



**FORT WAYNE**  
**Public Works**  
*In Your Neighborhood*

## WAYFINDING / GUIDE SIGN APPLICATION

Application is hereby made to the Traffic Engineering Department for Wayfinding / Guide signs to be placed upon City Street Light Poles if separate posts are not feasible.

Applicant (Business name): \_\_\_\_\_

Contact Person: \_\_\_\_\_ (Phone): (8AM-5PM) \_\_\_\_\_

### Applicant will be responsible for the following:

- Notify Traffic Engineering in writing of intent to place new signs.
- Provide details of signs, design proof, dimensions (should not exceed 3 square feet)
- Provide requested locations of poles (with pole numbers, yellow vertical tag) or address/intersection (see hold harmless agreement), (review of locations will be required)
- Provide mounting details for signs. No drilling holes in poles, banding
- Sign Hold Harmless Agreement
- Replacement, Re-installation, or Re-mounting due to maintenance

### Sign conditions & Information

- Signs shall meet Federal MUTCD requirements
- Sign material type shall be .080-gauge aluminum
- Signs shall be reflective
- Signs shall not use script lettering
- Signs shall be banded to light poles with City approved banding (no drilling, self-tapping screws or band clamps)
- No more than 6 locations (intersections) will be approved, unless approved by Traffic Engineering Department

Application may be submitted to:

**City of Fort Wayne**  
**Traffic Engineering**  
**200 E. Berry St.**  
**Suite 210**  
**Fort Wayne, In. 46802**



**WAYFINDING / GUIDE SIGN LOCATION REQUEST FORM (if placing on City Light poles)**

This agreement made and entered into buy and between (Business name) \_\_\_\_\_  
 \_\_\_\_\_, heretofore known as “Applicant”, and the City of Fort  
 Wayne, Indiana, for a period beginning on, Day \_\_\_\_Month\_\_Year\_\_\_\_\_ and continuing with  
 annual review.

**WITNESSETH:**

Whereas (Business name) \_\_\_\_\_, intends to use street lights  
 poles located at the following intersections. Please include pole numbers (vertical yellow tag).

- 1 \_\_\_\_\_
- 2 \_\_\_\_\_
- 3 \_\_\_\_\_
- 4 \_\_\_\_\_
- 5 \_\_\_\_\_
- 6 \_\_\_\_\_
- 7 \_\_\_\_\_
- 8 \_\_\_\_\_
- 9 \_\_\_\_\_
- 10 \_\_\_\_\_
- 11 \_\_\_\_\_
- 12 \_\_\_\_\_

Sign Design review acceptance \_\_\_\_\_ Street light review acceptance \_\_\_\_\_



**HOLD HARMLESS AGREEMENT (if placing on City Light poles)**

WHEREAS the City of Fort Wayne is willing to allow the use of said under the following conditions:

1. The City of Fort Wayne grants to “HOA/Applicant” the right to use said street light poles.
2. (HOA/Applicant) must submit an application and plan for said street signs and neighborhood signs to the City of Fort Wayne Traffic Engineering Department prior to installation.
3. The City of Fort Wayne Traffic Engineering Department must review and approve said street signs or neighborhood signs prior to installation.
4. (HOA/Applicant) agrees that it will hold harmless and indemnify the City of Fort Wayne from any and all claims which may be made against the City of Fort Wayne by any person for personal injury or property damage resulting directly or indirectly from any act, incident or accident occurring on or about the premises of the street lights being utilized as result of acts, errors or omissions of all third parties, (HOA/Applicant) or its agents, or arising in connection with the operations, use or occupancy of the premises of (HOA/Applicant).
5. (HOA/Applicant) further agrees to wave all claims against the City of Fort Wayne on account of loss, damages or injury from whatever cause which may occur to it or its property in the use of occupancy of said premises, the giving of this waiver being one of the considerations upon which this agreement is granted.

In Witness thereof, the parties have set their hands this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

City of Fort Wayne  
 Board of Public Works

By:

\_\_\_\_\_  
 (Applicant)

By:

\_\_\_\_\_  
 Traffic Engineering Department