INSTRUCTIONS:</b>		
<b>PARK/AREA MANAGER:</b>		<b>DATE:</b>
<b>REGION/PROGRAM MANAGER:</b>		<b>DATE:</b>
<b>COMMENTS:</b>		
Design Completed: _____    Sign Completed: _____    Delivered/Shipped _____		

**Idaho Department of Parks and Recreation  
Metal Sign Requisition Form**

IDPR – PAR.50.49  
10/07

<b>PARK/AREA:</b>		<b>SIGN #:</b>
		<b>NEGATIVE #</b>
<b>CONTACT PERSON:</b>		
<b>EMAIL:</b>		<b>PHONE:</b>
<input type="checkbox"/> <b>NEW</b>	<b>COLOR:</b> ___ <b>GOLD</b> ___ <b>SILVER</b>	<b>QUANTITY</b>
	<b>SIGN SIZE:</b> ___ <b>H</b> X ___ <b>W</b>	
<b>LETTER SIZE:</b> _____ <b>FONT:</b> _____ (ALL FONTS WILL BE STANDARD UNLESS SPECIFIED)		
<input type="checkbox"/> <b>REPLACEMENT</b>	<b>GRAPHICS:</b> ___ <b>YES</b> ___ <b>NO</b> ___ <b>ATTACHED</b>	
<b>SIGN ADHERENCE TO APPROVED SIGN PLAN?</b> <input type="checkbox"/> <b>YES</b> <input type="checkbox"/> <b>NO</b>		
<b>SIGN SKETCH/DESCRIPTION (include verbiage and symbols, and sign, letter, and symbol sizes):</b>		
<b>SPECIAL INSTRUCTIONS:</b>		
<b>PARK/AREA MANAGER:</b>		<b>DATE:</b>
<b>REGION/PROGRAM MANAGER:</b>		<b>DATE:</b>
<b>COMMENTS:</b>		
NEGATIVE COMPLETED: _____ SIGN COMPLETED: _____ SHIPPED: _____		

**Appendix F: DESIGN STANDARDS / SPECIFICATIONS**

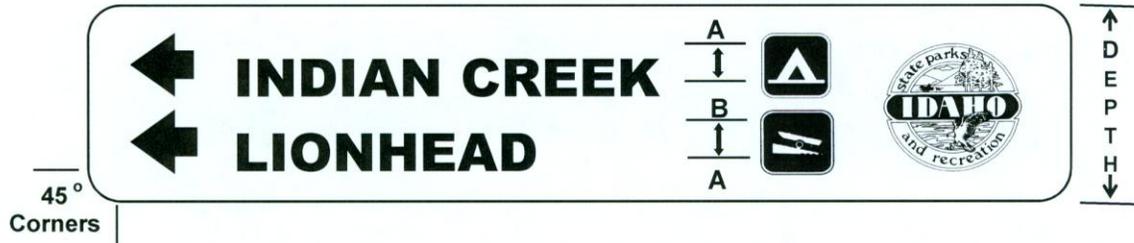
**Figure 1: Letter Sizes and Spacing Chart**

**Figure 2: Letter Sizing and Space Guide**

**Figure 3: Arrow Sizing Chart**

**Figure 4: Sign Board and Post Mounting Guide**

Figure 1: LETTER SIZING AND SPACE GUIDE



	Speed Limits	Letter Size	Lines of Message	Line Spacing		Depth of Sign	Emblem Size	Arrow Size*	45° Corner	Rec Symbol
				A	B					
	Stop and Read	1	1	1 1/2	-	4	3	A	1	3
		1	2	1	1	5	3	A	1	3
		1	3	1	1	7	5	A	1	3
	Foot Traffic	1 1/2	1	1 1/4	-	4	3	B	1	3
		1 1/2	2	1	1	6	4	B	1	3
		1 1/2	3	1 1/2	1 1/4	10	8	B	1	3
	Horse, ATV, Motorcycle, Bike Traffic	2	1	1 1/2	-	5	4	B	1	4
		2	2	1 1/8	1	7 1/4	5	B	1	4
		2	3	1 1/2	1 1/8	11 1/4	8	B	1	4
	5 to 35 MPH	3	1	1 1/4	-	5 1/2	5	C	1 1/4	6
		3	2	1 3/4	1 3/4	11 1/4	8	C	1 1/4	6
		3	3	2	2	17	10	C	1 1/4	6
	35 to 45 MPH	4	1	2 5/8	-	9 1/4	6	D	1 1/2	8
		4	2	3	2 1/2	16	10	D	1 1/2	8
		4	3	3	2 1/2	23	16	D	1 1/2	8
	45 to 60 MPH	5	1	3	-	11	6	D	2	12
		5	2	4	3	21	10	D	2	12
		5	3	4	3	29	16	D	2	12
	Over 60 MPH	6	1	4	-	14	8	D	2	12
		6	2	4	3	23	16	D	2	12
		6	3	4	3	32	16	D	2	12

Note: All dimensions are in inches.

\* A larger arrow, including arrow size E, may be used when more than one line of text reflects the same direction.

