Ohio Department of Natural Resources

Division of Parks and Watercraft

Sign Instruction Manual

January 2021

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SIGN MANUAL COMPLIANCE POLICY

The sign instruction manual is a result of the above directive. It contains detailed information and expectations on the various types of signs with the Ohio Department of Natural Resources (ODNR) Division of Parks and Watercraft. Included are definitions, specifications, and image examples for the various categories of the signs, use of signs, ordering procurement, and maintenance of the various signs.

Separate and part of the sign manual will be the Sign Inventory listing that will include sign images and order codes. This list currently exists as an excel spreadsheet with hopes of moving to a database format in the future. This spreadsheet will be utilized for:

- Quick glance category list.
- Detailed inventory list of the park signs, images, and specifications.
- Order sign numbers for easy procurement.
- Inventory production quantity of signs created by both sign shops.
- An estimated number of signs by district, as provided by district managers.

The result of the directive, sign manual, and sign inventory list will be a standardized appearance of all park signs within the Division of Parks and Watercraft, as well as a consolidated multi-use inventory listing.

SIGN MANUAL COMPLIANCE SCHEDULE

The compliance completion goal for sign standardization is hereby set as a three-year plan. The following completion timeline for district and park managers shall be:

- Immediate adherence to the sign maintenance policy and schedule as outlined under the Sign Maintenance section.
- Established sign inventory and order history listing by park, available upon request.
- Following each park's annual January/February sign inspection, as outlined under the Sign Maintenance section, district managers will include the following in an annual March report to the division's Assistant Chiefs confirming:
    - The sign maintenance policy and schedule are closely monitored and followed.
    - The number of signs replaced during the past year, in accordance with the sign manual policy.
    - An anticipated number of signs to be replaced during the next year.

OHIO STATE PARKS AND WATERCRAFT

The Ohio Department of Natural Resources (ODNR) divisions of Parks and Watercraft were created within ODNR in 1949 with the statutory obligation to create, supervise, operate and maintain a system of state parks and to promote their use by the public. Through land acquisition and transfer, the park system has grown from the original 30 parks to 75 state parks in 59 counties with over 200,000 acres of land and water resources. Facilities include nine resort lodges, one dining lodge, five golf courses, more than 9,000 campsites in 56 family campgrounds, more than 500 cabins, 30 nature centers, 70 swimming beaches and 20 swimming pools, almost 200 boat ramps and over 7,500 boat docks, more than 460 picnic areas and nearly 5,000 miles of land and water trails. We serve over 50 million overnight visitors each year. Ohio has more than 567,000 various types of registered watercraft.

In 2016 the separate divisions of Parks and Watercraft merged to create a united Division of Parks and Watercraft. There were a number of benefits from the merger including improving customer service, reduced facility and overhead costs and staff flexibility for both the parks and boating programs.

OUR PURPOSE

The division's primary purpose is to provide front-line service to our guests. Field operations include maintenance and repair of grounds and facilities; operation of campgrounds, cabins and lodges along with food and merchandise concessions; services such as rental of boats, docks, bicycles and other recreational equipment; and waterways maintenance through dredging and nuisance plant removal programs. Commissioned law enforcement personnel provide protective services and assist visitors. Most parks offer educational programming and special activities for visitors through seasonal naturalist programs and customer service initiatives.

OUR MISSION

To provide exceptional outdoor recreation and boating opportunities by balancing outstanding customer service, education, protection and conservation of Ohio's state parks and waterways.

OUR VISION

To be a diverse and skilled team empowered to deliver the highest standard of outdoor recreation experiences and natural resource management.

OUR SIGNAGE

Our signage is a direct reflection of our efforts to communicate and provide visitors direction and a comfort level when traveling from one location to the next within the parks. The standardization moves beyond individual parks to providing visitors a familiarity in standards for Ohio's state parks.

