



New York State Maple Producers Association, Inc.

5621 Grove Road, Trumansburg, New York 14886

607 387 9804 ♦ www.nysmaple.com

Date: November 1, 2005

To: NYSMPA Members

From: Mary Jeanne Packer, Exec. Dir. (mjpacker@nysmaple.com)

Subject: Maple Highway Signs Information

The following is the information that you will need to begin the process of obtaining permission for and ordering your maple highway signs. Enclosed you will find:

- Maple Products Signing Policy (published by NY DOT)
- Application for directional signing and mile reference markers information sheet
- Order form to place order for signs – complete and return with payment to NYSMPA Director's Office

Procedure for Applying for Signs

1. Contact your regional DOT Real Estate Office to discuss your signing needs. See attached list of regional offices. The DOT can pre-qualify your proposal, make suggestions for sign locations, and answer any questions before you submit the formal application.
2. Fill out the application for directional signing showing your desired location(s) and submit to your regional DOT Real Estate Office. The DOT will contact you with approval or denial of placement and forward the additional forms that you need to complete your application to you. Upon your acceptance by DOT, there will be a \$50/sign annual permit fee payable to New York State.
3. Once you have received acceptance of your application from the DOT, order your signs from the NYSMPA. We will contact you when your signs are available to arrange pick-up or shipping.

Background

Maple highway signs are considered to be part of the DOT's Tourist Oriented Directional (TOD) Signs program. Maple highway signs are only approved for use by facilities where maple products are produced. DOT regulations stipulate that an advertised facility must be within five miles from the highway containing the TOD sign. In very rare circumstances an advertised facility may be more than five miles, if the facility is of significant tourist interest, as determined by DOT. TOD signs must take advantage of natural terrain, must have minimal impact on the scenic environment, and must avoid visual conflict with other signs, signals, or devices within the right of way. TOD signs are placed within the State right of way and require a permit. Each business shall be limited to one (1) TOD, and an advance sign it necessary, for each direction of travel on a primary highway. Business owners shall furnish all necessary posts, back panels, and signs. Business owners shall be responsible for the erection and maintenance, including all costs, of the TOD sign (although in many regions, DOT prefers to do this installation by its own staff). If a TOD sign is damaged and the owner does not repair/replace the sign, the State may remove the TOD after 30 days.

NY DOT REAL ESTATE OFFICES

Region No. 1 includes Albany, Essex, Greene, Rensselaer, Saratoga, Schenectady, Warren and Washington Counties.

Address: 328 State Street, Room 229, Schenectady, New York 12305

Phone: (518) 388-0122

Region No. 2 includes Fulton, Hamilton, Herkimer, Madison, Montgomery and Oneida Counties.

Address: State Office Building, 207 Genesee St., Utica, NY 13501

Phone: (315) 793-2412

Region No. 3 includes Cayuga, Cortland, Onondaga, Oswego, Seneca, and Tompkins Counties.

Address: 500 State Tower Building, 109 S. Warren St., Syracuse, NY 13202

Phone: (315) 448-7315

Region No. 4 includes Genesee, Livingston, Monroe, Ontario, Orleans, Wyoming and Wayne Counties.

Address: 1530 Jefferson Road, Rochester, NY 14623

Phone: (585) 272-3430

Region No. 5 includes Cattaraugus, Chautauqua, Erie and Niagara Counties.

Address: General Donovan State Office Building, 125 Main Street, Buffalo, NY 14203

Phone: (716) 847-3165

Region No. 6 includes Allegany, Chemung, Schuyler, Steuben, Tioga and Yates Counties.

Address: State Office Building, 107 Broadway, Hornell, NY 14843

Phone: (607) 324-8493

Region No. 7 includes Clinton, Franklin, Jefferson, Lewis and St. Lawrence Counties.

Address: State Office Building, 317 Washington Street, Watertown, NY 13601

Phone: (315) 785-2407

Region No. 8 includes Columbia, Dutchess, Orange, Putnam, Rockland, Ulster and Westchester Counties.

Address: 37 Knoxon Rd., Page Office, Park, Bldg. 907, Poughkeepsie, NY 12603

Phone: (845) 575-6082

Region No. 9 includes Broome, Chenango, Delaware, Otsego, Schoharie and Sullivan Counties.

Address: State Office Building, 44 Hawley Street, Binghamton, NY 13901

Phone: (607) 721-8050

Region No. 10 includes Nassau and Suffolk counties.

Address: State Office Building, Veterans Highway, Hauppauge, NY 11788

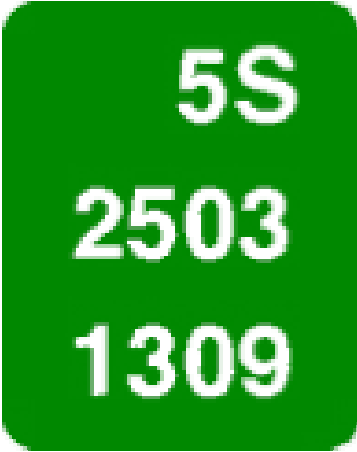
Phone: (631) 952-6087

Region No. 11 includes the Boroughs of Bronx, Manhattan, Brooklyn, Queens and Richmond.

Address: Hunters Point Plaza, 47-40 21st St., Long Island City, NY 11101

Phone: (718) 482-4776

Mile Reference Markers



Reference mile markers are small green signs with three rows of numbers that provide a unique locator for every state road.

- The top number is the route number.
- The second line identifies the DOT region, the county, and the sequence of the county along the route.
- *On the third or bottom line is the mileage of that route from the county line, going west to east, or south to north in tenths of a mile.

DOT uses the bottom 4 numbers to pinpoint a location along the roadway.

* Part "B" on the sign application requests the applicant provide the Bottom 4 #'s off the GREEN MILE MARKER closest to where you want your sign located.

MAPLE PRODUCTS SIGNING POLICY



Approved Sign: M8-15

Application: Guide traffic to locations where maple products are made

Design & Location: Subject to provisions of MUTCD Section 251.9

Fabrication: Obligation of requesting business

Installation: Obligation of requesting business
Highway work permit must be obtained (no cost)

Maintenance: Obligation of requesting business

Fees: No yearly fee for generic sign without accompanying name panel
Use and Occupancy Fee required for assemblies containing identifying name panel

Contact: Regional Real Estate Group

Examples:

