

Farmers' Market Signing Program

March 2022

Introduction

The State Highway Administration's Office of Traffic & Safety has developed the following guidelines for the application, fabrication, installation and maintenance of Farmers' Market highway signs. The Maryland Department of Agriculture and the State Highway Administration have approved a new Farmers' Market highway sign design, shown in Figure 1. They have also established that the costs for new and replacement signs will be borne by the communities and/or organizations which are starting new markets or who are requesting new signs due to location changes, the condition of older signs, or the desire to display the new sign design.

Figure 1 – Farmers' Market Signs



Eligibility

Farmers' Markets that are recognized by the Maryland Department of Agriculture and identified at the following web address are eligible for Farmers' Market highway signs:

http://www.mda.state.md.us/md_products/farmers_market_dir.php

Application / Approval Guidelines

The Application for new or replacement signs is provided as Attachment A, can be obtained from one of the State Highway Administration's District Offices listed in Attachment B, or can be downloaded from the following web address:

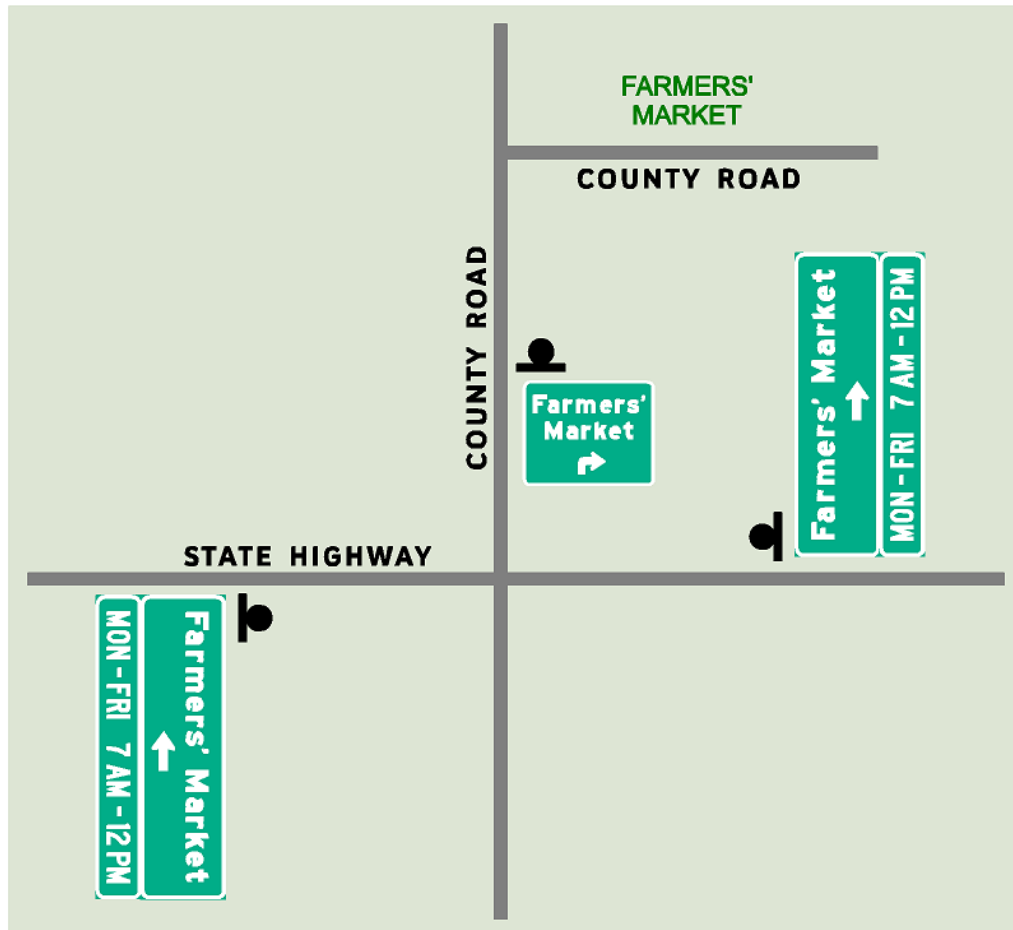
<http://www.marylandroads.com> under Business Center / Business Standards and Specifications