SIGN MANUAL OBJECTIVE

The objective of this manual is to provide a clear standardization for signs under the jurisdiction of the Division of Parks and Watercraft and contains detailed information on the various types of signs and specifications for each standardized sign currently in use. Included are definitions of the different categories of signs, where each category is to be used, and location for ordering. The result will be a uniform standard appearance for signs within the Division of Parks and Watercraft.

The need for signs at parks should always have a purpose to enhance the visitor experience. Well-placed signs give visitors confidence in their visit, yet too many signs can overwhelm or confuse visitors. The review of signs should start from miles away as visitors approach the park and continue all the way to specific confidence markers on each trail, including painted road markings as signs and digital resources.

This manual shall serve to guide current staff throughout the Division of Parks and Watercraft, as well as training for new staff.

SIGN INVENTORY LIST

The Division of Parks and Watercraft sign shops maintain an estimated 7,000 sign images for all ODNR divisions, with approximately 2,000-3,000 for the Division of Parks and Watercraft. It would not be prudent to have all displayed in this manual. Included in each category are a few examples of the more commonly utilized signs; however, is not all encompassing. The sign inventory listing, separate from this document, includes sign images, specifications, and order codes. The inventory listing, located in Sharepoint, will be maintained, and updated by the sign shop staff.

SIGN PLACEMENT

To help park visitors quickly assess their way through the parks and trails, District Managers and Park Managers are required to maintain sufficient signage and trail markers as follows:
- Directional signage shall be placed at each crossroad within each park.
- Directional signage, confidence markers or trail markers shall be placed at each cross-path within every park trail.

SIGN PLANNING
Universal Design Principles

1. Signage should be accessible to all, particularly those living with disabilities. How we can achieve this for starters is to make sure that signage is visible in location, height, and dusk to dawn hours (including those hazy, foggy, torrential rain, and snowy days).
2. Signs should be easy to understand, regardless of the reader's experience, knowledge, reading time, or current concentration level. Focus on brevity and use visuals over text when possible.
3. Signs must minimize hazards related to accidental or unintended actions.
4. Signs should be used efficiently and comfortably with a minimum of fatigue for the user. This may refer to eye strain caused by undersized fonts or craned necks caused by

excessively high sign mounting. A current example of this might be kiosks. A future example of this might include technology trends (i.e. interactivity, digital signage, touch screens, etc.).

SIGN COLOR CODES

Visitors are already accustomed to the US basic colors of road signs (trafficsign.us):
A. Red – Stop and yield, multiway, do not enter, wrong way, part of Interstate and some state route markers
B. Fluorescent Pink – Background color for incident management signs
C. Coral – Reserved for future use by trafficsign.us
D. Orange – Background color for temporary traffic control signs
E. Yellow – Background color for warning signs (except temporary signs)
F. Fluorescent Yellow-Green – Background color for pedestrian, bicycle, and school warning signs
G. Green – Background color for guide and information signs, and for legend on permissive regulation and parking signs
H. Light Blue – Reserved for future use by trafficsign.us
I.   Blue – Background color for traveler services information signs, emergency evacuation route signs, and as part of Interstate and some state route markers
J.   Purple – Background color for electronic toll collection signs
K. Brown – Background color for guide and information signs related to points of recreational or cultural interest
L. Black – Background color for one way, night speed limit, and truck regulatory signs, and as legend color on signs with white, yellow, orange, fluorescent pink, and fluorescent yellow-green backgrounds
M. White – Background color for most regulatory signs and some route markers, and as legend color on signs with red, green, blue, brown, and black backgrounds

DIVISION OF PARKS AND WATERCRAFT SIGN COLOR CODES

- Entrance Signs (Categories 1 and 2) – Beige with green lettering and border (main entrance and secondary entrance signs within the park). Ideally, these signs would be equipped with lights.
- Directional Signs (Category 3) – Brown with white lettering and border (including trail signs).
- Facility/Buildings (Category 4) – Beige with green lettering and border.
- Caution Signs (Category 5) – Yellow with black lettering and border. This category will include trails and informational type signs that require additional focus.
- Alert/Danger Signs (Category 6) – White with red or black lettering and border or red with white or black lettering and border.
- Temporary Signs (Category 7) – Orange with black lettering and border.
- Regulatory and Policy Signs (Category 8) – White with black lettering and border. This will include beach rules, campground rules, dog park rules, "One Way" or "Speed Limit" signs.

