

SECTION 11 Gateway Monuments

ARTICLE 1 General Procedure

Cities or counties often desire new and existing transportation facilities provide identification and a favorable image of the communities in which they are located. Caltrans encourages and promotes enrichment of the cultural and visual environment for transportation system users and local communities by facilitating and coordinating the integration of gateway monuments within the State highway right-of-way.

Gateway monuments are any freestanding structure or sign, non-integral or non-required highway feature that communicate the name of a local city, county or community. A gateway monument may include the officially adopted seal or slogan of the local city, county, or community.

Gateway monuments are proposed, provided, installed, maintained and removed (or restored) by the public agency representing the area in which the gateway monument will be installed. The public agency may be a city, county, tribal government or non-federally-recognized tribe.

Gateway monuments, transportation art, and community identification enhancements compare and contrast as follows:

Figure 29-6 Transportation Art, Community Identification, and Gateway Monuments

	May Include Text	May Include Graphic Images	Freestanding Structure or Sign	Integrated With or Placed Upon a Required Engineered Transportation Feature
Transportation Art	No	Yes	Freestanding or Integrated	Freestanding or Integrated
Community Identification	Yes	Yes	No	Yes
Gateway Monuments	Yes	Yes	Yes	No

Statutory Authority

Authority for Caltrans to control encroachments within the State highway right-of-way, and thus gateway monuments, is contained in the *California Streets and Highways Code*, Chapter 3.

Placement

Gateway monuments within the State right-of-way must be placed as far as practical from the traveled way or edge of roadway, while still remaining visible. The proposed location for all gateway monuments must be reviewed by Caltrans for safety and environmental considerations prior to approval.

Gateway monuments are considered to be a discretionary fixed object. See [Highway Design Manual](#), Topic 309 – Clearances, for the minimum required horizontal clearances for gateway monuments.

Gateway Monument Requirements

To avoid distraction and minimize visual clutter, only a single community identification or gateway monument will be permitted per State highway approach in each direction into a local city, county, or community. Existing community identification or gateway monuments located within 660 feet of the State highway on either private or public property will be considered to be the single allowed feature, and no additional community identification or gateway monument will be approved.

Before submitting a proposal to locate a gateway monument within the State highway right-of-way, the public agency must consider and document other feasible alternatives including, but not limited to:

- locating the gateway monument outside of the operational highway right-of-way.
- providing community identification on existing or proposed engineering highway features in lieu of a gateway monument.
- providing aesthetic treatment on an existing or proposed transportation facility in lieu of a gateway monument.
- use of existing or natural topographic features in the placement of the gateway monument.

Other improvements may be considered in conjunction with the gateway monument proposal. Any improvements over and above what Caltrans would otherwise fund,

install, construct, or maintain, will be the responsibility of the public agency. Caltrans will collaborate with the public agency for appropriateness of the gateway monument proposal in context with existing, proposed, and future improvements.

Caltrans retains sole discretion for determining all design elements of a gateway monument, including location, appropriate size, colors, and content.

Proposed gateway monuments must:

- incorporate a city, county or community name, logo, graphic, seal, or slogan that has been associated historically with the area.
- be a freestanding structure or sign.
- not be integrated with, or placed upon a required engineered transportation feature.
- not make use of or simulate colors or combinations of colors usually reserved for official traffic control devices described in the [California Manual on Uniform Traffic Control Devices](#).
- not create a distraction to transportation system users. For example, it should be large enough to interpret at highway speed, but not be so large that it demands attention from the motorist.
- not include illumination (such as blinking or intermittent lights) that impairs the vision of, or distracts transportation system users. Other lighting may be permitted. Lighting may be allowed on existing structures only when approved by Headquarters Division of Maintenance-Structure Maintenance and Investigations.
- be located where required maintenance can be safely performed as specified in the encroachment permit, the maintenance agreement, and in conformance with Caltrans' procedures.
- be appropriate to its proposed setting.
- be a proper size and in scale with its surroundings. The maximum size shall fit within 353 cubic feet. The width shall not exceed 20 feet and the height shall not exceed 18 feet above existing grade
- be composed of materials that are durable for the projected lifespan.
- be fully funded for design, installation, maintenance, restoration, and removal by others for its projected lifespan.
- conform to provisions of the [California Outdoor Advertising Act](#) .
- not imitate, obscure, or interfere with traffic control devices.
- not interfere with airspace above the roadway.
- not be placed within State highway right-of-way upon trees, rocks or other natural features.