Figure 2: Letter Sizes and Spacing Chart

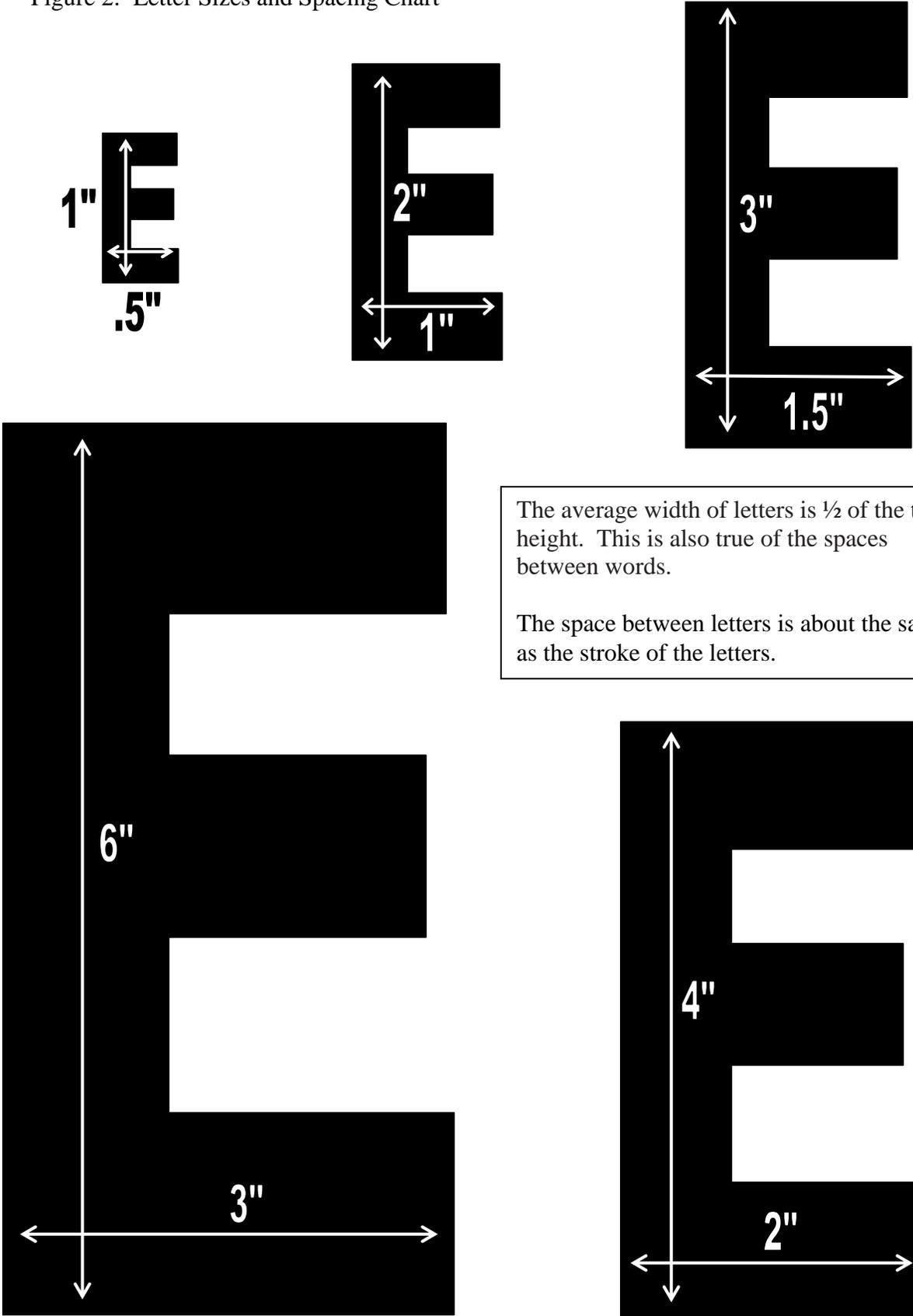


Figure 3: Arrow Sizing Chart

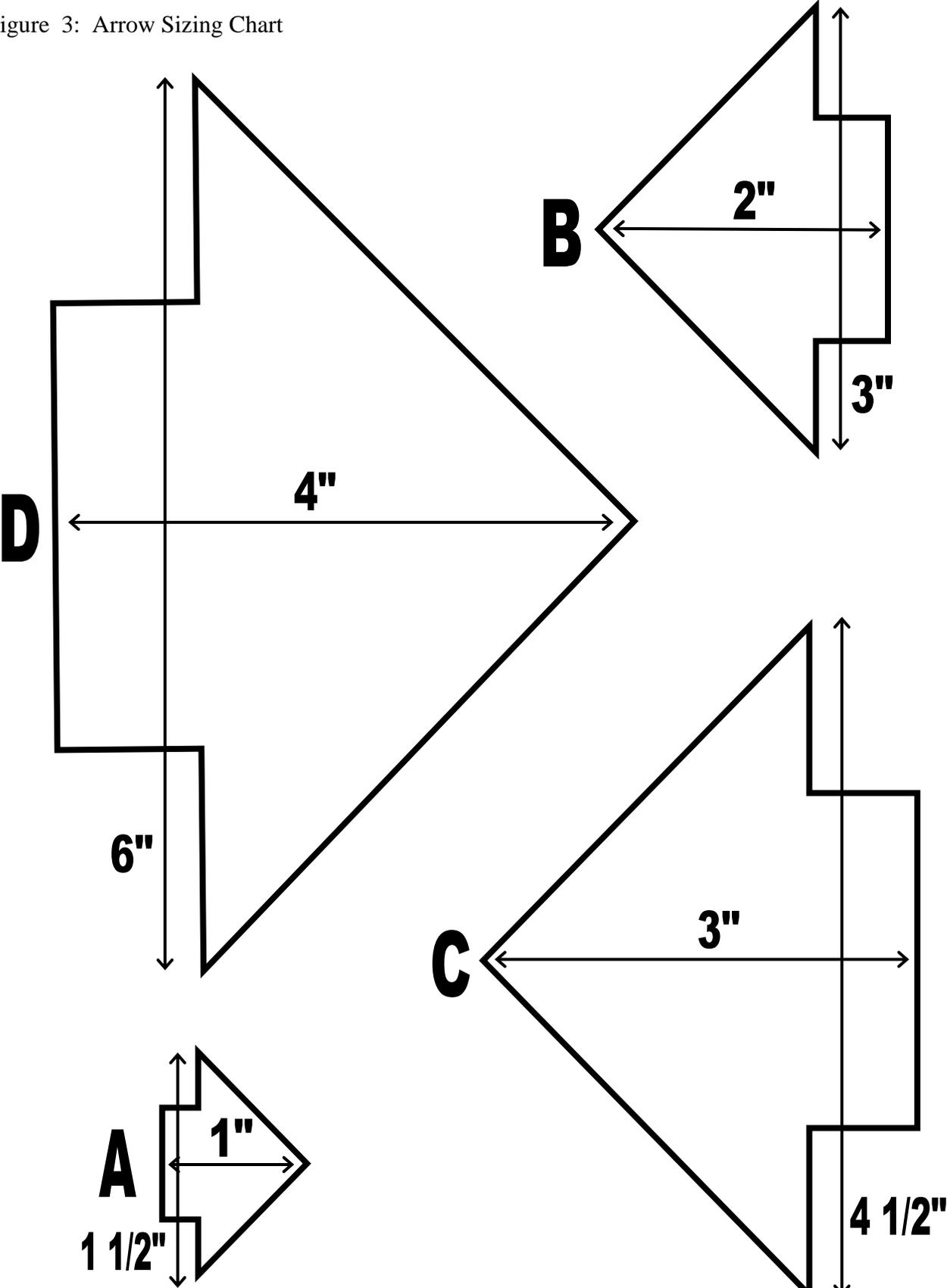
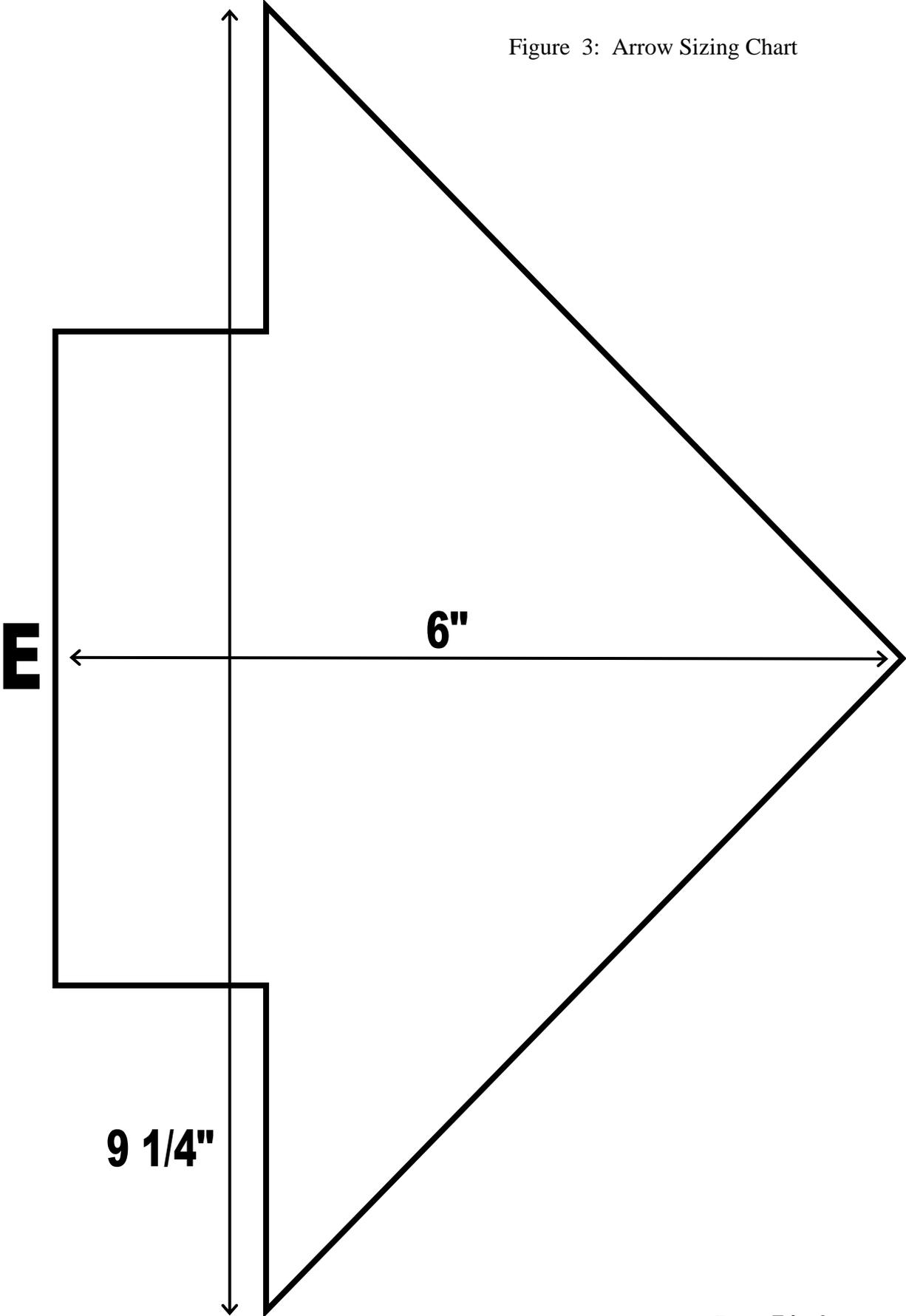
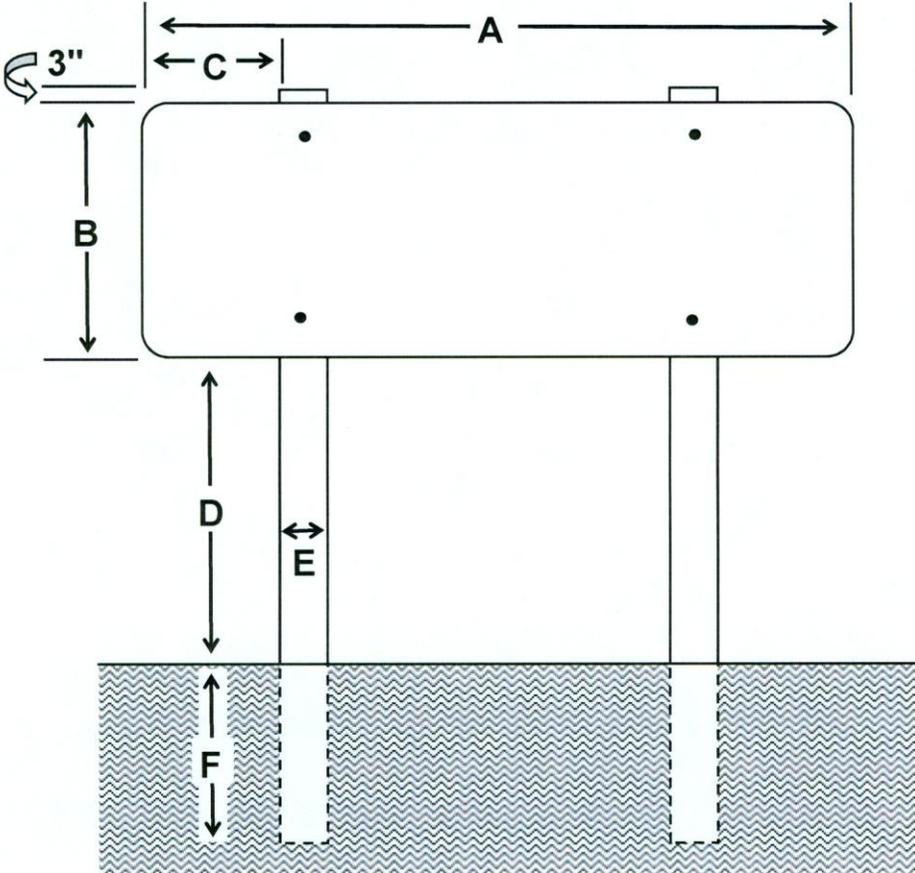


