

## City of Cottage Grove Sign Request

### Part A. Completed by Department that receives request

#### Requester's Information

Last Name	First Name
Address	
Phone	
Fax	
E-mail	

#### Department Information

Request Received by	Department
Employee Signature	
Employee Phone	
Date Received	

#### Sign Information

<b>Approximate Sign Location:</b>

<b>Reason for Request:</b>

### Part B. Completed by Engineering Department

Sign Request No. \_\_\_\_\_

<b>Sign Type:</b>	<b>Description:</b>
Regulatory <input type="checkbox"/>	
Warning <input type="checkbox"/>	
Directional <input type="checkbox"/>	
Construction <input type="checkbox"/>	
Special Purpose <input type="checkbox"/>	
Not Permitted <input type="checkbox"/>	
<b>Street Name/Type:</b>	
Arterial <input type="checkbox"/>	Collector <input type="checkbox"/>
Residential <input type="checkbox"/>	
<b>Action Needed per City Policy:</b>	
Approach Speed Analysis	<input type="checkbox"/>
Other (specify)	<input type="checkbox"/>
Sight Distance Analysis	<input type="checkbox"/>
Traffic Volume Analysis	<input type="checkbox"/>
<b>Does it Meet Warrants?</b>	Yes <input type="checkbox"/>
	No <input type="checkbox"/>

<b>Approximate Sign Location:</b>	
<b>Reason for Request:</b>	
<b>Action Taken:</b>	
<b>Follow up with Requester Needed?</b>	Yes <input type="checkbox"/>
	No <input type="checkbox"/>
<b>Follow up Assigned to:</b>	