

Public Involvement Road Sign Request Form

Instructions: To ensure adequate time for sign production, delivery, and placement, the Project Lead should complete this form and provide it to the Office of Public Engagement contact listed below **AT LEAST 45 days** prior to a scheduled public meeting and 30 days prior to the beginning of a comment period. The Office of Public Engagement will review each sign request and provide it to the State Sign Shop. An incomplete form may delay sign production or placement.

State Sign Shop Contact Jonathan Lucas State Sign Shop Manager P 803-736-8089 C 803-394-3640 lucasja@scdot.org	Office of Public Engagement Contact Ginny Jones Public Involvement Director P 803-737-1276 C 803-661-4377 ionismv@scdot.org
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This section to be completed by Project Lead

Project Name	S. Church St, Irby St, E. Palmetto St. RSAs
Project Type	Road Safety Assessments
County	Florence
Project Lead Name	Firstname Lastname
Project Lead Organization	Traffic Safety
Project Lead Phone	803-737-1234
Project Lead Email	LastnameWK@scdot.org
Project ID	P0XXXXXX
WBS Element	XXXXXXXXXXXXXXXXXXXXXX

Sign Purpose

<input checked="" type="checkbox"/>	Public Meeting	Date of Public Meeting:	4/10/2025
<input type="checkbox"/>	Comment Period	Start of Comment Period:	3/27/2025
		End of Comment Period:	4/26/2025
<input type="checkbox"/>	Other (describe)		

Sign Specifications

Quantity	Size	
6	48 in. wide x 30 in. high	<i>Ideal for streets in developed areas and cities</i>
	84 in. wide x 48 in. high	<i>Ideal for Interstate and highway signs</i>

Sign Information

Fill in the information to display on the road signs in the box below. Maximum SIX lines for large signs and FIVE lines for small signs. Each line has a maximum of 30 characters with spaces.

To check the character count for each line: 1) Highlight the line with your cursor, 2) Click on the Review tab in the top navigation, 3) Select "Word Count" from the menu, and 4) Find the number next to "Characters (with spaces)."

3 Road Safety Projects
 S. Church – Irby – E. Palmetto
 Thursday, April 10, 5 to 7pm
 SiMT at Florence-Darlington Tech
 1951 Pisgah Rd – 803-737-1234

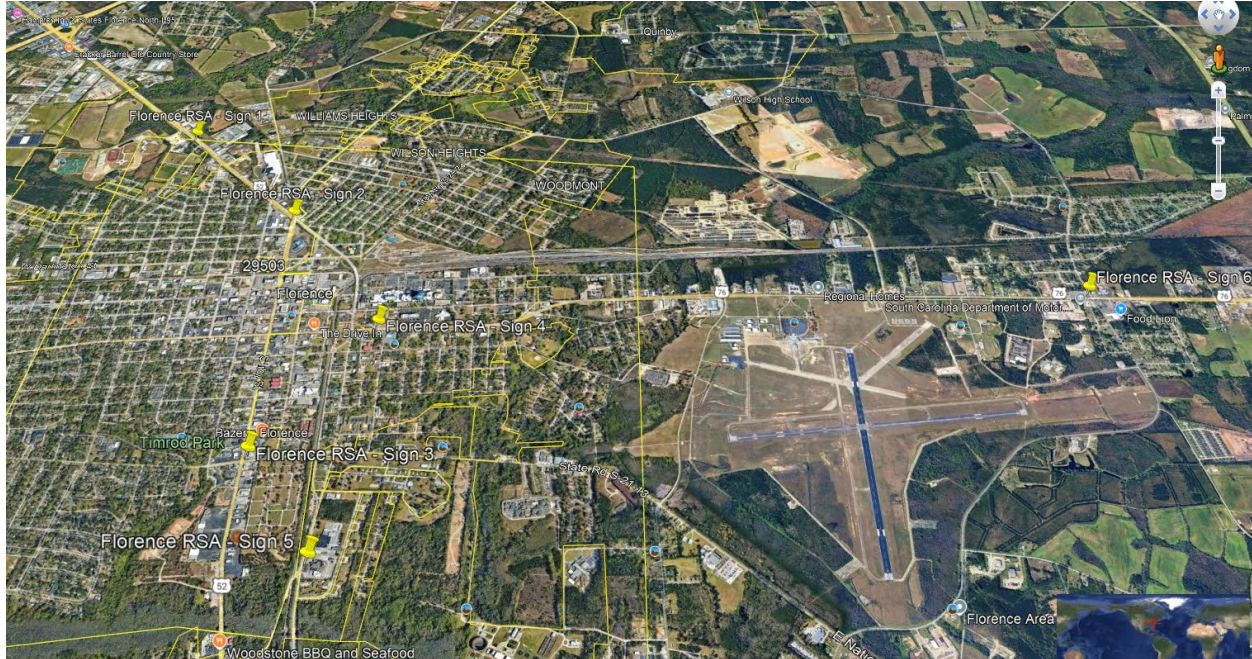
Sign Examples



Sign Placement

Note: Please attach a map and/or KMZ file showing location for placement of each sign.

Action Item	Date
Signs need to be in place by this date	3/27/2025
Signs need to remain in place through this date	4/14/2025
Signs need to be removed during this timeframe	4/14/2025



See attached KMZ file for placement locations.



2025-02-25 -
Florence RSAs Sign

This section to be completed by Public Engagement

Sign Request reviewed and approved by Public Engagement

County: Florence

Maintenance Contacts	Phone Number	Email Address
Firstname Lastname	843-XXX-XXXX	