Figure 3: Arrow Sizing Chart



**Figure 4: SIGN BOARD AND POST MOUNTING GUIDE**



<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>
Sign Board Width	Sign Board Height	Post to Edge Distance*	Ground to Sign Height	Post Size/Number	Post Burial Depth
0 - 35"	0 -24"	1/2	36"	1 - 4X4	24"
36" - 47"	12" - 24"	1/5	36"	2 - 4X4	24"
48" - 59"	12" - 30"	1/5	36"	2 - 4X4	24"
60" - 71"	24" - 36"	1/5	36"	2 - 6X6	36"
72" - 83"	36" - 48"	1/5	40"	2 - 6X6	36"
84" +	36" - 64"	1/5	46"	2 - 6X6	36"

NOTE: All post tops will be beveled 45°, 3/4" from the top of the post.

**Appendix G: GRANT ACKNOWLEDGEMENT**

Temporary Signage

Permanent Signage

GRANT ACKNOWLEDGEMENT – TEMPORARY SIGNAGE

## **Your Recreation Dollars at Work**

This project supported by a grant from the  
Idaho Department of Parks and Recreation

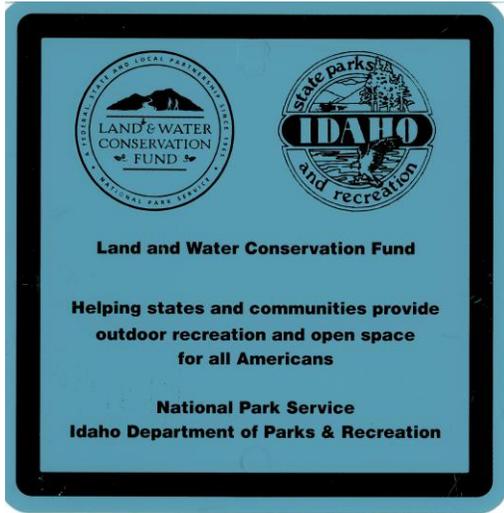


**James E. Risch, Governor**  
State of Idaho

**Robert L. Meinen, Director**  
Idaho Department of Parks and Recreation

For more information on Idaho Department of Parks and Recreation  
projects, visit [www.parksandrecreation.idaho.gov](http://www.parksandrecreation.idaho.gov)

GRANT ACKNOWLEDGEMENT – PERMANENT SIGNAGE



**Appendix H: STANDARD SIGN SHAPES**

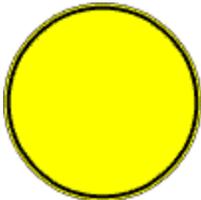
## Standard Sign Shapes

Signs convey information to travelers not only by their messages and color, but through their shape as well.

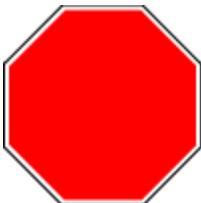
Special shapes are specifically assigned to certain types of signs so that travelers can recognize them quickly and react appropriately.

In general, the greater number of sides on a sign, the more critical a message it conveys. This is why a circular shape was adopted for the Railroad Advance warning sign (i.e. infinite number of sides), as a collision between a train and a typical vehicle will nearly always end badly. Then next the octagon shape is used for the STOP sign, since not noticing that sign typically has unpleasant consequences, and so on down the line. There are of course exceptions to this rule - a pentagonal County Route marker isn't (typically) a greater threat than a standard square route marker, and even though they have only 3 sides, the YIELD and No Passing Zone signs are still rather important (and the pennant shape of the NPZ sign serves as a sort of "get back over on your own side of the road" arrow).

### Standard sign shapes and their assigned meanings:



Circle - Exclusively for railroad advance warning signs



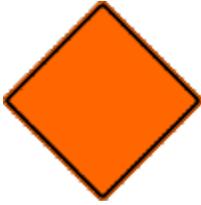
Octagon - Exclusively for STOP signs



Crossbuck - Exclusively for railroad grade crossing signs



Pentagon - Used for school advance warning signs and county route marker signs



Diamond - Used for warning signs



Rectangle, Longer Dimension Vertical - Used for regulatory signs



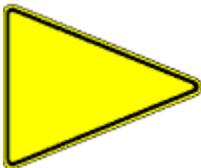
Rectangle, Longer Dimension Horizontal - Used for guide signs, some warning signs, and temporary traffic control signs



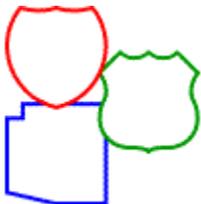
Trapezoid - Used for recreational area guide signs and National Forest route markers



Equilateral Triangle, Point Down - Exclusively for YIELD signs



Pennant - Exclusively for No Passing Zone signs



Other shapes - Typically used for route marker signs

These images are from the Manual of Traffic Signs, by Richard C. Moeur (<http://www.trafficsign.us/>)

**APPENDIX I: STANDARD SIGN COLORS**

## Standard Sign Colors

**Red - used for STOP and YIELD signs, multiway supplemental plates, DO NOT ENTER and WRONG WAY signs, for legend or symbols on some regulatory signs, and as part of Interstate and some state route markers**

**Fluorescent Pink - used as background color for incident management signs**

**Coral - reserved for future use**

**Orange - used as background color for temporary traffic control signs**

**Yellow - used as background color for warning signs (except temporary signs) and school signs**

**Fluorescent Yellow-Green - used as background color for pedestrian, bicycle, and school warning signs**

**Green - used as background color for guide and information signs, and for legend on permissive regulation and parking signs**