The Application and associated Application Fee must be submitted to the State Highway Administration Office of Finance for review and approval. The following guidelines apply:

1. No signs will be placed along Expressways, Freeways or along Interstate Highways.
2. No Market names will be displayed on the signs.
3. Mainline Signs will display specific days and hours of operation, but cannot accommodate varying days or hours of operation. For Farmers' Markets with varying days or hours of operation, the Mainline Sign will only display a directional arrow.
4. Signs will be installed and maintained by SHA District forces, including the annual installation and removal of the "CLOSED FOR SEASON" panel. The Farmers' Market must notify the appropriate District Office, shown in Attachment B, at least two weeks in advance of when the "CLOSED FOR SEASON" panel needs to be removed and when it needs to be put back in place at the end of the season.
5. If at any time a particular Farmers' Market ceases to be functional, the Department of Agriculture is to make the District Office aware so that the signs can be removed.
6. The Mainline Farmers' Market Sign will be installed for both directions along the closest State Highway, except where the closest State Highway is an Expressway, Freeway or an Interstate Highway. Trailblazer signs will be installed as necessary where a change in direction is required to access the Farmers Market. Figure 2 illustrates an example of sign placement. The installation of Farmers' Market Signs along County or Municipal roads will require County and/or Municipal approval. The size of the signs will be determined by the District Office and is dependent on the prevailing speed along the road. Roads with a prevailing speed below 40 mph will have the smaller signs installed, while roads with a prevailing speed of 40 mph and above will have the larger signs installed.
7. The cost for application, fabrication, installation & maintenance is provided as Attachment C.
8. The Application must be sent with the \$250 Application Fee, payable to the ***Maryland State Highway Administration***. The check should identify the name of the specific Farmers' Market and the County, and be mailed to:

Maryland State Highway Administration
P.O. Box 1636
Baltimore, Maryland 21203

Figure 2 – Sample Sign Placement



9. Once the Application is received, the Office of Finance will notify District personnel, who will review the application, perform a field review to identify locations to safely install the signs, and coordinate with local jurisdictions, if necessary. If any of the signs are located along County or Municipal roads, the SHA will submit a copy of the application, including their recommendations for sign locations, to the appropriate jurisdiction for review and approval. Approval from these jurisdictions will be required before any signs are installed.
10. If space is available to safely install the signs, an approval letter will be sent to the Applicant indicating the number and location of signs to be installed and the associated cost (a sample Approval Letter is provided in Attachment D). This will include the costs to fabricate the signs, and the cost to install the signs including sign supports. The initial payment will also include the maintenance cost to install and/or remove the “CLOSED FOR SEASON” panel the first year. The amount of the first year maintenance cost will depend on whether the initial sign is installed in-season or off-season. If the signs are installed in-season, it will be installed without the “CLOSED FOR SEASON” panel. Therefore, the first year’s maintenance only needs to include installing the “CLOSED FOR SEASON” panel at the end of the season. If the signs are installed off-season, the first year’s maintenance needs to cover both removing the “CLOSED FOR SEASON”

panel at the beginning of the season and putting it back in place at the end of the season. The SHA will submit an invoice to the Farmers' Market each subsequent year to cover these annual expenses. For Farmers' Markets open all year round, there are no maintenance costs.

11. Following receipt of the Approval Letter, the Farmers' Market must submit a check, payable to the *Maryland State Highway Administration* for the amount indicated in the letter. The check should also identify the specific Farmers' Market and the County, and be mailed to:

Maryland State Highway Administration
P.O. Box 1636
Baltimore, Maryland 21203

Once payment is received, the District Office will be notified so that fabrication and installation can proceed.

