



STATE OF ALASKA  
DEPARTMENT OF TRANSPORTATION  
AND PUBLIC FACILITIES

RECEIVED BY DOT&PF

**APPLICATION FOR PARTICIPATION IN  
MEMORIAL SIGN PROGRAM**

(For Highway Accident Victims)

The regulations describing this program and examples of the signs are attached. There is no fee.



The State of Alaska, Department of Transportation and Public Facilities (DOT&PF) is pleased to announce the availability of online permitting for memorial signs.

You may apply online at [www.dot.state.ak.us/permits](http://www.dot.state.ak.us/permits).

Computer access is available at all public libraries  
and at the main offices of DOT&PF's regional offices.

If you choose to complete this paper application, please mail it to the appropriate address below and DOT&PF personnel will input the information for you.

Southeast Region	Central Region	Northern Region
<p><b>Mailing Address:</b> AKDOT/PF ROW 6860 Glacier Hwy Mail Stop 2506 Juneau AK 99801-7909</p>	<p><b>Mailing Address:</b> AKDOT/PF ROW P.O. Box 196900 Anchorage AK 99519-6900</p>	<p><b>Mailing Address:</b> AKDOT/PF ROW 2301 Peger Road Mail Stop 2553 Fairbanks AK 99709-5316</p>
<p>Voice: (907) 465-4540 or 1-800-575-4540 Fax: (907) 465-3506 TDD: (907) 465-4410</p>	<p>Voice: (907) 269-0700 or 1-800-770-5263 Fax: (907) 269-0828 TDD: (907) 269-0473</p>	<p>Voice: (907) 451-5400 or 1-800-475-2464 Fax: (907) 451-5411 TDD: (907) 451-2363</p>
<p><b>Physical Address:</b> AKDOT/PF ROW 6860 Glacier Hwy Juneau AK 99801-7909</p>	<p><b>Physical Address:</b> AKDOT/PF ROW 4111 Aviation Drive Anchorage AK 99502-1058</p>	<p><b>Physical Address:</b> AKDOT/PF ROW 2175 South University Ave., #2 Fairbanks AK 99709-4910</p>

**1) Applicant Information:**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**2) Select Sign Type Being Requested:**

**Memorial Sign for a Fatally Injured Victim of an Accident Caused by a Drunk Driver (17 AAC 08.010 – Example Attached) -- Please provide:**

(A) Date and location of the accident: \_\_\_\_\_

(B) Name of the driver alleged to be at fault: \_\_\_\_\_

(C) Name of the individual who was fatally injured as the name should appear on the memorial sign (please print clearly):  
\_\_\_\_\_

(D) Please attach an affidavit<sup>1</sup> that states that the individual to be memorialized was fatally injured in the highway accident, that the other driver is alleged to be at fault, and that alcohol is alleged to be involved

**Memorial Sign for a Drunk Driver Fatally Injured in an Accident (17 AAC 08.015 – Example Attached) -- Please provide:**

(A) Date and location of the accident: \_\_\_\_\_

(B) Name of the individual who was fatally injured: \_\_\_\_\_

(C) Name of each sponsor as each name should appear on the memorial sign (please print clearly): \_\_\_\_\_  
\_\_\_\_\_

(D) Please attach an affidavit<sup>2</sup> that states that the individual who was fatally injured is alleged to be the driver at fault and alcohol is alleged to be involved

<sup>1</sup> An affidavit is a statement of facts sworn to (or affirmed) before an officer, such as a notary public, with authority to administer oaths. Before signing, the person takes an oath that the contents are, to the best of their knowledge, true. The affidavit is also signed by the person authorized to administer oaths, to the effect that the person signing the affidavit was under oath when the affidavit was signed.

<sup>2</sup> An affidavit is a statement of facts sworn to (or affirmed) before an officer, such as a notary public, with authority to administer oaths. Before signing, the person takes an oath that the contents are, to the best of their knowledge, true. The affidavit is also signed by the person authorized to administer oaths, to the effect that the person signing the affidavit was under oath when the affidavit was signed.