**Light Blue - reserved for future use**

**Blue - used as background color for traveler services information signs, emergency evacuation route signs, and as part of Interstate and some state route markers**

**Purple - reserved for future use**

**Brown - used as background color for guide and information signs related to points of recreational or cultural interest**

**Black - used as background color for ONE WAY, night speed limit, and truck regulatory signs, and as legend color on signs with white, yellow, orange, fluorescent pink, and fluorescent yellow-green backgrounds**

**White - used as background color for most regulatory signs and some route markers, and as legend color on signs with red, green, blue, brown, and black backgrounds**

These images are from the Manual of Traffic Signs, by Richard C. Moeur (<http://www.trafficsign.us/>)

**APPENDIX J: STANDARD IDPR SIGN COLORS**

## STANDARD IDPR SIGN COLORS

Forest Class:



Sagebrush Class:



**APPENDIX K: INTERNATIONAL SYMBOLS**

## INTERNATIONAL RECREATION SYMBOLS

The Bureau of Land Management (BLM) National Science and Technology Center (NSTC) is the point of contact for standard International Recreation Symbolology used by the BLM. As there is no single government agency responsible for managing International Recreation Symbols, many agencies have developed their own symbols and definitions. This has led to confusion and misuse throughout the government. The NSTC will continue to work and coordinate with other agencies in an effort to standardize symbolology and definitions. However, this is an ongoing effort and until it is completed, the downloadable symbols and definitions listed below should be used by inconjunction with all IDPR signage.

The NSTC has created the following set of International Recreation Symbols and their definitions, which were derived primarily from symbol sets approved by the Manual of Uniform Traffic Control Devices (MUTCD) and adaptations of symbols from BLM-NSTC and the U.S. Forest Service (USFS). The BLM symbols were NSTC-specific recreational and cultural symbols used to support standard and special-theme Bureau mapping projects. All of the symbols provided here are consistent with the MUTCD and USFS, however some of the definitions have been modified for clarity. This symbol set is not all inclusive and will continue to be updated as necessary.

The following international recreation symbols are provided as fonts on that attached CD. The following download instructions and Baseline Symbol Fonts and Keyboard Equivalents are also provided on the CD as PDF's to use as reference. They can also be accessed at the BLM website <http://www.blm.gov/nstc/mapstandards/intlsym.html> . To download and access the fonts follow the following directions.

### SYMBOL FONTS

The four files, **WINTTSEA.exe**, **WINPSSEA.exe**, **MACTTSEA.hqx**, and **MACPSSEA.hqx** contain eight symbol fonts in TrueType (...TT...) and PostScript Type 1 (...PS...) format for PC and Mac installation and for use with the ESRI ArcInfo program. The fonts were created with Macromedia Fontographer for the PC from Bureau of Land Management (BLM) and US Forest Service (USFS) Encapsulated PostScript (.EPS) vector graphic files. As they are vector based rather than bitmaps they may be enlarged to virtually any extent without loss of linework quality or resolution. The files were compressed using WinZip on the PC and CompactPro on the MAC. Decompression and installation are as follows:

**WINxxSEA.exe** - These files are self-extracting archives that will place the working fonts in a directory of the user's choice for installation in the operating system. Once expanded the files are to be installed in the fonts folder found in the Control Panel. Double-click on the Fonts icon in the control panel and follow the instructions for installing a new font(s). The TrueType format (.ttf) should be installed unless the PostScript version is needed for use with Adobe Type Manager.

**MACxxSEA.hqx** - These files are self-extracting compressed format files that have been saved in binhex format so they can be transmitted over networks or the Internet /Internet to either MAC

or PC machines. To open these files you must have an archiving program with binhex conversion capabilities, such as CompactPro or Stuffit, installed on the MAC.

Once the files have been un-binhexed and decompressed the fonts can be installed in the System Font folder by simply dragging them to the System folder. Either format can be used but the TrueType version is recommended for cross platform compatibility.

The next page displays the Font Name, symbol, and keyboard stroke associated with each symbol. The pages following show each available International Recreation Symbol for reference.

**BLM BASELINE SYMBOL FONTS AND KEYBOARD EQUIVALENTS**

(Insertion point at bottom center of symbol)

<b>BLMSYRAB</b>	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	I										
<b>BLMSYRGB</b>	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	I
<b>BLMSYRLB</b>	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	I				
<b>BLMSYRMB</b>	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	I					
<b>BLMSYRSB</b>	A	B	C	D	E	F	G	H	I	J	K	L	M	I													
<b>BLMSYRWB</b>	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	I				
<b>BLMSYCSB</b>	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	I
	a	b	c	d		g	h	i	j	k	l	m	n	o	p	q	r										
	1	2	3	4	5	6	7	8	9	10	11	12															
<b>BLMNUMBB</b>	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	I
	a	b	c	d	e	f	g	h	i	j	k	l	m	n	o	p	q	r	s	t	u	v	w	x			
	0	1	2	3	4	5	6	7	8	9																	
	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25											
	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49			