- Miscellaneous Signs (Category 9) – This category has included a large number of signs; however, after careful consideration many of them can be absorbed into other categories.

Reflective signs can make it easier, regardless of locations within the parks, to see during all hours, weather conditions, and some visually impaired conditions.

SIGN MATERIALS

Sign materials are critically important for the following reasons:
- Visibility during all hours and weather conditions. For this reason, we are requiring a reflective material be used when possible. An exception to this will be the category 1 and 2 entrance signs and any internal facility/building signage (i.e. shower house, offices, camp store, restrooms, cabins, lodges, etc.).
- ADA consideration – Invest in signage that is equally useful to the limited-vision and able-sighted. Make sure that signage is visible in location, height, and dusk to dawn hours (including those hazy, foggy, torrential rain, and snowy days).

SIGN MAINTENANCE

Sign maintenance is equally important to the sign itself. Signs must be carefully maintained in order to be legible and reflect good housekeeping. Signs must be kept in proper upright position and clean at all times. Follow up maintenance should be considered when selecting a sign location. Problems with mud splashing, tree limbs, brush, or weeds can often be avoided by proper sign location. To assure adequate maintenance, a regular inspection schedule must be established to determine sign condition and visibility to ascertain that surrounding vegetation does not block the view of the signs.

Sign maintenance policy and schedule:
- A thorough inspection of all park signs will be conducted each January/February.
- Graffitied signs should be immediately cleaned or immediately replaced.
- Missing signs should be immediately replaced.
- Damaged signs should be scheduled for immediate replacement.
- Faded signs should be scheduled for replacement.
- Damaged and rotted single panel or multiple panel kiosks should be scheduled for repair or replacement.
- Confirm that signs are stable and leveled, and not leaning to any direction.
- Signposts, wood or metal, that are reusable should be used for replacement signs.

Sign location policy and schedule:
- Maintenance from early spring and every two weeks throughout the fall shall be performed:
  - Remove and replace any dead plant material.
  - Check edging for correct height and adjust accordingly.
  - Manual pulling of any existing weeds.
  - Add bark mulch as needed, 4" minimum for a well-maintained appearance.

- Signs, foundations, or other landscape bedding material (crushed stone, etc), and posts are not to have any other signs, plaques, or messages attached to them, front or back, as this can start to appear cluttered and prevent focus for the primary sign itself. Exceptions to this require the district manager's approval and may include:
  - o Emergency notification signage.
  - o Pandemic notification signage.
  - o Temporary event signage.

SIGN RESOURCES

Signs are produced and/or provided by the following:

- Barkcamp Sign Shop – Produces all colorcore pvc composite signs.
- Dillon Sign Shop – Produces all vinyl overlayed alum, coraplast, pvc signs and banners.
- ODOT – Work with the internal Parks and Watercraft liaison.

When an order is received at the sign shops, it is logged in and processed on a first come basis unless deemed an urgent request by the district manager. Sign production staff reviews sign requests to check for correct spelling, wording and message content. If questions arise during the review, staff will contact the park manager or individual making the request for clarification and compliance with the standardization policy set forth. If additional clarification and/or approval is needed, staff will consult the park manager and/or district manager for direction and approval.

Sign shop staff will also make sure that sign images and specifications are included and updated in the Sign Procurement, Image and Inventory List located on Sharepoint. The Division of Parks and Watercraft will assume and depend on this being an updated listing at all times.

It is the responsibility of the District Manager, approving an external purchase, to ascertain and guarantee the adherence of the guidelines set forth in this manual.

