

City of Manchester
14318 Manchester Rd
Manchester, MO 63011
P: (636) 227-1385 ext. 104
F: (636) 227-5438
publicworks@manchestermo.gov



Street Sign Installation Request Form

Name: _____

Address: _____ Phone: _____

City, State, Zip: _____ Email: _____

SIGN DETAILS:

Type of sign requested: _____

Reason for sign request: _____

Address or street name the sign would be placed at: _____

List which side of the street you are requesting the sign to be placed: _____

List the nearby intersection streets: _____

All requests must be submitted to the Department of Public Works:

**City of Manchester
Attn: Director of Public Works
14318 Manchester Rd.
Manchester, MO 63011**

The Public Works Director will review the sign request once this form has been submitted to determine if the request will move forward for further evaluation from the City. "Regulatory" traffic control signage will likely need to enter a study phase in which traffic audits and accident history will be evaluated. This process can take up to several weeks. If it is determined that there may be a need for the requested sign to be installed, the City will seek comments from those residents in the general area of the sign. Some signage such as a "warning" or "pedestrian" signs may be easier to be placed with a more streamlined process. If the request for the sign is denied in any stage, a Public Works official will notify the resident requesting the sign, letting them know the sign request was denied and the reasons for denial.

Requestor's Signature: _____ Date: _____