



PUBLIC WORKS

WILLIAM P. MORGAN, P.E.
INTERIM DIRECTOR

5510 OVERLAND AVENUE, SUITE 410, SAN DIEGO, CALIFORNIA 92123-1237
(858) 694-2212

May 1, 2024

Dear Candidate:

ELECTION INFORMATION SIGN INSTALLATION REQUIREMENTS

The records of the Registrar of Voters indicate that you have filed for election to a public office in the County of San Diego. During your campaign, should you desire to utilize election information signs as one of your means of communication to the electorate, it is necessary that you be aware of the conditions under which such signs may be placed within or adjacent to County unincorporated area road rights-of-way. Attached for your information is a copy of "Guidelines for Installing Election Information Signs within County of San Diego Road Right-of-Way" and "Election Information Sign Installation Requirements."

You may apply for a temporary encroachment permit, which as of this writing has a non-refundable \$200.00 fee, at the Land Development Permits Counter located at 5510 Overland Avenue, San Diego, California, 92123, or call (858) 694-2055 for information. Attached for your convenience is an encroachment permit application and associated environmental review questionnaire. A sketch showing the number of election signs and approximate location of each sign shall be submitted with the completed application.

All signs placed within the County's right-of-way contrary to the provisions of the encroachment permit or remaining after Election Day will be removed by the County under the authority of Section 1460 of the California Streets and Highway Code. At the time a permit is applied for, the permittee shall agree to pay for the County's cost of removal of any such signs.

Your cooperation in complying with the guidelines and maintaining safe and litter-free roadways is appreciated. If you have any questions or need additional information, please contact the Land Development Permits Counter at (858) 694-2055.

Sincerely,

WILLIAM P. MORGAN, P.E.
Interim Director

Attachments

GUIDELINES FOR INSTALLING ELECTION INFORMATION SIGNS WITHIN COUNTY OF SAN DIEGO ROAD RIGHT-OF-WAY

PURPOSE:

These guidelines inform the public of the process of how to legally install Election Information Signs within County of San Diego road right-of-ways in a safe manner for all roadway users (motorists, bicyclists, equestrians, and pedestrians).

DEFINITIONS:

“Election Information Signs,” hereinafter referred to as “Election Signs” or “signs,” shall be defined as informational signs containing any ideological, political, or other non-commercial message that are constructed and placed up to three (3) months in a County road right-of-way per requirements defined in an Encroachment Permit and in conformance with the County’s Zoning Ordinance.

“County of San Diego road right-of-way,” hereinafter referred to as “County road right-of-way,” is defined as land the County of San Diego owns or has rights to for the improvement, maintenance, and operation of County maintained roads in the unincorporated portion of the County (i.e. outside the incorporated city areas of San Diego County). The following website may be used to determine if a road is County of San Diego maintained: <http://www.sdcounty.ca.gov/dpw/roads/maintroad.html>.

Note that signs to be placed on roads in an incorporated city may require a permit from the respective city, and it is the sign installer’s responsibility to verify this with the respective city. Also, temporary signs on state highways require a permit from Caltrans (<http://www.dot.ca.gov/hq/traffops/developserv/permits/>). Signs installed on private property in the unincorporated areas of the County require permission of the private property owner and shall comply with the County’s Zoning Ordinance.

GUIDELINES:

Election Signs may be permitted within County road right-of-ways subject to the following procedures:

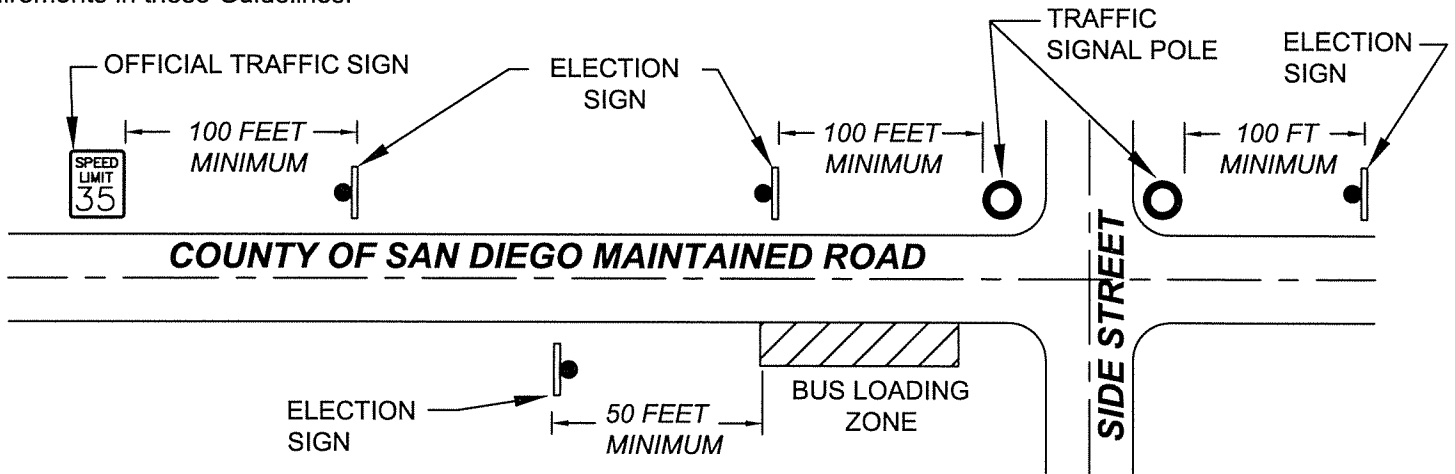
In order to prevent a danger to all roadway users due to confusion and distraction, which may be caused by the posting of Election Signs in certain locations where they compete with traffic safety signs or interfere with visibility, it shall be necessary for Election Sign installers to obtain a revocable Encroachment Permit from the Director of Public Works. The following requirements shall be placed in the Encroachment Permit and adhered to by the permittee:

- a) Election Signs may be placed up to three (3) months in the County road right-of-way and in conformance with the County’s Zoning Ordinance.
- b) Election Signs shall only be placed on wood posts or wood stakes having a cross-section equal to or less than 4 inches by 4 inches that are placed in soil. As required by California Government Codes 4216 through 4216.9, permittee shall contact DigAlert by calling 811 at least two (2) full working days prior to installing stakes or posts to insure no utility conflicts. Placement of signs shall conform to the attached “Election Information Sign Installation Requirements.”
- c) Each Election Sign shall (on the back) identify the Encroachment Permit number.
- d) Nothing in the permit shall be taken to imply County permission to place signs on the property of others.
- e) Election Signs shall not interfere with the sight distance of roadway users and shall not block the visibility of traffic control devices such as signs, signals, and flashers.
- f) Election Signs shall not interfere with the lawful and reasonable use of the County road right-of-way by roadway users (equestrians, pedestrians, bicyclists, and motorists) and utilities.
- g) The permittee is required to remove their signs at or before the permit expiration date, and shall authorize the County to remove, without notification, signs not so removed by permittee. The County shall charge for sign removal and the permittee shall, in signing his/her permit, agree to pay for County cost of removal of his/her signs.

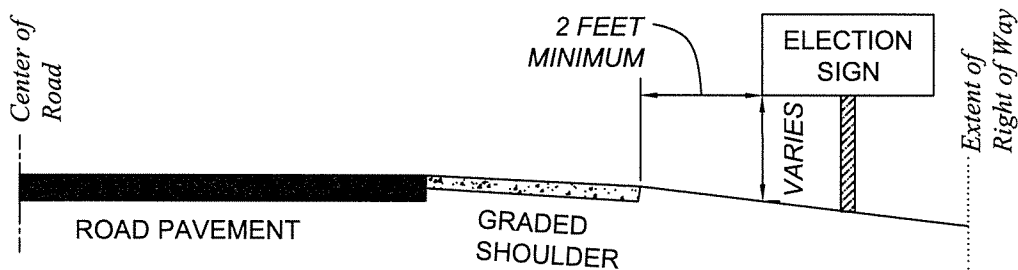
ELECTION INFORMATION SIGN INSTALLATION REQUIREMENTS

Instructions to Permittee:

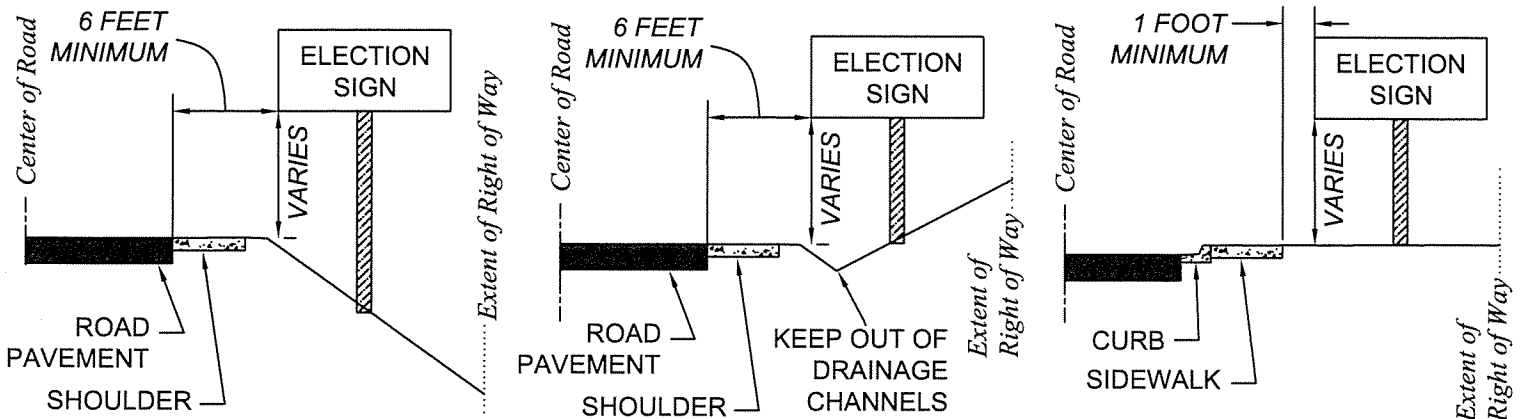
1. Election Information Signs (Election Signs) placed in the County of San Diego's road right-of-way shall be positioned in accordance with the below drawings. Signs shall not interfere with sight distance from intersecting side streets, driveways, alleys, and turn lanes. Signs shall not block the view of official traffic control devices (signs, signals, flashers, etc.).
2. Signs shall only be placed on wood posts or wood stakes having a cross-section equal to or less than 4 inches by 4 inches. Permittee shall contact DigAlert by calling 811 prior to installing stakes or posts to insure no utility conflicts. Signs shall not be fastened to any traffic signal poles, traffic signal cabinets, flasher poles, official traffic sign posts, street light poles, utility boxes and utility poles within the County of San Diego road right-of-way.
3. Number of Election Signs and location of each sign shall conform to information furnished at time of issuance of encroachment permit.
4. These Guidelines were developed to expedite the permitting process by establishing uniform standards for campaign informational signs. These Guidelines are not intended to limit in any way application for approval of a sign meeting any of the requirements for off-premise signs authorized by the Zoning Ordinance whether or not those signs conform to the requirements in these Guidelines.



POSITION WITH RELATION TO DIRECTION OF TRAFFIC



STANDARD ROADWAY LOCATION FOR ELECTION SIGNS



MOUNTAIN AND FOOTHILL LOCATIONS

SIDEWALK LOCATIONS

<i>FOR COUNTY USE ONLY</i>
RECORD ID: _____
DPW20 _____
RWENCP- _____

APPLICATION TO ENCROACH UPON COUNTY HIGHWAY
 GOVERNED BY CHAPTER 6, DIVISION 1
 TITLE 7 OF SAN DIEGO COUNTY CODE
COUNTY OF SAN DIEGO
DEPARTMENT OF PUBLIC WORKS
 5510 OVERLAND AVENUE, SUITE 110
 SAN DIEGO, CA 92123
 PHONE (858) 694-2055 • FAX (858) 279-7020
 E-mail ROWPERMITCOUNTER@SDCOUNTY.CA.GOV

Date _____

THOMAS BROTHERS		
YEAR	PAGE	COORD

Permit Owner _____ Telephone # _____
Last Name First

Mailing Address _____
Street City State Zip Code

Application Contact Name _____ Email Address _____ Telephone # _____

Is the work part of a larger project or program requiring multiple permits, or currently under review for permit? YES NO

If yes provide: Related Permits _____ Assessor Parcel # _____

Is this a utility relocation in connection with a County Capital Improvement Project? YES NO

If yes provide: Name of Project _____

Location of encroachment _____
Street Name and Number and nearest cross street

- Fencing Political Signs Scaffolding Storage Yard Other

Describe _____

Will encroachment interfere with the public use and maintenance of?