PARK SIGNAGE EXCLUDED FROM STANDARDIZATION POLICY

1. Signage that relates to lodges and cabins that are concessioned will be considered exceptions and not fall under the Division of Parks and Watercraft sign policy at this time.
2. Landmarks – Historical sites, such as the Marblehead Lighthouse State Park, entrance sign, due to its rich history as a historic landmark is excluded.
3. Digital signage.
4. Electric car charging signage.
5. Occasionally the agency may be directed to install various signs throughout its buildings and parks, such as COVID, Return to Office, etc. These signs are exempted from the Sign Manual policy but are expected to remain professional and accurate. These signs should be removed as soon as possible.

SIGN CATEGORIES AND BASIC INSTRUCTIONS

Category 1 – Primary/Main Park Entrance Sign

This category consists of only one sign template to be used at all main park entrances (with one exception, which is Marblehead Lighthouse) and will:

- Be one of two sizes (or to fit existing structure) but remain the same color, type font, and material:
  - Size: 4'x8' or 4'x10' or to fit existing structures
  - Color: Beige with green lettering and border
  - Template Shape: Rectangle with mound top at mid-section
  - Base Structure: May vary depending on the park's general setting and will be designed and installed by park staff. Any base construction differing from current settings must receive approval from the Division of Parks and Watercraft administration prior to installation
  - Font: Arial bold
  - Material: Colorcore PVC
  - Installation: Park staff will continue utilizing current base design structures.
  - Source: Barkcamp
- Include the Division of Parks and Watercraft logo centered on the right-hand side.
- Include the Department logo centered on the left-hand side.
- Include the Governor's name on the bottom left-hand side, 3" above green outline and centered.
- Include the ODNR Director's name on the bottom right-hand side, 3" above green outline and centered. Color should match the main board sign when changed.
- Include the state icon at the bottom between the Governor and Director's name (centered at bottom). Color should match the main board sign when changed.
- Example:

Category 2 – Secondary/Internal Park Entrance Signs

Signs in this category will be designated for entrances of major areas within the parks (i.e. marina, camping, beach, etc.) and will:

- Be one of two primary sizes (or to fit existing structures) but remain the same color, type font, and material:
  - Size: 3'x4' or 3'x7' or to fit existing structures
  - Color: Beige with green lettering and border
  - Template Shape: Rectangle with mound top at mid-section
  - Base Structure: May vary depending on the park's general setting and will be designed and installed by park staff. Any base construction differing from current settings must receive approval from the District Manager prior to installation.
  - Font: Arial bold
  - Material: Colorcore PVC
  - Installation: Park staff will continue utilizing current base design settings.
  - Source: Barkcamp
- Be similar in nature to the main park sign; however, shorter in length.
- Include the specific entrance area of the park.
- Include the Division of Parks and Watercraft logo centered on the right-hand side.
- Include the ODNR logo centered on the left-hand side.
- Note: When two park areas are close in proximity, one entrance sign is suggested rather than the use of two. This example too is listed below.
- Examples:

Category 3 – Directional Park Signage and Kiosk

Signs in this category provide easy to follow directions within the parks leading visitors from one location to the next.

Roadway (ODOT type) – These signs will:
- Vary in size, but remain the same color, shape, material, and installation:
    - Size: 8"-16"x48" or 12"x72" (depending on verbiage)
    - Color: Brown with white lettering and border (reflective)
    - Font: Highway gothic
    - Material: Colorcore or Reflective Vinyl
    - Installation/Mounting: Single or stackable up to six panels high; when installed by ODOT will be on metal posts; however, when installed by the Division of Parks and Watercraft will be on metal or wood posts.
    - Source: Barkcamp or Dillon
- Examples:

Non-Roadway/Wayfinding – These signs will:
- Vary in size (depending on verbiage), but remain the same color, shape, material, and installation:
    - Size: 6"x36" (depending on verbiage)
    - Color: Beige with green lettering and border (reflective; not to be confused with roadway directional signs).
    - Font: Arial bold
    - Material: Colorcore or Reflective Vinyl
    - Installation/Mounting: Single or stackable up to six panels high on wood posts to accommodate the number of sign installation
    - Source: Dillon
- Examples:
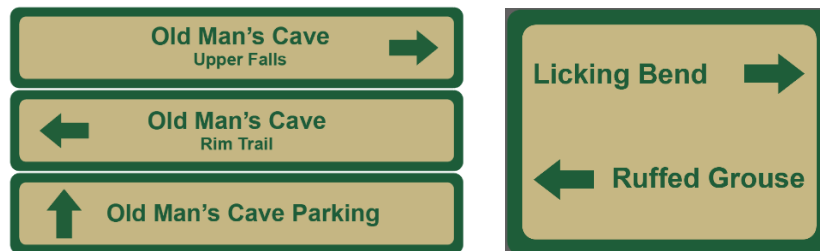
Trail Signs, Confidence Markers & Trail Markers - These are utilized throughout the trails, are a source of confidence markers for trail visitors, and provide directions heading in and out of the trailways. All maps and trail signs are designed and coordinated with central office staff for a consistent format across the state as follows:

- Will be the same size, color, font, shape, material, and installation (for each category):
    - **Waypoint Maps** size (initiated in 2015 for hiking trail intersections): 12"x12"; 24"x24" for Kiosks and Bulletin Boards
    - Color: Varies – Determined by Central Office
    - Font: Varies – Determined by Central Office
    - Material: Vinyl on metal
    - Installation/Mounting: Mounted on metal poles
    - Source: Dillon

    - **Trail Posts/Markers** size: 4'x4"
    - Color: Brown two-sided
    - Font: Arial
    - Material: Decals/signage appropriate for designated installation post
    - Installation/Mounting: Wood, carsonite, or metal posts
    - Source: Dillon (customized vinyl stickers)
    - Pilot Projects (as of 2020) utilizing this signage: Mountain Bike Trails at East Fork State Park and John Bryan State.

    - **Trail Blazes** size (when confidence markers utilizing carsonite posts are not possible, blazing should be used to mark trails):
    - Color: Red (or to match trail color)
    - Font: N/A
    - Material: Exterior Latex Paint
    - Installation/Mounting: Should be done neatly with a brush by creating a 2"x4" or 2"x6", or roughly the size of a dollar bill, distinct rectangle with square corners, painted approximately 5-6 feet above the ground. Blazes should not be done with spray paint, but a stencil can be used in conjunction with a brush. Blazes should not be rounded, circular, or oval. Maintenance of a blaze mainly consists of repainting the blaze when it fades and cutting back vegetation that has grown enough to conceal the blaze. All blazes should be placed on permanent objects, such as utility poles, live trees, fence posts, the rear of traffic signs (never on the face), guard rails or bridge abutments. Never paint on objects such as park buildings, historical features, canal locks or commemorative signage.
    - Source: Park Staff
- Examples:

Storybook – These educational units are placed at trailheads of children's walking trails and will:

- Be the exact same size, color, structure shape, material, and installation:
  - Size: 10'x4' (final design is a CNC'd irregular shape)
  - Color and Shape: Refer to order design specifications
  - Material: Sandblasted HDU
  - Installation/Mounting: 6"x6"x12'-14' wood posts to bottom of ground
  - Source: Vendor
  - The Nature Center sign, similar to the Storybook, is also include here for future planning.
- Examples:

Kiosk – These units offer a great deal of information that may include maps, sight-seeing opportunities, youth opportunities, events, brochures, educational and more, and will:

- Be the exact same size, color, structure shape, material, and installation:
  - Size for the panels: 1 back panel - 45", 2 side panels - 50.75", all cuts are 45deg; Brown oak trim (available from Forestry)
  - Structure Shape: 3-Panel with extended roof
  - Material: Scratch resistant oak
  - Installation/Mounting: Refer to the detailed spec template
  - Panel Inserts:
    Panel 1 – Park history, fun facts, nature, trail, educational/Storybook, Friends Group name and contact information.
    Panel 2 – Park map and park information (i.e. park hours; telephone numbers for the park office, camp store, Law Enforcement, Central Office reservations; short reminder to visit the camp store for coffee, water, snacks, park memorabilia, etc.ore.
    Panel 3 – Sustainability poster (also displayed in park offices, camp stores, etc.).
  - Source: Various vendors
  - Deviations are permitted in the number of panels; however, must follow this design.
  - Positioned throughout the parks at entrances, trailheads and picnic areas.
- Examples of the most recently approved Kiosk (new designs will be considered for future use):

Category 4 – Facility/Area Park Signage

Signs in this category identify specific buildings (i.e. Office, Camp Store, Nature Center, Restroom, etc.) and will:
- Vary in size and installation, but be the same color, font, format, and material:
    - Size: Refer to the Sign Procurement, Image and Inventory List
    - Color: Beige with green lettering and border
    - Font: Arial bold
    - Material: Colorcore or Vinyl (outside signs only)
    - Installation/Mounting: Same hanging manner at the doorway of facility/building, attached directly on the facility/building near the main entrance or on a nearby post most visible for visitors to find their way to a specific location.
- Examples:

Camper Host
- Size: 12"x18" vertical
- Color: White background with green/yellow lettering and border
- Font: Arial
- Material: Vinyl
- Install/Mounting: Metal post
- Example:

Campsite Markers
- Size: To fit pedestal
- Color: Green with white lettering
- Font: Arial
- Material: Vinyl
- Install/Mounting: Post or sticker on an electrical pedestal
- Example:

Current contractor installed signs to be addressed and updated. Make sure future contractors are provided the Sign Manual to follow.

Category 5 – Caution Park Signage

Signs in this category (i.e. Beach, Dam, etc.) will:
- Vary in size and shape; however, be the same color, material, and installation (with exception of HAB/Bacteria and dam water signage)
    - Size: Refer to the Sign Procurement, Image and Inventory List
    - Color: Yellow with black lettering and border
    - Font: Arial bold
    - Material: Colorcore or Reflective Vinyl
    - Installation/Mounting: Metal pole(s)
    - Source: Dillon (unless required/provided by USACE or OEPA, in this case it is understood that their regulations supersede).
    - Note: Bouys and water markers are Coast Guard regulated and are not produced internally.
- Examples (all will follow color coding in the future):

Category 6 – Alert/Danger Park Signage

Signs in this category will:
- Vary in size and shape (according to verbiage); however, be the same colors, material, and installation (with exception of HAB/Bacteria and dam water alert signage) :
    - Color: Red with white or black lettering and border or
    - Color: White with red or black lettering and border
    - Font: Arial bold
    - Material: Colorcore or Reflective Vinyl
    - Installation/Mounting: Metal poles or mounted to a facility/building
    - Source: Dillon

- Examples:

Category 7 – Temporary Signs – Orange with black letters.

Road Signs: Signs in this category are used for a variety of purposes (including pandemic messages) will:
- Vary in size and shape (according to verbiage); however, be the same color, material, and installation (with exception of HAB/Bacteria and dam water alert signage):
    - Be the same color, font, shape, material, and installation
    - Color: Orange with black lettering and border
    - Font: Arial bold
    - Material: Colorcore or Reflective Vinyl
    - Installation/Mounting: Metal stakes or wood posts, whichever is deemed most suitable within a specific park setting
    - Source: Dillon
- Examples:

Non-Road Signage: Signs in this category will include the following areas that are intended to be temporary:
- Banners – Standardization is not currently deemed important at this time. Event banners provided by the event organizers, are short-term and not an issue.
- Bulletin Boards – Rather than state specific specifications, we will simply state that all signage must appear professional in appearance, be typed, clear, concise and evaluated regularly for

out-of-date information, fading, damage, etc. As an example, refer to the Mohican State Park template shown below.