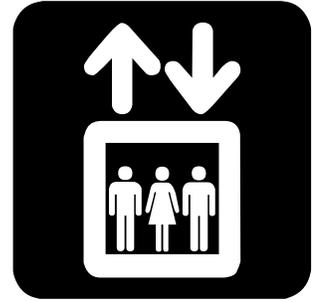
Airport



Bus Stop



Campfire



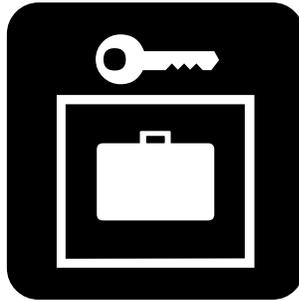
Elevator



Kennel



Laundry



Locker Rental



Parking



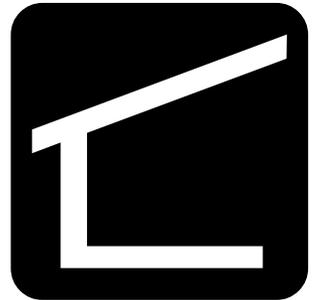
Men's Restroom



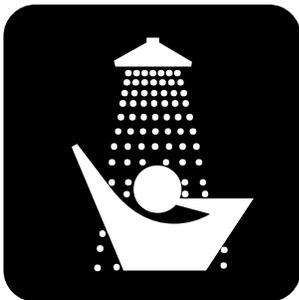
Women's Restroom



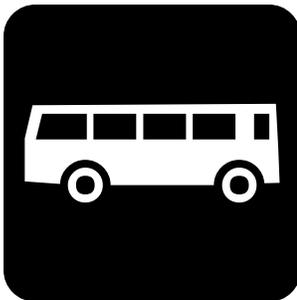
Sleeping Shelter



Trail Shelter



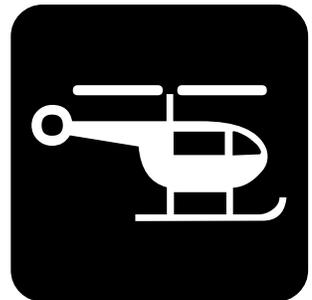
Showers



Bus Parking



Family Restroom



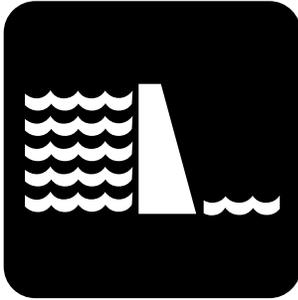
Helicopter Activity



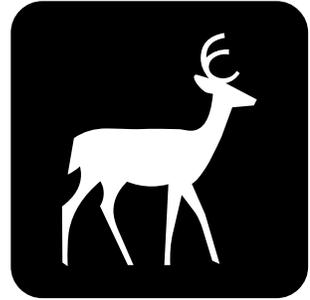
Automobile



Bear Viewing Area



Dam



Deer Viewing Area



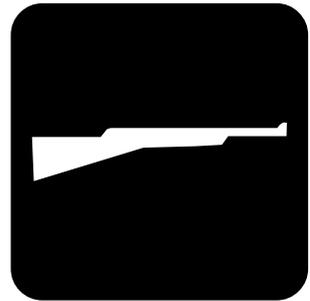
Drinking Water



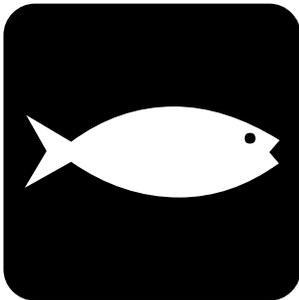
Environmental Study Area



Nature Study Area



Shooting Area



Fishing



Information



Leashed Pets



Litter Container



Lookout Tower



Pedestrian Crossing



Ranger Station



Smoking Permitted



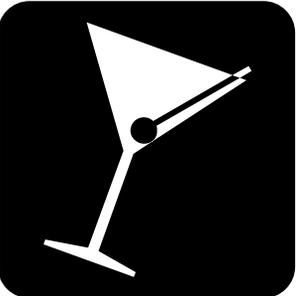
Truck Parking



Tunnel



Watchable Wildlife



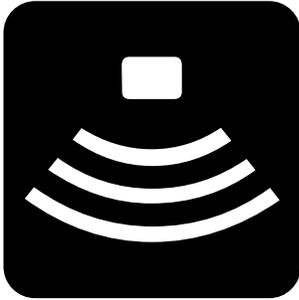
Historic Site



High-Clearance Vehicle



Seaplane Activity



Amphitheater



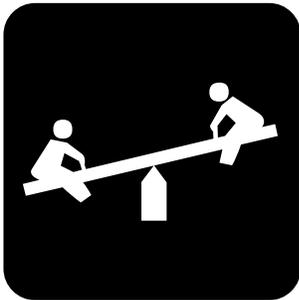
Climbing



Climbing



Hunting



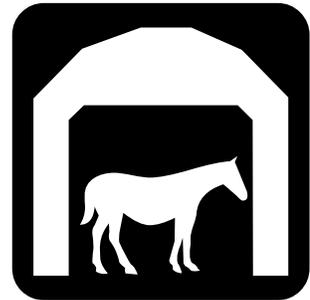
Playground



Rock Collecting



Spelunking



Stable



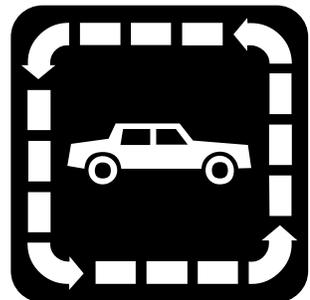
Bicycle Trail



Hiking Trail



Horse Trail



Interpretive Auto Road



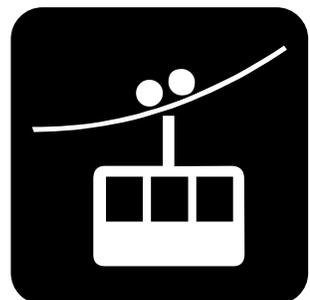
Interpretive Trail