- Travelled way Yes No Side path or sidewalk Yes No
 Shoulder or parking lane Yes No Drainage structure or watercourse Yes No

Justification for Encroachment _____

Permit requested: 1 day 3 days 10 days indefinite _____ days Effective date _____ 12.01 a.m.

AGREEMENT

In consideration of the granting of this permit, the applicant agrees:

- I hereby agree as a condition of the granting of this permit to provide defense and indemnification in accordance with Section 71.103 of the San Diego County Code of Regulatory Ordinances as follows: Permit Owner agrees to indemnify, hold harmless and defend the County and each of its officers and employees from any liability of responsibility for accident, loss or damage to persons or property arising by reason of the work done by Permit Owner, or Permit Owner's agents, employees or representatives.
- To comply with all applicable laws in the establishment, maintenance and removal of the encroachment.
- That the Permittee and any other person engaged in any work authorized by this permit shall conform to all due safety precautions for the protection of persons and property.
- To remove or relocate any encroachment placed, changed or renewed under the authority of this permit; prior to its expiration or within 24 hours of notification to remove, if the duration is 10 days or less; or within 5 day of notification to remove, if the permit is of indefinite duration
- After removing or relocation the encroachment, to restore the highway to the equivalent or better condition than it was prior to the date this permit became effective, or prior to the date the encroachment was first placed, whichever is earlier.

"I declare under penalty of perjury under the laws of the State of California that the statements made herein are true and correct."

Signed _____ Date _____
Owner Date

ENVIRONMENTAL REVIEW QUESTIONNAIRE
FOR WORK WITHIN THE COUNTY OF SAN DIEGO ROAD RIGHT OF WAY
(TO BE FILLED OUT BY APPLICANT)

PERMITTEE NAME OR ORGANIZATION: _____

PROJECT NUMBER OR NAME: _____

PROJECT LOCATION: _____

Please Check YES or NO for the following statements. (Note: further environmental review may be required by applicant and/or County staff for a "Yes" answer.)

- | YES | NO | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | The project proposes grading, filling, or dredging within a creek or wetland area |
| <input type="checkbox"/> | <input type="checkbox"/> | The project will remove vegetation adjacent to a creek or wetland area |
| <input type="checkbox"/> | <input type="checkbox"/> | The project will harm or remove healthy, mature, or scenic trees |
| <input type="checkbox"/> | <input type="checkbox"/> | The project is located on a hazardous waste site per Section 65962.5 of Gov. Code |
| <input type="checkbox"/> | <input type="checkbox"/> | The project will degrade surface water quality |
| <input type="checkbox"/> | <input type="checkbox"/> | The project will impact groundwater quality or quantity |
| <input type="checkbox"/> | <input type="checkbox"/> | The project will have significant impact to aesthetics or visual resources |
| <input type="checkbox"/> | <input type="checkbox"/> | The project is located on a dedicated trail, or pathway |
| <input type="checkbox"/> | <input type="checkbox"/> | The project will impact historic, tribal cultural, or prehistoric resources |
| <input type="checkbox"/> | <input type="checkbox"/> | The project will conflict with the County Noise Ordinance
<small>(San Diego County Code of Regulatory Ordinances, Title 3, Division 6, Chapter 4)</small> |

The following language shall be placed on the project plans and will become permit conditions:

"If during the course of any ground disturbing activities any historic or pre-historic resources are identified, work will be ceased immediately in that area and the Department of Public Works notified. Work will commence once authorized by the Department of Public Works."

"To avoid harm to any mature trees, the applicant will not place any concrete, fill, or grade within the canopy of any tree with a diameter of 3 inches or greater unless only hand-tools are used or an arborist provides direction and certification that such activities would not cause harm to the tree."

"If existing landscaping is to be removed, the applicant will replace it in kind".

"As defined by the County Noise Ordinance, general sound levels will not exceed the limits defined in Section 36.404 of the Noise Ordinance. Further, construction Activities will not occur before 7 a.m or after 7 p.m. nor will any construction occur on Sundays or holidays without first obtaining a noise variance."

"No grading, fill, or any activities are permitted within a creek or wetland area."

I hereby certify the above answers are true and correct to the best of my knowledge:

SIGNATURE: _____

DATE: _____