- <u>Door/Window</u> – Rather than state specific specs for this, we will simply state that all signage must appear professional in appearance, be typed, clear and concise. As an example, refer to the Mohican State Park template below. However, glass windows and doors should be kept non-cluttered for visibility and safety reasons for both staff, visitors and Law Enforcement.
- <u>Special Events</u> – Every special event is different and park staff take pride in their creative talents; therefore, specifications and creative design will be the responsibility of the specific parks with the approval of the park manager and/or district manager.
- Promotional - Signs that promote funding sources such capital dollars, grant dollars, etc. While these signs are often temporary, they may also be long-term signs and are provided by sponsors. District and park managers should inquire about the desired length of time these signs are to remain onsite, add them to their sign inventory lists and follow up for designated removal.

Mohican State Park

Winter Camping Information

The Mohican State Park Campground will remain open all winter long. Effective November 1 all campsites are available on a first come first serve basis. The Camp Office is closed for the winter and the Camp Store will be open limited hours. If you arrive when the store is closed, please pick up a self-registration envelope, pick out a site and follow the instructions on the envelope. Completed envelopes should be returned to the drop box at the Camp Store.

Shower House 1 is heated and will remain open. Please check the map for a list of other restrooms that are open. All water hook ups are shut off, but potable water is available at the Dump Station throughout the winter.

Winter Camping Rates

Full Hook-up	$29/Night
Electric	$29/Night
Tent	$25/Night

For further assistance please contact the Park Office at 419-994-5125 or the ODNR Communications Center (24 hours) at 614-799-9538 or #ODNR from your mobile phone. Thank You and we hope you enjoy your stay.

Category 8 – Regulatory, Policy and Informational/Instruction signs

Signs in this category will include beach rules, campground rules, dog park rules, "One Way" or "Speed Limit" signs and will:

- Be the same size, color, font, shape, material, and installation (with exception of HAB/Bacteria, dam, and water quality/alert signage; beach signs are not regulated by USCG):
  - Size: Refer to the Sign Procurement, Image and Inventory List
  - Color: White background with black lettering and border
  - Font: Arial bold
  - Material: Colorcore or Reflective Vinyl
  - Install/Mounting: Metal pole or wood posts
  - Source: Dillon
- Examples (all will follow color coding in the future):

Category 9 – Miscellaneous signs & Historical Markers

Signs in this category appear to include a large number of signs; however, after close review, many of these signs could be integrated into one of the other categories, specifically Category 8.

Before designating a sign to this category, it must be evaluated and determined NOT to fit within any other category (even if a color change may be required).

Examples include the following (photos from 2020):

Decals:
Division of Parks and Watercraft logo size: 2.5", 3", 6", 13.5", 16" and 20"
Cardinal size: 1.5", 2.5", 3", 6", 9", 12", 14" and 16"
Great Seal of the State of Ohio: Not produced internally.

Historical Markers

Historical markers will be ordered through an approved vendor.

Specifications:

- Markers
  - Have a design similar to The Georgia design as shown on the website of Sewah Studios www.sewahstudios.com.
  - Materials: cast aluminum markers, posts, and mounting equipment
  - Be double-sided, cast aluminum with raised lettering.
  - Lettering shall be cast with the marker. Caption shall be in upper case letters. Message shall be in upper- and lower-case letters.
  - Be 30" high and 42" wide as to the basic lettering panel. The addition of buttress rails and ornament cast integrally with the marker makes an overall size of approximately 39" high and 45" wide. The body of the marker shall be a leatherette texture.
  - The Ohio Department of Natural Resources logo shall be included in the crest. See design dimensions, ODNR Logo, and a picture of a sample sign included in this package.
  - Must have a medium green background color with gold letters.

- Finishing
  - Coated with a UV protective clear coating.