- not adversely affect existing structures, drainage patterns or stormwater runoff quality, landscaping or natural vegetation.
- not include reflective or glaring surface finishes.
- not include moving elements (kinetic art) or simulate movement.
- not restrict sight distance.
- not display symbols or icons such as flags, logos, or commercial symbols.
- not display text that makes special interest, private, religious, or political statements, or includes business names, trade names, jingles, or slogans.
- be designed to minimize ongoing maintenance needs. Caltrans-approved protective graffiti coatings may be required if appropriate.
- not display telephone numbers, street addresses, or internet addresses.
- not require the removal of trees or other vegetation for visibility, or harm trees during construction. Pruning of tree branches or roots, and removal of shrubs should be avoided, and will be allowed only with written approval of the district landscape architect.
- not negatively impact existing highway features, including existing signs, irrigation systems, necessary drainage patterns, and facilities.
- not protrude or span over travel lanes or roadbed.

ARTICLE 2 Responsibilities

Administrative Responsibilities

Headquarters

The Headquarters Division of Design-Landscape Architecture Program Deputy Division Chief:

- appoints a Headquarters Gateway Monument Coordinator.
- maintains and disseminates policies and procedures for gateway monuments.
- formulates and manages a statewide inventory of gateway monument proposals.
- monitors district performance and provides quality assurance of program guidelines.
- reviews proposals for conformance with policy and for statewide consistency.
- processes FHWA review of proposals located on an Interstate highway.

The Division of Traffic Operations, Office of Encroachment Permits & Engineering Support Chief:

- develops forms and special provisions for the Gateway Monument Program.

- maintains and clarifies encroachment permit policies and procedures.

District

The District Director:

- administers the Gateway Monument Program in accordance with these guidelines.
- designates a district gateway monument coordinator.
- approves qualified final gateway monument proposals.

The district gateway monument coordinator:

- manages the Gateway Monument Program
- acts as the single focal point to qualify, process, and evaluate gateway monument submittals by public agencies.
- facilitates and coordinates the placement of authorized gateway monuments within the transportation right-of-way.
- notifies the Headquarters Gateway Monument Coordinator of gateway monument permit approval and construction completion.
- prepares annual summary reports and submits to the Headquarters Division of Design-Landscape Architecture Program Deputy Division Chief.
- reviews gateway monument proposals for:
 - documented community acceptance.
 - compliance with State and federal regulations and Caltrans' guidance.
 - adequately planned and resourced maintenance of the gateway monuments by the public agency.
 - safety and liability issues for Caltrans, the public agency, and the public.
- submits final gateway monument proposals to the Headquarters Division of Design-Landscape Architecture Program Deputy Division Chief.

The district permit engineer:

- forwards the qualified final submittal to the Headquarters Division of Design, Office of Project Support, to obtain written approval from FHWA, if the proposal is on an Interstate highway.
- ensures a maintenance agreement has been executed prior to issuance of the encroachment permit.
- issues the encroachment permit to the public agency.
- monitors and enforces permit and maintenance agreement requirements for the maintenance, restoration, or removal of gateway monument.
- inspects the gateway monument construction.

- notifies the district gateway monument coordinator of permit approval and construction completion.