**Memorial Sign for an Individual Fatally Injured in Accident not Involving Alcohol (17 AAC 08.020 – Example Attached)** – Please provide:

(A) Date and location of the accident: \_\_\_\_\_

(B) Name of the individual who was fatally injured as the name should appear on the memorial sign (please print clearly):

\_\_\_\_\_

3) **Requested Sign Location** (Please Note: Memorial Signs may not be placed on controlled access highway, freeways, expressways or on-ramps or off-ramps of freeways and expressways. Memorial Signs may not be placed along the following highway locations: Seward Highway (from 36<sup>th</sup> Avenue to Rabbit Creek Road); Glenn Highway (from Airport Heights to the Parks Highway Intersection); or Parks Highway (from Glenn Highway Intersection to Crusey Street in Wasilla)

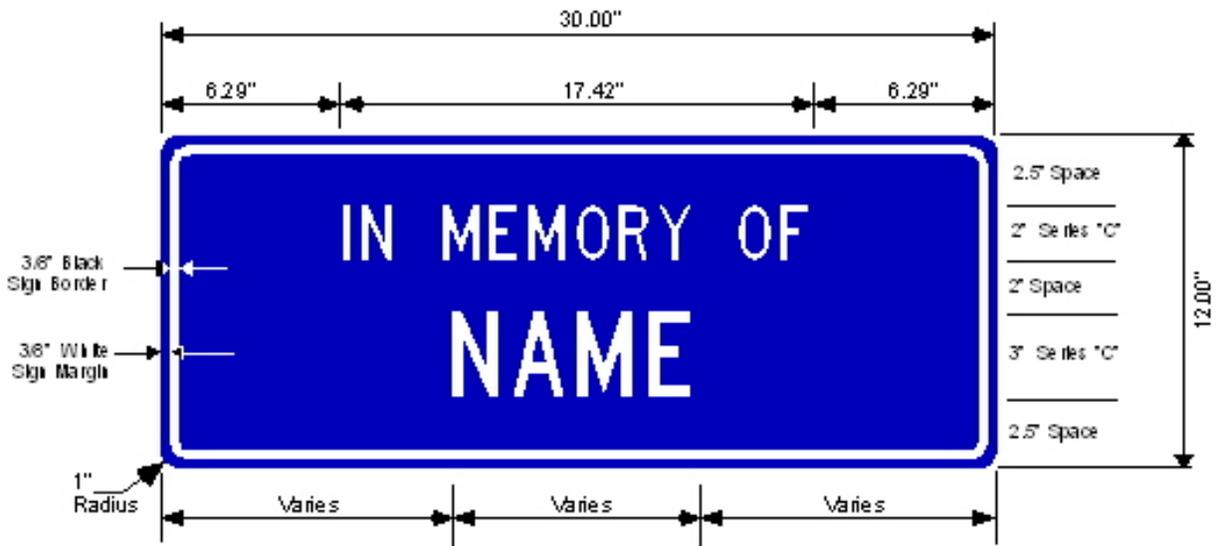
Highway/Road \_\_\_\_\_ Milepost \_\_\_\_\_ Nearest Town/City \_\_\_\_\_

4) **Applicant's Certification:** I certify that the above and foregoing statements are true and correct, and that I have read and understood the Memorial Sign Program regulations attached to this application.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

# AK-SP1-3



This plaque may only be used when approved by a regional DOT&PF office under the Highway Fatality Memorial Sign Program. It must be used in conjunction with either a "PLEASE DON'T DRINK AND DRIVE" or a "PLEASE DRIVE SAFELY" sign. Signs and sign installation must be paid for by the sponsor.

If the name is too long to fit, letter size may be reduced to 2" Series C. A 2.5" margin shall be maintained on either side of the name.

Signature below indicates the approval of this sign. If approval has not been withdrawn when the next ASDS revision is published, the sign will be included in that revision.

_____ ADOT&PF STATE TRAFFIC ENGINEER	_____ DATE	BORDER & LEGEND: <b>White (refl.)</b> BACKGROUND: <b>Blue (refl.)</b>	PAGE
---	---------------	--	------

ALASKA SIGN DESIGN SPECIFICATIONS

# AK-SP1-4



This plaque may only be used when approved by a regional DOT&PF office under the Highway Fatality Memorial Sign Program. It must be used in conjunction with a "PLEASE DON'T DRINK AND DRIVE" sign. Signs and sign installation must be paid for by the sponsor.

If the family name is too long to fit, letter size may be reduced to 2" Series C. A 2.5" margin shall be maintained on either side of the name.