12. In the event that a sign is damaged or missing, the cost of replacing the sign will be the responsibility of the Farmers' Market.
13. Sign Fabrication Details are provided in Attachment E.

Type of Application (check one) New Replacement

Farmers’ Market Information:

Name of Market

Street Address City/County Zip Code

Contact Name Phone Number Fax Number

E-mail Address

Billing Information (If space is available along the highway, you will be sent an approval letter with a request for payment prior to installation):

Bill to Title

Billing Address City/State Zip Code

FED ID or SSN Phone Number Fax Number

E-mail Address

Hours of Operation (i.e., Monday 9:00 AM to 4:00 PM):

Sunday _____ Wednesday _____ Saturday _____

Monday _____ Thursday _____

Tuesday _____ Friday _____

Seasonal (List Months Closed) _____

Application and \$250 Application Fee, Payable to the “Maryland State Highway Administration” should be mailed to:

Maryland State Highway Administration
P.O. Box 1636
Baltimore, Maryland 21203

Certification:

I certify that the above statements are true and correct and that I will inform the State Highway Administration of any changes to the above indicated information that may affect the applicability of the sign and/or sign messages.

Signed: (Applicant) _____ Date: _____

Falsification of the above statements will result in the Denial or Revocation of this Application.

<u>FOR OFFICE USE ONLY</u>		
State Highway Administration:	APPROVED <input type="checkbox"/>	DENIED <input type="checkbox"/>
Signature (District Representative)	Date	
Comments: _____		
County/Municipality (if applicable):	APPROVED <input type="checkbox"/>	DENIED <input type="checkbox"/>
Signature (County/Municipality Representative)	Date	
Comments: _____		
<u>SIGN TYPES, QUANTITYS & COSTS</u>		
<u>Mainline (Large)</u> 108" x 30"''	_____ at \$1750.00 ea. =	_____
NOTE: (Full Installation of Main Sign / Day - Time Panel and Posts Included with cost above)		
<u>CLOSED</u> Panel (For Large Mainline Sign)	_____ at \$130.00 ea. =	_____
NOTE: (Fabrication costs of sign only. Installation costs are covered in the yearly maintenance fees)		
<u>Mainline (Small)</u> 60" x 42"2"	_____ at \$1200.00 ea. =	_____
NOTE: (Full Installation of Main Sign / Day - Time Panel and Posts Included with cost above)		
<u>CLOSED</u> Panel (For Small Mainline Sign)	_____ at \$140.00 ea. =	_____
NOTE: (Fabrication costs of sign only. Installation costs are covered in the yearly maintenance fees)		
<u>Trailblazer(Large)</u>	_____ at \$830.00 ea. =	_____
<u>Trailblazer (Small)</u>	_____ at \$550.00 ea. =	_____
<u>Yearly Maintenance Fee</u> (In Season)	_____ at \$300.00 ea. =	_____
(Day - Time & CLOSED Panel Removal and Installation)		
<u>Yearly Maintenance Fee</u> (Off Season)	_____ at \$450.00 ea. =	_____
(Day - Time & CLOSED Panel Removal and Installation)		
<u>Application Fee</u>	_____ at \$250.00 ea. =	_____
TOTAL	-----	_____

ATTACHMENT B – SHA District Offices

District 1 – Dorchester, Somerset, Wicomico, and Worcester Counties

Assistant District Engineer - Traffic
Maryland State Highway Administration
660 West Road
Salisbury, MD 21802
Telephone: 410-667-4040
Toll Free: 800-825-4742
FAX: 410-543-6598

District 2 – Caroline, Cecil, Kent, Queen Anne's, and Talbot Counties

Assistant District Engineer - Traffic
Maryland State Highway Administration
615 Morgnec Road
Chestertown, MD 21620
Telephone: 410-810-3240
Toll Free: 800-637-9740
FAX: 410-778-0851