Four Wheel Drive Trail



Dirt Bike Trail



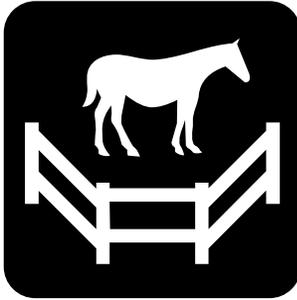
Aerial Tramway



All Terrain Vehicle Trail



Archery Range



Corral



Hang Gliding Area



Rollerblading



Walk- In Campground



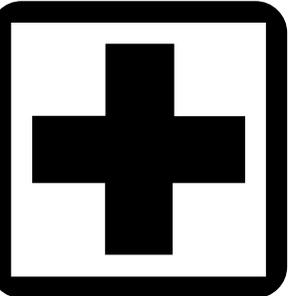
Campground



Trailer Camping



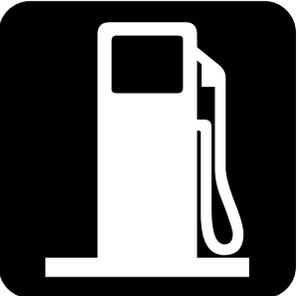
Ferry



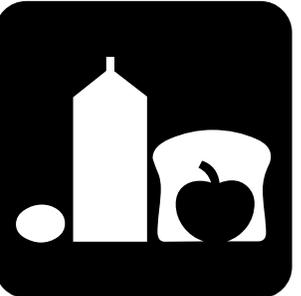
First Aid



Food Service



Gas Station



Grocery Store



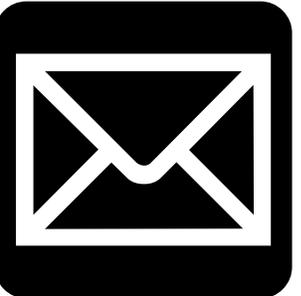
Wheelchair Accessible



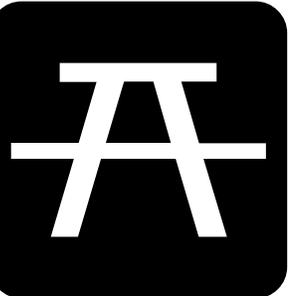
Lodging



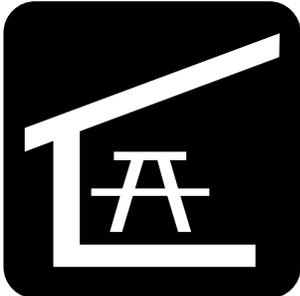
Mechanic



Post Office



Picnic Area



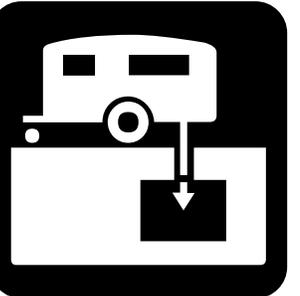
Picnic Shelter



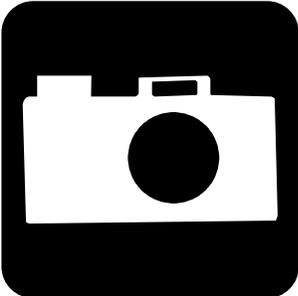
Restrooms



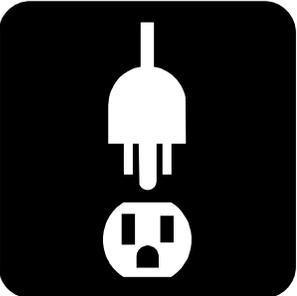
Telephone



Trailer Sanitary Station



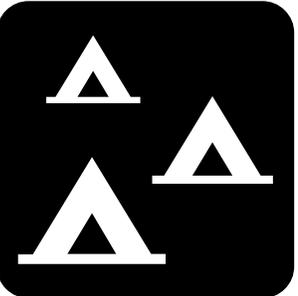
Scenic Area



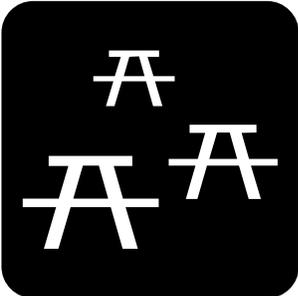
Electrical Hookup



Motor home



Group Campground



Group Picnic Area



Ice Skating



Ski Jumping



Skibobbing



Cross Country Skiing



Downhill Skiing



Sledding



Snowmobiling



Snowshoeing



Winter Recreation Area



Chairlift



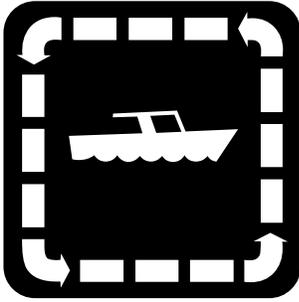
Dog Sledding



Snow Tubing



Snowboarding



Boat Tours



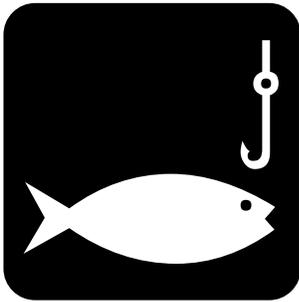
Canoeing



Diving



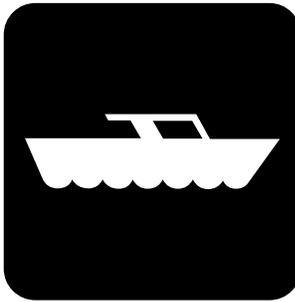
Scuba Diving



Fishing



Marina



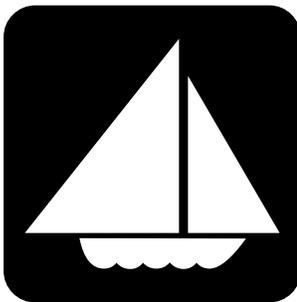
Motor Boating



Boat Ramp



Non-motorized Boats