- Mounting Cap and Post
  - Manufactured with a mounting cap that include eight set screws for securing the marker to a post.
  - Mounting posts shall be included with each marker. Mounting posts shall be 7' tall octagonal extruded aluminum post.
  - Include all necessary hardware for attaching to post.
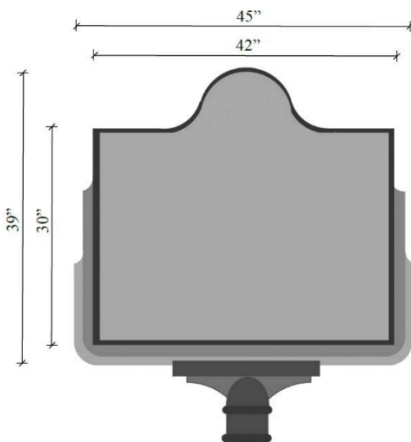
- Design dimensions   **Sample Signs**
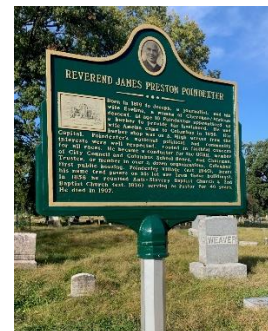
Category 10 – ODOT Directional and Traffic Related Signage (examples only provided)

This category of signs is managed by the ODOT liaison for the Cooperative Roadway Program. Signs are provided according to ODOT sign regulation. ODOT provides all main road signs leading to the parks and main roads within the parks.

Signs are primarily provided according to ODOT roadway recommendations; however, ODNR may also request additional ODOT signage (leading to or within parks). When ODNR requests additional ODOT roadway signage, ODOT will review, approve, install and cover the expense of additional requests.

Due to the number of signs and the variations of signs, we are only highlighting a few of the signs that are installed leading up to and within the parks.

- Directional
  - Internal Roads
  - 8"x48"
  - Aluminum
  - Brown with white lettering
- Traffic
  - Internal Roads
  - Standard ODOT colors – white with black lettering and border
  - Mounted on galvanized signposts: 5', 8' and 10' Steel U-Channel

SIGN PROCUREMENT PROCEDURE

The Division of Parks and Watercraft must follow these guidelines and specifications for all new signage requests. Any requests outside of the provided guidelines must receive approval from the district manager, and any major changes will then be addressed by the district manager and the Office of the Chief.

Park Instructions
District managers or designated park staff must request signs from the Barkcamp or Dillon sign shops adhering to provided guidelines. However, if it ever becomes necessary to order signage outside of the DNR sign shops, it is the responsibility of the district manager, approving the purchase, to ascertain and guarantee the adherence of the guidelines set forth in this manual for external purchases. Signage not following the provided guidelines may not be purchased or installed without the prior approval of the district manager.

Park Sign Ordering Instructions
Parks may order signage through the following steps:
1. Refer to the Sign Procurement, Image and Inventory List for the appropriate sign and sign order code. The list is located in Sharepoint with the following path: Divisions and Offices, Parks and Watercraft, Documents, Signage Program folder).
2. Email a completed Sign Order Form to the Barkcamp or Dillon sign shop. The form is located in Sharepoint with the following path: Divisions and Offices, Parks and Watercraft, Documents, Signage Program folder. Please copy park managers on all orders.

NOTE: Make sure all signs are included on each park's inventory list and remember to add orders to the park order history list maintained by each park manager. Park managers should discuss and receive approval by the district manager regarding formats for each listing; however, a spreadsheet is recommended.

Sign Shop Order Confirmation
1. Staff will confirm accuracy of the order (i.e. spelling, content, standardization, etc.) and notify the requestor of any issues or questions. Should additional resolution assistance be required, sign shop staff will involve the park manager and/or district manager for further direction and approval.
2. Staff will reply to the email confirming receipt of order with an estimated completion date, if known at this time.
3. Staff will notify the park manager, or individual making the request, when the order is completed and ready for pick up.
4. Staff will add images and specifications for commonly used signs to the Sign Procurement, Image and Inventory List located in Sharepoint.