

South Dakota Department of Transportation
Policy
Distribution: DOT

Title **Memorial Highways and Auto Tour Routes**

Policy No. **DOT—OS—OT—3.2**

Persons Affected Operations Division

Policy Owner Operations Support

Effective Date X/X/2018

Supersedes DOT-OS-OT-3.1

Next Review Date X/X/2019

Purpose

To provide a uniform system for approving and signing Memorial Highways and Auto Tour Routes.

Background

Memorial Highways and Auto Tour Routes are recognized by the [Manual on Uniform Traffic Control Devices \(MUTCD\) Section 2M.10: “Memorial or Dedication Signing,”](#) and [Section 2H.07: “Auto Tour Route Signs”](#) (Auto Tour Route signing was previously called Trail signing in the *MUTCD*). Named Highways are covered in [Section 2D.53](#). Named Highways are those roads known by common names, such as Needles Highway or Nemo Road.

Policy

Memorial Highways commemorate an individual or group of individuals of historic significance to the State of South Dakota or to the United States. Naming is generally restricted to a segment of State highway, and one sign is placed at each end of the segment. People wanting to establish a Memorial Highway must apply to the South Dakota Department of Transportation (SDDOT). Upon approval by the Transportation Commission, a \$1,000 fee to cover administration and sign costs will be submitted to the SDDOT by the requestor.

Auto Tour Routes are of particular cultural, historical, or educational significance. Signed Auto Tour Routes are used to follow the historical route of a trail, such as the Lewis and Clark Trail. Signs on an Auto Tour Route are placed at the beginning and end, and at the intersections with other State highways. A reassurance marker may be provided at an intermediate location between such intersections. People wanting to establish an Auto Tour Route must apply to the SDDOT. Upon approval by the Transportation, a \$1,000 fee to cover administration and sign costs will be submitted to the SDDOT by the requestor.

The SDDOT will determine where signs will be installed and when signs need to be replaced because of deterioration or damage. Signs must comply with the MUTCD and posts must comply with [NCHRP Report 350: Recommended Procedures for the Safety Performance Evaluation of Highway Features](#) or the [Manual for Assessing Safety Hardware](#) (MASH) requirements. Memorial Highways and Auto Tour Route signs will not be erected on the Interstate Highway System.

Procedures

1. Memorial Highways

Responsibility	Action
Civic organization, local government, group or individual (hereinafter referred to as the Requestor)	<ol style="list-style-type: none">1. Complete a Form DOT-402, Application for Memorial Highways and Auto Tour Route Signs, available on the SDDOT website under Resources > Forms.2. Provide documentation that the individual or group of individuals to be honored is of historic significance to the State of South Dakota or the United States.3. Provide a map of the proposed route and sign locations. [It is preferred that Memorial Highway signs be placed at a rest area, scenic overlook, recreational area or other appropriate location where parking is provided.]<ul style="list-style-type: none">• One sign on either end of the route will be installed.4. Provide a draft of the proposed sign wording.<ul style="list-style-type: none">• The legend displayed on memorial highway signs will be limited to the name and title of the person or entity being recognized and “Memorial Highway.”• The minimum size sign will be designed using standard highway fonts.• The sign will have a brown background with white letters.• Decorative or graphical elements, pictographs, logos or symbols will not be displayed.5. Submit the form and supporting materials to: SDDOT Operations Support 700 E. Broadway Ave. Pierre, SD 57501
Operations Traffic Engineer	<ol style="list-style-type: none">6. After the application is received from the Requestor, check SDDOT records to determine whether or not this stretch of highway is already a Memorial Highway. Only one name or designation should be used to identify the highway. If the route is already designated, work with the Requestor to determine if an alternate highway segment is acceptable.7. Notify the respective Region Traffic Engineer of the application and provide contact information.8. Work with the Requestor to develop the proposed sign wording. Signs will meet the following criteria:<ul style="list-style-type: none">• The minimum size sign will be designed using standard highway fonts. Typical design is Series D font using a combination of lowercase letters with initial 4” high uppercase letters. The sign will have a brown background with white letters.• Decorative or graphical elements, pictographs, logos or symbols will not be displayed.

- Reflective sheeting will be ASTM D4956 Type IV.
9. Work with the Region Traffic Engineer on sign locations. One sign on either end of the route will be installed.
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| Director of Operations | 10. Review request and proposed sign wording.
11. Make recommendation to the Transportation Commission through the Secretary of Transportation. |
| Transportation Commission | 12. Approve or disapprove the dedication of a Memorial Highway.
13. Approve or disapprove of the wording of the proposed signs. |
| Operations Traffic Engineer | 14. Notify Requestor if approved or disapproved by the Commission. If approved, request submittal of the \$1,000 fee. |
| Requestor | 15. Send the \$1,000 fee to:
SDDOT
Operations Support
700 E. Broadway Ave.
Pierre, SD 57501 |
| Operations Traffic Engineer | 16. Notify the Region Traffic Engineer of Commission approval or disapproval. |
| Region Traffic Engineer | 17. Order and coordinate installation of the signs. Signs should be installed beyond other necessary guide signs, typically 400 to 500 feet beyond an intersection. |
| Operations Traffic Engineer | 18. Maintain an inventory of approved Memorial Highways with contact information, approval dates, location, and sign information. |
| Region Traffic Engineer | 19. When replacement signs are needed, coordinate installation of new signs. All replacement signs will meet sign design and placement requirements in effect on the date of replacement. |
| Transportation Commission | 20. May reconsider and revoke approval of a Memorial Highway at any time. In the event that an approval is later revoked, the \$1,000 fee will be retained by the SDDOT. |

2. Auto Tour Routes

Responsibility	Action
Civic organization, local government or Auto Tour Route group (hereinafter referred to as the Requestor)	<ol style="list-style-type: none"> 1. Complete a Form DOT-402, Application for Memorial Highways and Auto Tour Route Signs, available on the SDDOT website under Resources > Forms. 2. State why the route is of particular cultural, historical or educational significance. 3. Provide a map of the proposed route and sign locations.

4. Provide a draft concept or sketch of the proposed sign. The signs will have directional arrows below the main sign.
 - Maximum size is 6 square feet.
 - Color and layout will be consistent with the *MUTCD*.
5. Submit the form and supporting materials to:
SDDOT
Operations Support
700 E. Broadway Ave.
Pierre, SD 57501
6. After the application is received from the Requestor, determine whether or not this stretch of highway is already an Auto Tour Route. Only one name or designation should be used to identify the highway. If the route already is designated, work with the Requestor to find an acceptable alternate highway segment.
7. Verify that a prospective route meets the definition of an Auto Tour Route.
8. Notify respective Region Traffic Engineer of viable application and provide contact information.
9. Work with the Requestor to develop a proposed sign design meeting all of the following criteria:
 - Maximum size is 6 square feet.
 - Color and layout shall be consistent with the *MUTCD*.
 - Reflective sheeting will be ASTM D4956 Type IV.
10. Review request and proposed sign design.
11. Make a recommendation to the Transportation Commission through the Secretary of Transportation.
12. Approve or disapprove the dedication of an Auto Tour Route.
13. Approve or disapprove of the design and text of proposed signs.
14. Notify Requestor if approved or disapproved by the Commission. If approved, request submittal of the \$1,000 fee and an electronic copy of the sign design.
15. Send the \$1,000 fee to:
SDDOT
Operations Support
700 E. Broadway Ave.
Pierre, SD 57501
16. Notify Region Traffic Engineer of Commission approval or disapproval.
17. Order and coordinate installation of the signs. Signs should be

Operations Traffic
Engineer

Director of Operations

Transportation
Commission

Operations Traffic
Engineer

Requestor

Operations Traffic
Engineer

Region Traffic Engineer

installed beyond other necessary guide signs, typically 400 to 500 feet beyond an intersection.

- Operations Traffic Engineer 18. Maintain a database of approved Auto Tour Routes with contact information, approval dates, location, and sign information.
- Region Traffic Engineer 19. When replacement signs are needed, coordinate installation of new signs.

Related Documents

[Manual on Uniform Traffic Control Devices \(MUTCD\)](#)
[Form DOT-402, "Application for Memorial Highways and Auto Tour Route Signs"](#)

Signatures

Darin P. Bergquist, Secretary of Transportation Date

Gregory T. Fuller, Director, Operations Date

Mike Behm, Director, Planning and Engineering Date

Jason Humphrey, Construction and Maintenance Engineer Date

APPLICANT INFORMATION

Name: _____
Representing: _____
Address: _____
City: _____ State: _____ Zip Code: _____
Phone Number: _____ Fax Number: _____
Email Address: _____

APPLICATION FOR: MEMORIAL HIGHWAY or AUTO TOUR ROUTE

ASSURANCE:

a. MEMORIAL HIGHWAYS:

Proposed Wording on Sign: _____

The legend displayed on memorial signs shall be limited to the name of the person or entity being recognized and a simple message preceding or following the name, such as "Dedicated to" or "Memorial Parkway." Additional legend, such as biographical information, shall not be displayed on memorial signs. Decorative or graphical elements, pictographs, logos, or symbols shall not be displayed on memorial signs. The route number or officially mapped name of the highway shall not be displayed on the memorial sign. Memorial names shall not appear on supplemental signs or on any other information sign on or along the highway or its intersecting routes. The lettering for the name of the person or entity being recognized may be composed of a combination of lower-case letters with initial upper-case letters.

Provide information describing the individual or groups historic significance to the State of South Dakota or to the United States. The information submitted will be what the Transportation Commission uses to consider and evaluate the request. Please be as specific and complete as possible and provide adequate details. Utilize the following guidelines (add additional sheets as necessary):

- ❖ A memorial highway can be named after an event, person, or organization.
- ❖ The named entity should be associated with activities or events that have made a significant contribution to the broad patterns of South Dakota history.
 - Guideline for this requirement could be documentation in commonly recognized history texts.
 - The application process requires a detailed explanation and documentation of the historical significance.
- ❖ Statewide historical significance of the event, person, or group should be directly related to the geographic area known as South Dakota.
- ❖ The event, person, or group of national historical significance should have direct association with the state of South Dakota.
- ❖ The person or persons should be deceased for at least 5 years.

CERTIFICATION OF APPLICANTS:

I certify that the above and foregoing statements are true and correct and I will inform the Department of any changes to the above indicated information that may affect the availability of the service provided in accordance with State Law, and Manual on Uniform Traffic Control Devices.

Applicant's signature

Date

Submit Application, Documentation, and Map to:

Operations Support
SDDOT 700 East Broadway
Pierre, SD 57501
(605) 773-3571