Financial Responsibilities

Gateway monuments are solely funded by a public agency. All costs for proposed gateway monument design, construction, access for maintenance, maintenance, and removal, if required, shall be the responsibility of the public agency and stipulated in detail in the preliminary and final gateway monument submittals.

Necessary resources for design, implementation, construction or maintenance of gateway monuments will be the responsibility of the public agency. A cooperative agreement between Caltrans and the public agency will document any such negotiated agreements.

Caltrans assumes the administrative costs associated with reviewing gateway monument proposals, and developing, issuing, and monitoring the encroachment permit and maintenance agreement for approved gateway monument projects. All other costs, including labor, materials, supplies, and traffic control (if required) for design, engineering, testing, construction, installation, maintenance, restoration, and removal of the gateway monument shall be the responsibility of the public agency.

Caltrans may require the public agency provide bonds or other means to ensure maintenance, restoration, and removal of the gateway monument.

Maintenance Responsibilities

Gateway monuments must be kept clean, free of graffiti, and in good repair. The public agency must provide regularly scheduled maintenance, as described in the maintenance agreement, for its projected lifespan, including graffiti removal and restoration work necessary to maintain the integrity of the approved gateway monument. Graffiti removal shall conform to Caltrans' policies and guidelines, which require prompt removal of offensive messages and timely removal of all other graffiti. Caltrans graffiti removal policy is described in *Deputy Directive DD-39-R1 – Graffiti Prevention and Removal* and Volume 1, Chapter D1 of the [Maintenance Manual](#).

A maintenance agreement for the care and upkeep of the gateway monument by the public agency must be executed between the public agency and Caltrans. Maintenance shall be performed by the public agency as stipulated in the agreement.

Worker access to perform maintenance required by gateway monuments should be from outside the highway right-of-way whenever possible.

Caltrans will not provide maintenance of the gateway monument, but may perform maintenance activities in the area such as litter pickup and other activities associated with normal transportation facility maintenance. Any maintenance activities required adjacent to the gateway monument that are over and above what Caltrans would normally provide must be described in the encroachment permit, maintenance agreement, or cooperative agreement and identified as a responsibility of the public agency.

If the public agency fails to maintain the gateway monument as provided in the maintenance agreement, Caltrans may perform the maintenance at the public agency's expense, or direct the public agency to remove the gateway monument at the public agency's expense.

When notified by Caltrans, the public agency shall remove any gateway monument that creates a maintenance or operational concern. If the public agency does not remove the gateway monument in a timely manner, Caltrans may remove the gateway monument and bill the public agency for the costs involved.

Caltrans reserves the right to immediately remove or alter gateway monuments due to emergency, construction, restoration, or other necessary activities affecting the transportation facility.

ARTICLE 3 Project Development Process

Processing Gateway Monument Proposals

A gateway monument proposal is typically developed by the public agency (such as the responsible city or county, tribal government, or non-federally-recognized tribe) that has jurisdiction over the area where the gateway monument will be placed. Public agencies should contact the Caltrans district gateway monument coordinator to develop a qualified final proposal for submittal to the District Director for approval, and then processed as an encroachment permit.

Gateway monuments included as part of a capital improvement project, will be reviewed and approved through Caltrans project development process, and as directed within these guidelines.

Preliminary Proposal Review

Public agencies seeking approval of gateway monuments first submit a preliminary proposal to the Caltrans district gateway monument coordinator. The district gateway monument coordinator reviews the preliminary proposal for safety, aesthetics, maintenance accessibility, message, and proper fit within the context of the transportation corridor. The preliminary proposal will be returned to the public agency for revision if Caltrans recommends changes at any time before final approval.

