



## Steps to Installing a KTB Affiliate Sign

**Step One:** Upon receiving your KTB affiliate sign, contact the local maintenance office of the Texas Department of Transportation (TxDOT) and make an appointment to meet with a representative regarding installation of the sign. Below are three options in finding the contact information for the local maintenance office:

1. Local Phone Book: Look under the State of Texas Government listing for the Department of Transportation. The maintenance office is typically listed.

2. Look on the Web: To find the information on-line go to the TxDOT website at <http://www.dot.state.tx.us/localinfo/localinfo.htm>. Then click on the arrow next to "Locate a District by County" and look down the list until you identify your county. When the district information appears on the screen, click on "maintenance offices" in the listing on the left side of the screen.

3. TxDOT Information Number: You can contact TxDOT by dialing 1-800-55TxDOT (800-558-9368) Monday through Friday between 8 a.m. and 5 p.m. to request the contact information.

**Step Two:** For the meeting with the local TxDOT representative, take the sign and the memorandum provided with your announcement letter that you are an official Keep Texas Beautiful affiliate. Although the sign may be placed in state right-of-way and is exempt from the Texas Department of Transportation city pride sign provisions, you may be asked by the TxDOT representative to complete a Pride Sign Agreement indicating that the local government will be responsible for the sign. Requirements by TxDOT may include the local government providing the pole and mounting and/or the local government installing the sign after the Pride Sign Agreement has been completed.

**Step Three:** If the Pride Sign Agreement is required, set up a meeting with a local government representative. You may want to contact the City Manager, Mayor or staff person responsible for streets or public works. We suggest that you take the official announcement letter confirming that you have completed the steps to be an affiliate and the sign agreement information. Upon approval by the local government, either take the Pride Sign Agreement to the TxDOT office or ask your local government representative to send a copy of the agreement to TxDOT.

**Step Four:** Once the sign is installed, KTB welcomes you to send a photograph and any comments on the sign installation process that may assist others with the process in the future.