District 3 – Montgomery and Prince George's Counties

Assistant District Engineer - Traffic
Maryland State Highway Administration
9300 Kenilworth Avenue
Greenbelt, MD 20770
Telephone: 301-513-7404
Toll Free: 800-749-0737
FAX: 301-513-7415

District 4 – Baltimore, and Harford Counties

Assistant District Engineer - Traffic
Maryland State Highway Administration
320 West Warren Road
Hunt Valley MD 21030
Telephone: 410-229-2381
Toll Free: 866-998-0367
FAX: 410-527-4690

District 5 – Anne Arundel, Calvert, Charles, and Saint Mary's Counties

Assistant District Engineer - Traffic
Maryland State Highway Administration
138 Defense Highway
Annapolis, Maryland 21401
Telephone: 410-841-1003
Toll Free: 800-331-5603
FAX: 410-841-1084

District 6 – Allegany, Garrett, and Washington Counties

Assistant District Engineer - Traffic
Maryland State Highway Administration
1251 Vocke Road
La Vale, MD 21502
Telephone: 301-729-8444
Toll Free: 800-760-7138
FAX: 301-729-6968

District 7 – Carroll, Frederick, and Howard Counties

Assistant District Engineer - Traffic
Maryland State Highway Administration
5111 Buckeystown Pike
Frederick, MD 21704
Telephone: 301-624-8140
Toll Free: 800-635-5119
FAX: 301-624-8225

ATTACHMENT C - SIGN TYPES & COSTS

Mainline (Large) 108" x 30" \$1750.00 ea.

NOTE: (Full Installation of Main Sign / Day - Time Panel and Posts Included with cost above)

CLOSED Panel (For Large Mainline) \$130.00 ea.

NOTE: (Fabrication costs of sign only. Installation costs are covered in the yearly maintenance fees)

Mainline (Small) 60" x 42" \$1200.00 ea.

NOTE: (Full Installation of Main Sign / Day - Time Panel and Posts Included with cost above)

CLOSED Panel (For Small Mainline) \$140.00 ea.

NOTE: (Fabrication costs of sign only. Installation costs are covered in the yearly maintenance fees)

Trailblazer (Large) \$830.00 ea.

Trailblazer (Small) \$550.00 ea.

Yearly Maintenance: (*In Season*) \$300.00 ea.

(Day - Time & CLOSED Panel Removal and Installation)

Yearly Maintenance: (*Off Season*) \$450.00 ea.

(Day - Time & CLOSED Panel Removal and Installation)

Application Fee \$250.00 ea.

ATTACHMENT D – Sample Approval Letter

Dear _____

The Maryland State Highway Administration has approved your request for the fabrication and installation of new or replacement Farmers' Market signs. Having completed our review of field conditions, we have determined that signs can be installed at the following locations:

Two Large/Small Mainline signs along MD ____ (one in each direction) approaching _____ Road/Street.

One Large Trailblazer sign along _____ bound _____ approaching _____ Road/Street.

One Small Trailblazer sign along _____ bound _____ approaching _____ Road/Street.

The total cost for the fabrication and installation (including the first year's maintenance, if applicable) of these signs is \$ _____, payable to *Maryland State Highway Administration* and mailed to:

**Maryland State Highway Administration
P.O. Box 1636
Baltimore, Maryland 21203**

Please include the **Farmer's Market Name** and the **County** on your check.

Once payment is received, the SHA's District Office will be notified so that the signs can be fabricated and the installation can be scheduled. If you have any questions, please contact the appropriate District representative shown on the list accompanying this letter.

If applicable, the Annual Maintenance Fee will be billed each off season and payment must be received 30 days prior to the removal of the CLOSED FOR SEASON panel.

Sincerely,

SHA District Representative

cc: Department of Agriculture Representative
County/Municipal Representative
Sophia Kampes, SHA
Asst. Chief, TEDD/Signing

ATTACHMENT E - SIGN FACE DETAILS