Signature below indicates field approval of this sign. If approval has not been withdrawn within the next ASDS revision is published, the sign will be included in that revision.

_____ A DOT&PF STATE TRAFFIC ENGINEER	_____ DATE	BORDER & LEGEND: <b>White (refl.)</b> BACKGROUND: <b>Blue (refl.)</b>	PAGE
A L A S K A   S I G N   D E S I G N   S P E C I F I C A T I O N S			

# AK-SP1-1



This sign may only be used when approved by a regional DOT&PF office under the Highway Fatality Memorial Sign Program. It must be used in conjunction with either an "IN MEMORY OF ..." or a "SPONSORED BY ..." plaque. Signs and sign installation must be paid for by the sponsor.

Signature below indicates interim approval of this sign. If approval has not been withdrawn when the next ASDS revision is published, the sign will be included in that revision.

_____ ADOT&PF STATE TRAFFIC ENGINEER	_____ DATE	BORDER & LEGEND: <b>White (refl.)</b> BACKGROUND: <b>Blue (refl.)</b>	PAGE _____
A L A S K A   S I G N   D E S I G N   S P E C I F I C A T I O N S			

# AK-SP1-2



This sign may only be used when approved by a regional DOT&PF office under the Highway Fatality Memorial Sign Program. It must be used in conjunction with an "IN MEMORY OF ..." plaque. Signs and sign installation must be paid for by the sponsor.

Signature below indicates field approval of this sign. If approval has not been withdrawn when the next ASDS revision is published, the sign will be included in that edition.

_____ ADOT&PF STATE TRAFFIC ENGINEER	_____ DATE	BORDER & LEGEND: <b>White (refl.)</b>  BACKGROUND: <b>Blue (refl.)</b>	PAGE _____
A L A S K A   S I G N   D E S I G N   S P E C I F I C A T I O N S			

**ADMINISTRATIVE CODE**  
**Title 17 -- Chapter 08**  
**Regulations Relating to Memorial Sign Program**

**17 AAC 08.005. PURPOSE OF MEMORIAL SIGN PROGRAM.** The purpose of the memorial sign program is to

- (1) provide friends and relatives of persons fatally injured in highway accidents with the opportunity to memorialize them by sponsoring a memorial sign to be erected near the scene of the accident; and
- (2) combat drunk driving and to increase the public's awareness of the need to drive safely and responsibly.

**17 AAC 08.010. APPLICATION PROCEDURE FOR A MEMORIAL SIGN FOR A FATALLY INJURED VICTIM OF AN ACCIDENT CAUSED BY A DRUNK DRIVER.** Under this section, a person may apply to the department to sponsor a sign memorializing an individual who was fatally injured in a highway accident, in which another driver is alleged to be at fault and alcohol is alleged to be involved. The applicant must complete a memorial sign application furnished by the department. The applicant must submit the completed application to the department representative stated on the application, and must include with the application

- (1) the date and location of the highway accident;
- (2) the name of the driver alleged to be at fault;
- (3) an affidavit by the applicant that the individual to be memorialized was fatally injured in the highway accident, that the other driver is alleged to be at fault, and that alcohol is alleged to be involved; and
- (4) the name of the individual who was fatally injured as it should appear on the memorial sign.

**17 AAC 08.015. APPLICATION PROCEDURE FOR A MEMORIAL SIGN FOR A DRUNK DRIVER WHO WAS FATALLY INJURED IN A HIGHWAY ACCIDENT.** A person may apply to the department to sponsor a sign memorializing an individual who was fatally injured in a highway accident in which the fatally injured is alleged to be the driver at fault and alcohol is alleged to be involved. The applicant must complete a memorial sign application furnished by the department. The applicant must submit the completed application to the department representative specified on the application, and must include with the application

- (1) the date and location of the highway accident;
- (2) the name of the individual who was fatally injured;
- (3) an affidavit by the applicant that the individual who was fatally injured is alleged to be the driver at fault and alcohol is alleged to be involved;
- (4) the name of each sponsor as it should appear on the memorial sign.

