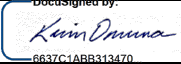
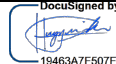




Policies & Procedures

Subject:	Policy No. 5410.1.15 Roadside Memorial Signs on County Roadways
Authority:	OC Public Works Director/Designee Signature: <small>DocuSigned by:</small>  <small>6637C3ABB313470</small>
Policy Owner:	OC Public Works Operations and Maintenance /Signature: <small>DocuSigned by:</small>  <small>19463A7E507F4E0</small>
Approval Date:	03/31/2026
Review Date:	MM/DD/YYYY (Required after every biennial review)

A. Policy

- I. Roadside memorial signs shall be allowed along County roadways under certain conditions to commemorate victims who lost their lives in vehicle-related accidents and to promote traffic safety.

B. Purpose

- I. The purpose of this document is to standardize implementation of roadside memorial signs on unincorporated County roadways.

C. Authority

- I. This policy is established under the authority of the Director of OC Public Works.

D. Scope

I. Qualification

- i. To qualify for a roadside memorial sign on a County Roadway, the following criteria must be met:

- A victim was killed in a vehicle-related accident on a County Roadway.
- The vehicle-related accident occurred after January 1, 2020.
- At least six (6) months have passed from the date of the vehicle-related accident.
- It has been no longer than 5 years from the date of the vehicle-related accident.
- At the discretion of the County Engineer.

II. Design

- i. Roadside memorial signs shall be of a standard design and include the name of the victim, an optional bike or pedestrian icon, and one of the following standard safety messages:



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- A. WATCH YOUR SPEED
 - B. DON'T TEXT & DRIVE
 - C. DON'T DRINK & DRIVE
 - D. DON'T DRIVE UNDER THE INFLUENCE
 - E. RIGHT/LEFT TURNS YIELD TO BIKES
 - F. GIVE THREE FEET IT'S THE LAW
 - G. YIELD TO BICYCLISTS
 - H. LOOK FOR BICYCLISTS
 - I. YIELD TO PEDESTRIANS
 - J. LOOK FOR PEDESTRIANS
- ii. If multiple requests are received for the same location, names may be collocated on a single roadside memorial sign.
- III. Sign Location
- i. A maximum of one (1) roadside memorial sign per vehicle-related accident will be installed on the right-hand side of the County roadway. The roadside memorial sign will be placed in as close proximity to where the vehicle-related accident occurred, to the extent it is safe and practical to do so. The exact placement will be determined by OC Infrastructure Programs/Traffic Engineering (Traffic).
- IV. Duration of Sign Posting
- i. The roadside memorial sign will remain installed for a maximum of five (5) years since the passing of the victim(s). OC Operations & Maintenance (O&M) will maintain the sign while it is installed. Upon the end of the five (5) year period, O&M will make reasonable efforts to notify the applicant or immediate family that the roadside memorial sign will be removed. If requested by the original applicant or immediate family, the sign may be posted for an additional five (5) years, at the discretion of the County Engineer and for an additional fee as listed in Section V.
- ii. OCPW reserves the right to temporarily remove or relocate a roadside memorial sign when necessary due to a roadway construction, maintenance, or improvement project. O&M will make reasonable efforts to notify the applicant or immediate family in advance if temporary removal or relocation of the roadside memorial sign is required. OCPW may reinstall the sign at or near its original location, or in another appropriate location, after project completion if conditions allow. If relocation is not feasible, OCPW will make reasonable efforts to coordinate with the applicant to determine an alternative placement within the County Roadway. The temporary removal period will not count against the original five (5) year installation duration.



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V. Fees

- i. From April 28, 2026, to April 26, 2027, fees will not be charged for Roadside Memorial Sign requests on County Roadways. The initial period will serve as pilot to gauge interest in the program.
- ii. If the program is well received and will continue beyond April 26, 2027, OCPW will return to the Board for approval of a fee in accordance with Government Code Sections 54985 and 54986.

