

South Carolina Department of Transportation

Engineering Directive

Directive Number: ED-9 **Effective:** November 21, 2003

Subject: Removal of Signs from SCDOT Right-of-Way

References: S.C. Code of Laws, Section 57-25-10

Purpose: Define Procedures to be Followed When Removing Unauthorized Signs from SCDOT Right-of-Way

This Directive Applies to: Maintenance

The following procedures shall be followed when removing an unauthorized sign from South Carolina Department of Transportation (SCDOT) right-of-way:

1. The right-of-way should be established and verified at the sign location.
2. The owner of the sign, if such can be determined upon a reasonably diligent search, should be notified verbally, by telephone, or in writing, that the sign is located on the Department's right-of-way and must be removed within seven days. If notification is verbal or by telephone, it must be documented. If a sign poses an obvious hazard or sight distance obstruction, the sign should be removed immediately and stored appropriately at the local maintenance office. The owner shall be notified that the sign may be picked up or it will be disposed after thirty days. If the owner of the sign cannot be determined upon a reasonable diligent search, SCDOT will remove the sign immediately and dispose of it after thirty days.
3. If the sign is not removed within the seven-day period as provided for in paragraph 2 above, the sign should be removed by maintenance forces and the owner notified in writing that the sign can be obtained at the local maintenance office. Signs not claimed within thirty days following this notification can be disposed of in the usual manner.
4. The district mechanical engineer should be consulted before removing an electrically operated or illuminated sign. The district mechanical engineer shall arrange with the appropriate power company to disconnect the sign circuit to protect department personnel from possible electrical hazards.

Submitted by: David B. Cook
Acting Director of Maintenance

Recommended by: James J. Feda Jr.
Acting Chief Engineer for Operations

Approved: Christy A. Hall
Deputy Secretary for Engineering

Lead: Director of Maintenance

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