Sail Boating



Water Skiing



Surfing



Swimming



Wading



Beach



Fishing Pier



Hand Launch



Personal Watercraft Area



Kayaking



Rafting

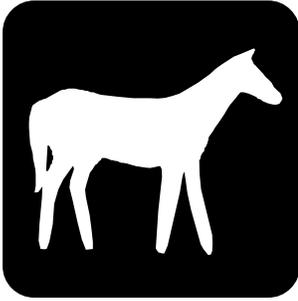


Wind Surfing





Mountain Bike Trail



Wild Horse Viewing



Hot Tubs



Bird of Prey Viewing



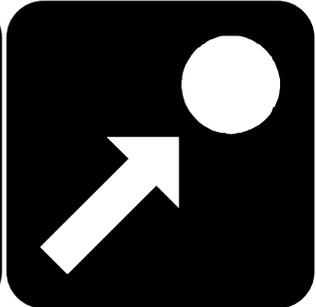
Scenic Geology



Visitor Center



Back Country Byway



Point of Interest



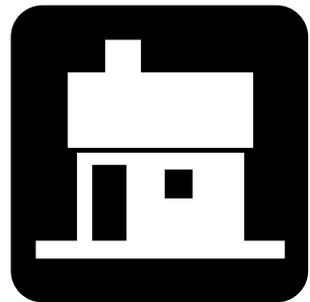
Interpretive Sign



Petroglyph



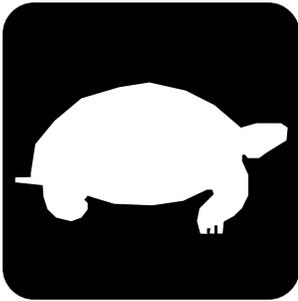
Archeological Site



Cabin Rental



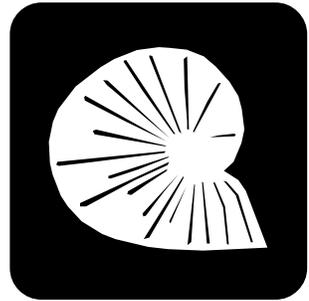
Land Sailing



Desert Tortoise Area



Fee Area



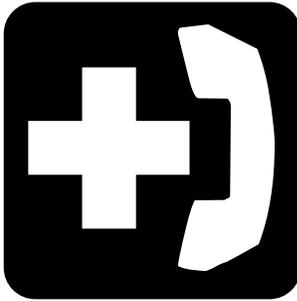
Fossil Site



Group Day Use Area



Long Term Visitor Area



Emergency Communication



Wayside Exhibit



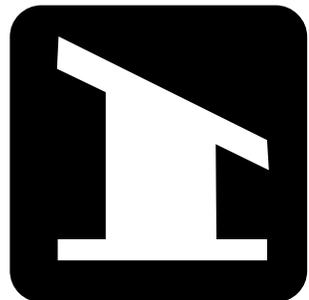
Golfing



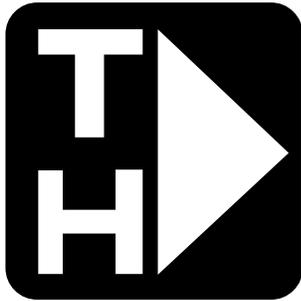
Hospital



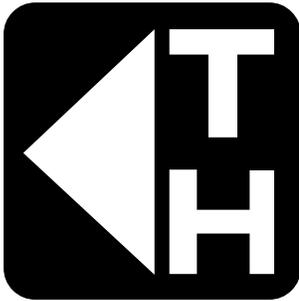
Off-Highway Vehicle



Forest Service Facility



Trailhead



Trailhead



Trailhead



Trailhead



Hot Tubs



BLM Field Office

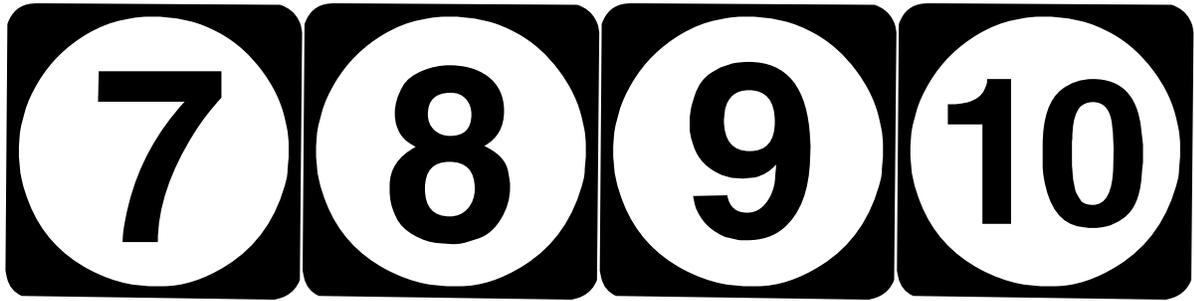


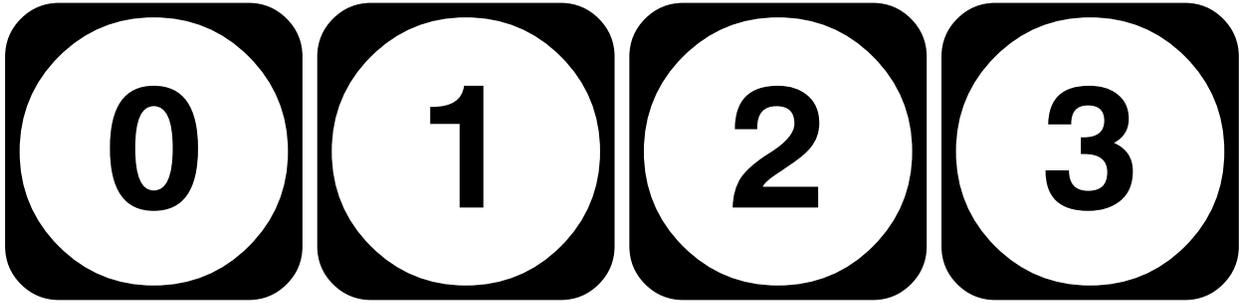
Recreation Area #1



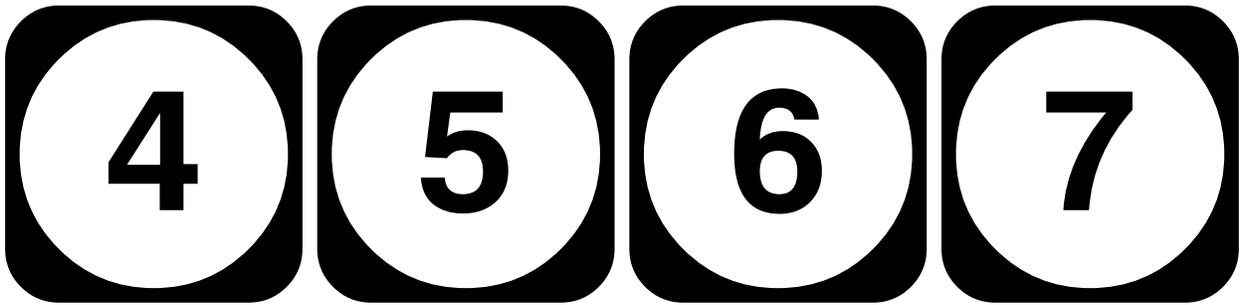
Recreation Area



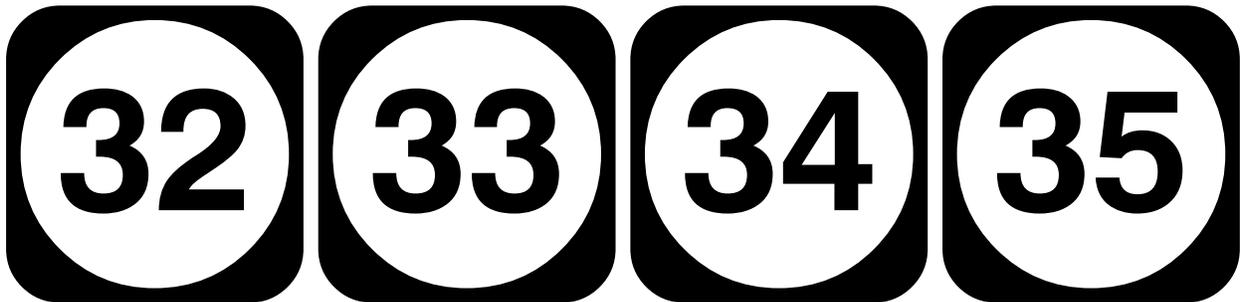
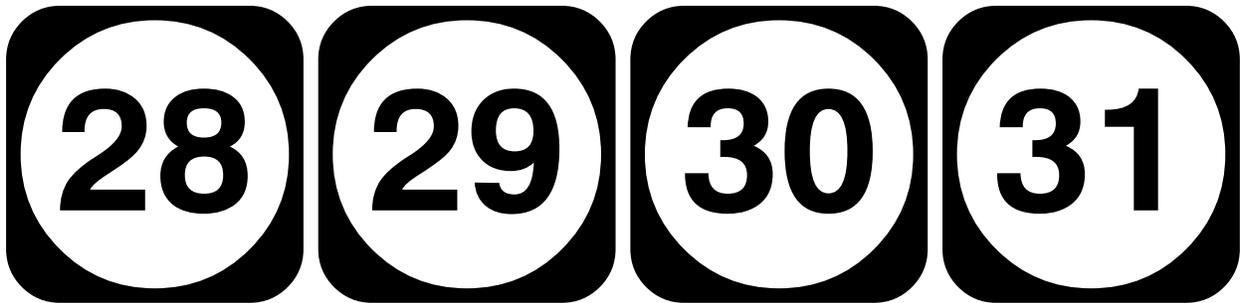
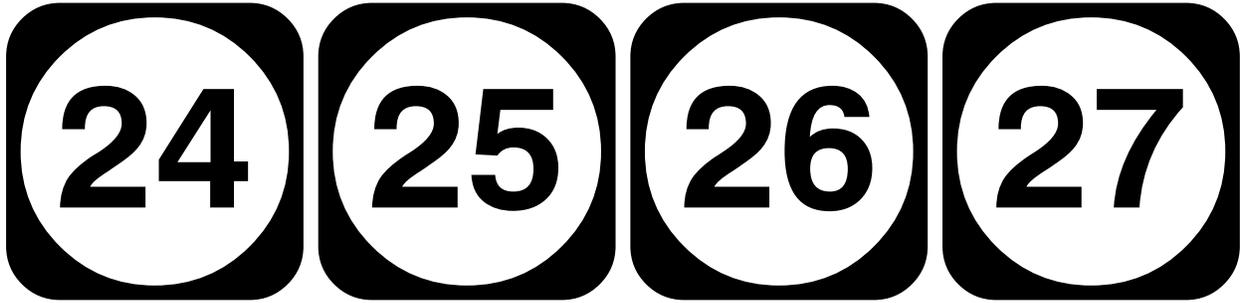


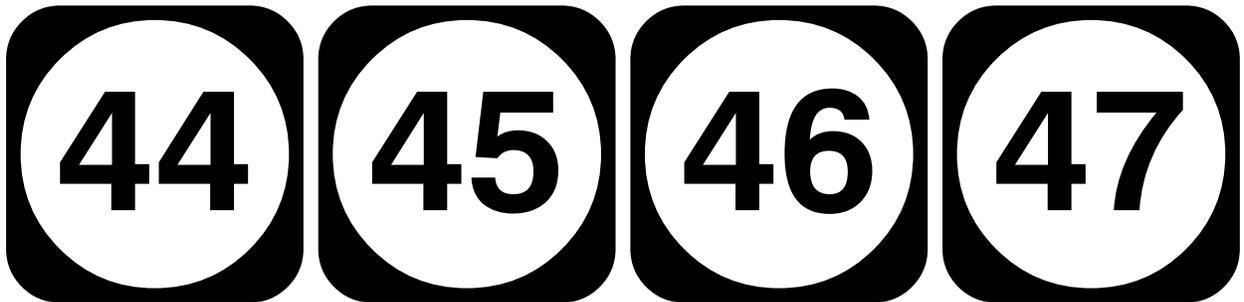
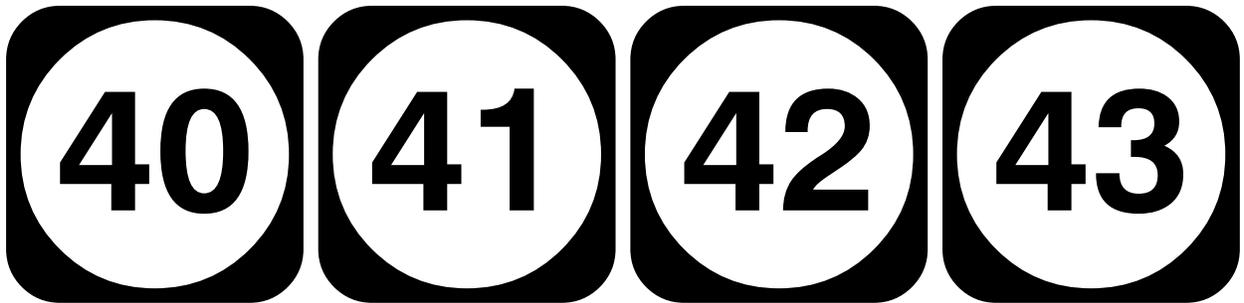
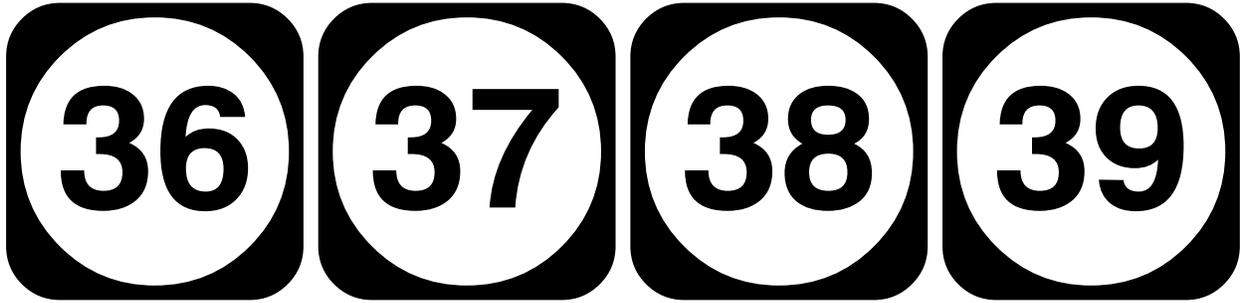


