



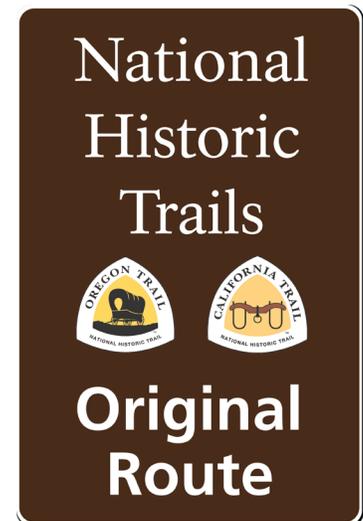
# Steps to NHT Road Signing

Signing projects typically start with you and your ideas about where national historic trail (NHT) road signs are needed to make the trail and trail sites visible. The earlier you contact National Trails Intermountain Region (NTIR) staff, the more assistance we can provide throughout the project. The process may also vary based on the specific needs/conditions of your project, so the steps shown here are just a general outline.

1. **Take a look at the How to Create Your Sign Plan website**, if you haven't already: [www.nps.gov/oreg/parkmgmt/how-to-create-your-sign-plan.htm](http://www.nps.gov/oreg/parkmgmt/how-to-create-your-sign-plan.htm) or [www.nps.gov/cali/parkmgmt/how-to-create-your-sign-plan.htm](http://www.nps.gov/cali/parkmgmt/how-to-create-your-sign-plan.htm)
2. **Identify your sign plan area and purpose.** A sign plan can be as simple as a few directional signs identifying one historic trail site, or as complex as complete signing of all publicly accessible trail crossings, sites, and segments across several counties.
3. **Contact NTIR** about access to the online sign planning tool, and to discuss your ideas, funding sources, and technical assistance.
4. **Begin placing signs into the online system** using the instructions on the national historic trail website mentioned above. Please contact us at any time for assistance or advice.
5. **Notify NTIR when your first draft is complete.** If needed, we will suggest changes to be consistent with other national historic trail signing or to ensure it complies with road safety standards.
6. **Discuss the plan with a NTIR staff member** to finalize sign locations and to plan for the phasing of large sign projects.
7. **Obtain signed agreement forms** from road jurisdictions for all roads to be signed, using your completed, NTIR-reviewed sign plan. Jurisdictions may include state departments of transportation, counties, cities, or other landowners/managers. Current forms can be downloaded from the How to Create Your Sign Plan website.

Once these steps are completed and funding is available, signs can be ordered and shipped directly to the road jurisdictions for installation. Total time to completion depends on many variables, including the plan size and complexity, availability of funding, and the speed of road jurisdiction approvals. However, finalizing the sign plan and gaining the approval of the jurisdictions are the bulk of the work in signing the NHT.

Thank you for contributing your time and effort to making the Oregon and California National Historic Trails a visible, accessible reality for the enjoyment of the American people.



## Internet resources

How to Create Your Sign Plan website: [www.nps.gov/oreg/parkmgmt/how-to-create-your-sign-plan.htm](http://www.nps.gov/oreg/parkmgmt/how-to-create-your-sign-plan.htm) or [www.nps.gov/cali/parkmgmt/how-to-create-your-sign-plan.htm](http://www.nps.gov/cali/parkmgmt/how-to-create-your-sign-plan.htm)

The website includes:

- Instructions on how to access and use the online sign planning and collaboration tool.
- Descriptions of the NHT family of road signs, including dimensions, how to use them, and standard installation information
- Current agreement forms for road jurisdictions in MS Word format

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