**17 AAC 08.020. APPLICATION PROCEDURE FOR A MEMORIAL SIGN FOR AN INDIVIDUAL WHO WAS FATALLY INJURED IN A HIGHWAY ACCIDENT THAT DID NOT INVOLVE ALCOHOL.** A person may apply to the department to sponsor a sign memorializing an individual who was fatally injured in a highway accident that did not involve alcohol by completing a memorial sign application furnished by the department. The applicant shall submit the completed application along with the

- (1) date and location of the highway accident; and
- (2) name of the individual who was fatally injured as it should appear on the memorial sign.

**17 AAC 08.025. DEPARTMENT REVIEW OF MEMORIAL SIGN APPLICATION.** (a) Within 30 days after the department receives a correctly completed application submitted under 17 AAC 08.010, 17 AAC 08.015, or 17 AAC 08.020 and the department has inspected the proposed site for the memorial sign, the department will send a written decision to the applicant as to whether the proposed sign installation is in compliance with this chapter.

(b) A person who has applied for a memorial sign under 17 AAC 08.010, 17 AAC 08.015, or 17 AAC 08.020 may appeal a decision denying an application under 17 AAC 85.

**17 AAC 08.030. LOCATION, PLACEMENT, AND OWNERSHIP OF MEMORIAL SIGNS.** (a) A memorial sign that the department approves under this chapter will be placed in the highway right-of-way, without cost to an applicant, near the location of the accident and facing the oncoming traffic. However, a memorial sign will not be placed nearer than 200 feet from an existing traffic sign or where the memorial sign obstructs the visibility of an existing traffic sign.

(b) Memorial signs may be placed in a highway right-of-way under the jurisdiction of the department except for a controlled access highway. For purposes of this subsection, controlled access highways include freeways, expressways and on-ramps and off-ramps of freeways and expressways.

(c) The department will furnish, install and retain ownership of a memorial sign.

**17 AAC 08.035. WORDING ON MEMORIAL SIGNS.** (a) If a memorial sign is applied for under 17 AAC 08.010 and approved by the department under this chapter, the department will install a cautionary sign that reads "PLEASE DON'T DRINK AND DRIVE" and a separate name plaque that reads "IN MEMORY OF (the victim's name)".

(b) If a memorial sign is applied for under 17 AAC 08.015 and approved by the department under this chapter, the department will install a cautionary sign that reads "PLEASE DON'T DRINK AND DRIVE" and a separate name plaque that reads "SPONSORED BY (the sponsor's name)".

(c) If a memorial sign is applied for under 17 AAC 08.020 and approved by the department under this chapter, the department will install a cautionary sign that reads "PLEASE DRIVE SAFELY" and a separate name plaque that reads "IN MEMORY OF (the victim's name)".

**17 AAC 08.040. NAME PLAQUE LIMIT ON A SINGLE MEMORIAL SIGN INSTALLATION.** No more than three name plaques of victims or sponsors may appear below the memorial cautionary sign on a single memorial sign installation.

**17 AAC 08.045. TIME ALLOWED FOR MEMORIAL SIGNS IN THE HIGHWAY RIGHT-OF-WAY.** Unless it determines that public safety requires removal, the department will keep a memorial sign installation in its designated location for 10 years after the date of its installation. After the 10-year period ends, the department will remove the memorial sign installation.

**17 AAC 08.050. MULTIPLE MEMORIAL SIGN APPLICATIONS.** (a) If more than one sponsor applies for a memorial sign to be located near a single accident site, the department will consider the multiple applications in the order in which they are received.

(b) If the department approves, under this chapter, the application of additional sponsors who apply for a memorial sign for additional victims who were fatally injured as the result of the same or a different highway accident at a single accident site, the additional sponsors may apply to

(1) attach name plaques to the first sign installation, if the requirements of 17 AAC 08.040 are satisfied; or

(2) have a memorial sign installed across the highway from the first sign installation so that the second sign installation faces the traffic approaching from the opposite direction.

(c) For purposes of this section, "single accident site" means the site of all accidents that occur within 1,000 feet from each other, regardless of when they occur.

**17 AAC 08.055. APPLICATION FILING DEADLINES.** (a) A person may file an application under 17 AAC 08.010, 17 AAC 08.015, or 17 AAC 08.020, until January 15, 2003 to memorialize a death in a highway accident that occurred before that date.

(b) On or after January 16, 2003, a person may file an application under 17 AAC 08.010, 17 AAC 08.015, or 17 AAC 08.020 to memorialize a death in a highway accident that occurred within the two years before the date that the department received the application.