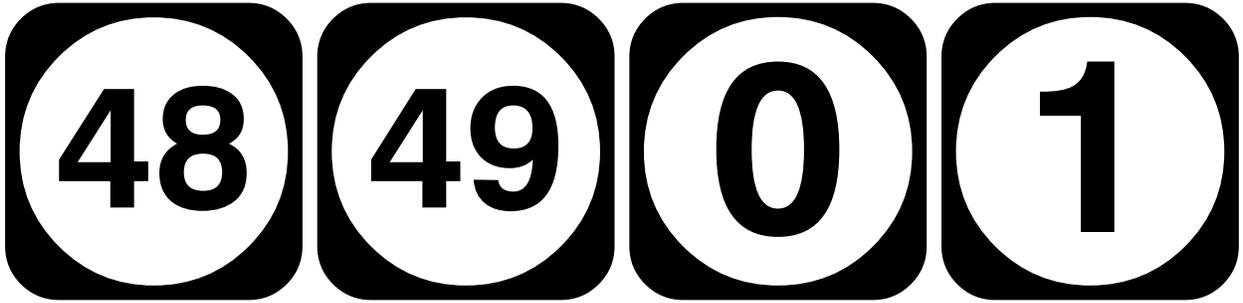
Recreation Area











**APPENDIX L: DEPARTMENT LOGO**

# IDAHO DEPARTMENT OF PARKS AND RECREATION LOGO



**APPENDIX M: KIOSK CONCEPTUAL DRAWINGS**



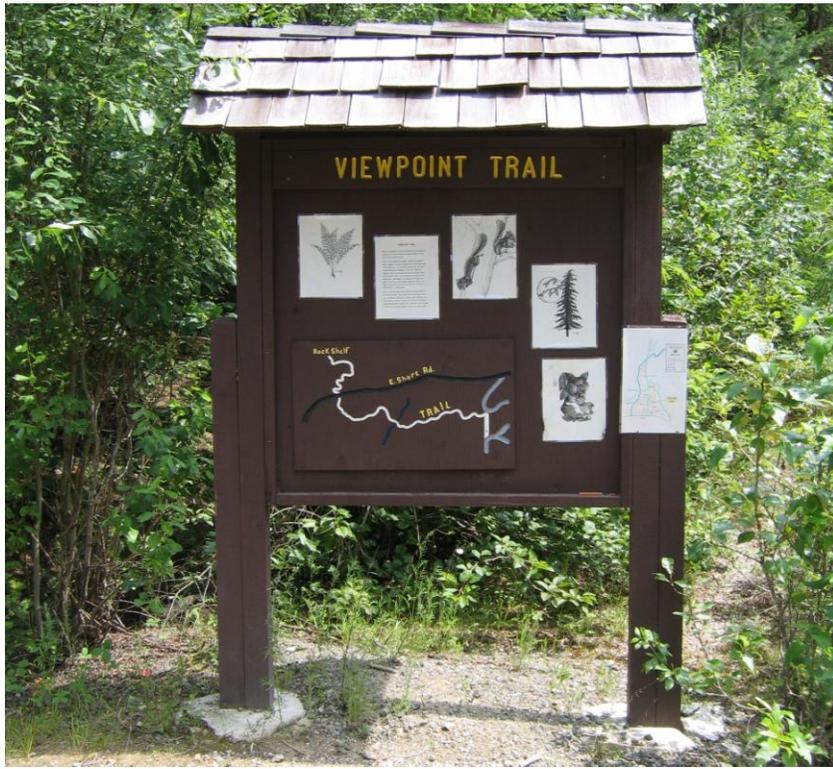




**APPENDIX N: BULLETIN BOARD CONCEPTUAL DRAWINGS**

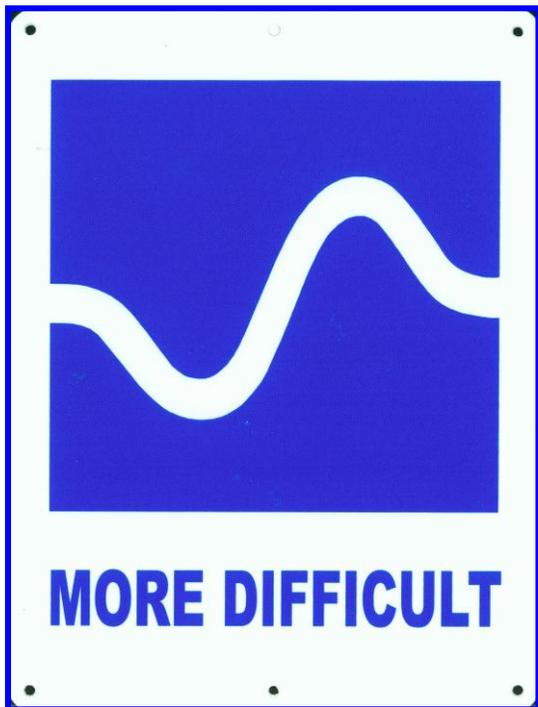




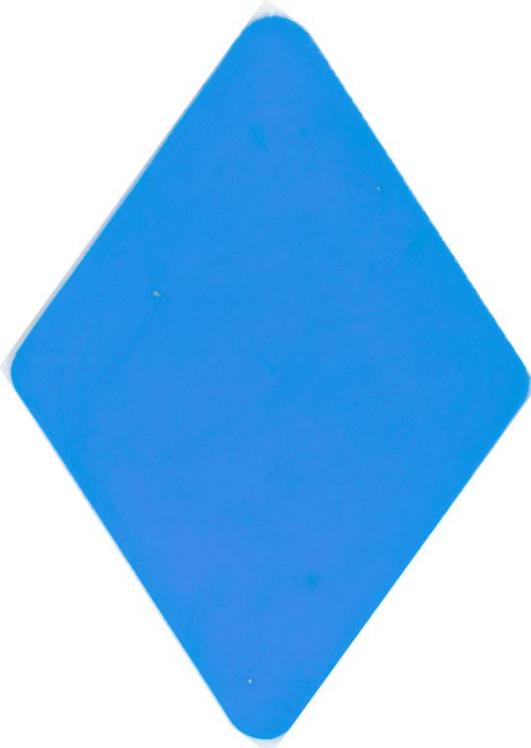


**APPENDIX O: NON-MOTORIZED TRAIL SIGNS / BLAZING**

NON-MOTORIZED TRAIL SIGNS



NON-MOTORIZED TRAIL BLAZING SIGNS



IDAHO CENTENNIAL TRAIL MARKER



**APPENDIX P: LIST OF RESOURCES**

## LIST OF RESOURCES

Americans with Disabilities Act Accessibility Guidelines (ADAAG): <http://www.access-board.gov/adaag/html/adaag.htm>

American National Standards Institute (ANSI): <http://www.ansi.org/>

Bureau of Land Management's (BLM) Sign Guidebook:  
[http://www.blm.gov/wy/st/en/Sign\\_Center.2.html](http://www.blm.gov/wy/st/en/Sign_Center.2.html) or  
<http://www.gov/pgdata/etc/medialib/blm/wy/signs/docs.Par.61916.File.dat/guidebook.pdf>

Federal Highway Administration (FHA): <http://www.fhwa.dot.gov/>

Guidelines for Snowmobiling Trail Signing and Placement, International Association of Snowmobile Administrators: <http://www.snowiasa.org/guidelines-resources/sign-guidelines.pdf>

Idaho Department of Parks and Recreation (IDPR): <http://parksandrecreation.idaho.gov/>

Idaho Department of Parks and Recreation Sign Manual:

Idaho Transportation Department (ITD): <http://www.itd.idaho.gov/>

IDAPA 26.01.20 Rules Governing the Administration of Parks and Recreation Areas and Facilities: <http://adm.idaho.gov/adminrules/rules/idapa26/0120.pdf>

IDAPA 26.01.30 Idaho Safe Boating Rules, title 67:  
<http://adm.idaho.gov/adminrules/rules/idapa26/0130.pdf>

IDAPA 26.01.31 Rules Governing the Administration of Idaho Department of Parks and Recreation State and Federal Grant Funds:  
<http://adm.idaho.gov/adminrules/rules/idapa26/0131.pdf>

International Recreation Symbols: <http://www.trafficsign.us/index.html> or  
<http://www.blm.gov/nstc/mapstandards/intlsym.html>.

Manual for Uniform Traffic Devices (MUTCD): [www.mutcd.fhwa.dot.gov](http://www.mutcd.fhwa.dot.gov) or  
<http://mutcd.fhwa.dot.gov/pdfs/2003r1r2/mutcd2003r1r2complet.pdf>

Manual of Traffic Signs: <http://www.trafficsign.us/index.html>

Material Safety Data Sheets (MSDS): [http://dbs.idaho.gov/safety\\_code/301.html](http://dbs.idaho.gov/safety_code/301.html) or  
[http://edocket.access.gpo.gov/cfr\\_2007/julqtr/29cfr1910.1200.htm](http://edocket.access.gpo.gov/cfr_2007/julqtr/29cfr1910.1200.htm) or  
<http://www.msds.com/>

National Park Service (NPS) Uniguide Sign System Manual:

<http://www.nps.gov/hfc/acquisition/uniguide.htm#>

Uniform Federal Accessibility Standards (UFAS): <http://www.access-board.gov/ufas/ufas-html/ufas.htm>

United States Corps of Engineers (COE) Sign Manual:

<http://corpslakes.usace.army.mil/employees/sign/>.

U.S. Aids to Navigation System (USATON):

<http://www.uscgboating.org/safety/aton/system.htm>