Preliminary proposals must consist of plans, specifications and other necessary documents prepared by a licensed landscape architect, architect, or professional engineer and include:

- A written evaluation of alternate locations outside the highway right-of-way for proposed freestanding gateway monuments
- A full description of the proposed gateway monument, including a model or scaled plans, elevations, sections and details necessary to convey location, view from all sides, materials, and construction or installation methods. Caltrans may furnish site data as required.
- Plans and details stamped by a licensed engineer
- Proposed location, showing existing topography, and dimensions and offsets to right-of-way lines, edge of pavement, centerline, and the clear recovery zone
- Proposed color scheme, paint or stain materials, or protective coatings
- Required environmental documentation
- Material safety data sheet for proposed materials
- Proposed message to be communicated
- Proposed lighting
- Specifications
- Proposed traffic control plans and specifications
- Proposed cost estimate
- Proposed construction schedule
- Projected lifespan
- Proposed maintenance access plan
- Preliminary maintenance agreement, including maintenance schedule

After receiving the preliminary proposal, the district gateway monument coordinator reviews the submittal for compliance with safety requirements (clear recovery zone setback, visibility, maintenance access, and highway operations), and compatibility with transportation corridor character and aesthetics. The district coordinator may

advise the public agency of constraints or other concerns, solicit additional documentation or exhibits, or may request changes to the scope of work. The public agency must address all comments, make appropriate revisions, and resubmit the proposal to the district gateway monument coordinator for review as a qualified preliminary proposal.

Upon acceptance of a qualified preliminary proposal, the district gateway monument coordinator circulates the proposal for evaluation of potential conflicts with transportation art and community identification. District design, traffic operations, environmental, maintenance, right-of-way, and other appropriate functional units also evaluate the preliminary proposal and identify concerns or provide suggestions for compliance with Caltrans' policies.

The district gateway monument coordinator also determines whether preparation of a PEER will be required, taking into consideration highway operation, maintenance, and tort liability.

Upon completion of district circulation, the district gateway monument coordinator provides review comments to the public agency and asks them to make the required revisions. After completion of revisions, the package is resubmitted by the public agency to the district gateway monument coordinator as a qualified final proposal. The qualified final proposal should then be processed by the public agency for community review.

Community Review and Public Agency Resolution

Prior to final proposal review by Caltrans, the public agency must document local support for the proposal. Working with the district gateway monument coordinator, the public agency will determine an appropriate method of community review, ranging from a signed petition to conducting noticed public meetings. The public agency will secure and document community acceptance, ensuring that those most affected have been provided the opportunity to express either support or opposition to the final proposal. After securing public acceptance, the public agency shall issue an adopted resolution or other official document recommending approval of the proposed design of the gateway monument and requesting installation within the highway right-of-way. This resolution or document must describe the public agency's:

- jurisdiction over the area of the project site.
- approval of the gateway monument.

- funding responsibility.
- commitment to regular scheduled maintenance of the gateway monument throughout its projected lifespan, including timely graffiti removal, restoration, and removal of the gateway monument as required.
- proposed schedule for commencing and completing project installation.

Final Proposal Review

The district gateway monument coordinator will review the qualified final proposal, including the maintenance agreement, and documentation of local support to verify that all previous comments have been addressed and will forward the proposal to the District Director for approval.

District Director Review

The District Director will review the qualified final proposal for community acceptance, compliance with State and federal regulations, and Caltrans' guidance, adequacy of maintenance resources, and safety and liability issues for Caltrans, the public agency, and the public.

District Director approval of a gateway monument proposal is made with due consideration to safety (location, potential for motorist distraction, and accessibility for maintenance), aesthetics, community support, and maintainability. Once approved, no changes shall be made without prior written approval of the District Director.

After District Director approval, the gateway monument coordinator advises the public agency to submit the proposal to the district permit engineer for processing as an encroachment permit.

Encroachment Permit Process

Approved gateway monument proposals are processed as an encroachment permit as per the [Encroachment Permits Manual](#), Section 500.7 and Appendix B.

After Construction

After construction is complete, the district gateway monument coordinator sends a copy of the gateway monument proposal, approval documents, permit, and as-built information to the Headquarters Landscape Architecture Program Gateway Monument Coordinator.