E. Responsibility

- I. OC Operations and Maintenance is the owner of this policy and will be responsible for the fabrication, installation, record keeping, and removal of memorial signs.
- II. OC Development Services / Permitting will be responsible for review and approval of applications, collection of fees, and forwarding approved applications to OC Traffic Engineering.
- III. OC Traffic Engineering will be responsible for the review and approval of technical and programmatic criteria and notification to the appropriate District Office regarding the installation.

F. Definitions

- I. **Victim(s):** Individual(s) killed as a result of a vehicle-related accident on a County Roadway.
- II. **Immediate Family:** An immediate family member is a spouse, child, stepchild, brother, stepbrother, sister, stepsister, mother, stepmother, father or stepfather.
- III. **Sponsor:** Person with written permission from an immediate family member to apply for roadside memorial sign.
- IV. **County Roadway:** The public street or road that falls within County of Orange jurisdiction or control. If the vehicle-related accident occurred on another public street or road, such as on a state highway or city street, applicants should contact that specific agency.

G. Procedure

- I. Submission
 - i. Applications must be submitted electronically via MyOCeServices and processed through the Land Management System (LMS).
 - ii. Applications may only be submitted by:
 - An immediate family member of the victim, or
 - A sponsor, as defined in the program guidelines.
- II. Initial Screening
 - i. OC Development Services / Permitting (Permitting) will prescreen each application for completeness.
 - ii. Incomplete applications will not be processed. Permitting will contact the applicant to identify deficiencies and coordinate resubmittal.



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- III. Fee Collection
 - i. TBD
- IV. Review and Approval
 - i. Completed applications are forwarded to Traffic for review and approval based on technical and programmatic criteria.
 - ii. If approved, Traffic will notify the appropriate District Office regarding the installation.
- V. Installation
 - i. If approved, Permitting will initiate a work order through Asset Works to O&M for fabrication and installation of the sign.
 - ii. Upon installation, the work order is closed by O&M, who will inform Permitting to update LMS and close the project.
- VI. Recordkeeping and Removal
 - i. O&M will maintain records of installed memorial signs as part of the traffic control device inventory for a period of five (5) years from the passing of the victim(s).
 - ii. At the end of the five-year period, O&M will be responsible for the removal of the memorial sign, unless a valid application for extension has been submitted and approved prior to expiration.
- VII. Extensions
 - i. Requests to extend the presence of a memorial sign beyond the five-year period must follow the same application process as a new request, including submittal and payment of fees (if applicable).

H. Attachments

Appendix A – Roadside Memorial Sign Templates



Policies & Procedures

Appendix A – Roadside Memorial Sign Templates

<p>WATCH YOUR SPEED</p> <p>IN MEMORY OF JOHN DOE</p>	<p>DON'T TEXT & DRIVE</p> <p>IN MEMORY OF JOHN DOE</p>	<p>DON'T DRINK & DRIVE</p> <p>IN MEMORY OF JOHN DOE</p>	<p>DON'T DRIVE UNDER THE INFLUENCE</p> <p>IN MEMORY OF JOHN DOE</p>
A	B	C	D
<p>RIGHT/LEFT TURNS YIELD TO BIKES</p> <p>IN MEMORY OF JOHN DOE</p>	<p>GIVE 3 FT IT'S THE LAW</p> <p>IN MEMORY OF JOHN DOE</p>	<p>YIELD TO BICYCLISTS</p> <p>IN MEMORY OF JOHN DOE</p>	<p>LOOK FOR BICYCLISTS</p> <p>IN MEMORY OF JOHN DOE</p>
E	F	G	H
<p>YIELD TO PEDESTRIANS</p> <p>IN MEMORY OF JOHN DOE</p>		<p>LOOK FOR PEDESTRIANS</p> <p>IN MEMORY OF JOHN DOE</p>	
I		J	