

# TEXAS DEPARTMENT OF TRANSPORTATION 2025-2026 EDUCATIONAL SERIES

## DISTRICT OFFICE SIGNS FOR ELECTED OFFICIALS

- Texas Manual on Uniform Traffic Control Devices
- Requesting District Office Signs for Elected Officials
- Location of District Office Signs
- Design of District Office Signs





**Texas Department of Transportation (TxDOT):** Public website offering information and resources for drivers, businesses, government officials, and anyone interested in learning about TxDOT.



**TxDOT 2025-2026 Educational Series:** Focuses on key transportation issues affecting TxDOT and Texas.



A photograph of a traffic light pole with two red lights. The pole is orange and has a long arm extending from the top. The traffic light is mounted on a smaller arm. In the background, there are orange and white traffic barrels lined up on the side of a road. The sky is clear and blue.

  **Texas Manual on Uniform Traffic Control Devices**

<https://www.txdot.gov/business/resources/traffic-design-standards/tmutcd.html>

## OVERVIEW

Directional and informational roadway signs are necessary to help the traveling public get to their destination safely and call attention to points of interest and local public services. For example, the Texas Department of Transportation (TxDOT) uses signs to communicate the location of the district offices of elected members of the Texas Congressional and Texas State Legislative delegations. State law and the Texas Manual on Uniform Traffic Control Devices govern the rules for the design and placement of these types of signs.

Properly designed and placed district office signs notify the public about the location of an elected official's office and provide important information for the traveling public.

When placing elected officials' district office signs, TxDOT considers space limitations on the highway right of way, sign spacing restrictions, and federal and state rules regarding signs. Accordingly, TxDOT may only place district office signs where warranted on roads that are part of the state highway system. TxDOT is not able to install these signs on roads owned by city or county governments.






District office signs may only include the name of the elected official, title, and the district that the official represents. TxDOT does not allow the inclusion of phone numbers, physical addresses, websites, or email addresses on district office signs.





## REQUESTING DISTRICT OFFICE SIGNS

The following information on TxDOT's process will help elected officials prepare to have TxDOT install their district office signs:

1		Location of your new office identified
2		TxDOT Government Affairs Division will work with the local TxDOT District Office
3		Provide the location of your new office and a point of contact
4		TxDOT Traffic Engineers will determine proper sign location
5		TxDOT will fabricate and install the signs

1. Once an eligible elected official knows the location of any new office, the official or their representative should contact TxDOT's Government Affairs Division by calling (512) 463-6086;

2. The Government Affairs Division will assign a legislative liaison to each elected official. That liaison will coordinate the request with the local TxDOT district office that serves the relevant region of the state;

3. The elected official or their representative should provide the location of their office(s), a preferred location for the signs, and a point-of-contact from the official's office who can work with TxDOT on the request;

4. TxDOT district traffic engineers will review the office location and work with the elected official's office to determine the appropriate location for the signs; and

5. TxDOT will fabricate and install the signs. TxDOT will only install two signs for each office location — one sign for each direction of the roadway.



## LOCATION OF DISTRICT OFFICE SIGNS

- TxDOT will only install district office signs on conventional roadways on the state highway system (non-controlled access roadways).
- TxDOT will place district office signs on the roadway where the office is physically located, or if warranted, TxDOT may place signs at an intersection.
- TxDOT will not install district office signs on the main lanes of an interstate or expressway. However, signs may be placed on interstate frontage roads.
- TxDOT will not place district office signs on city streets or county roads.
- TxDOT does not allow the installation of district office signs at multiple locations (“trailblazing”), which would require the public to make multiple turns.
- Placement of district office signs will be installed within the following maximum distances from the district office:
  - A half mile for populations over 250,000;
  - One mile for populations between 250,000 and 15,000; or
  - Two miles for populations under 15,000.

## DESIGN OF DISTRICT OFFICE SIGNS

- The sign design will contain only the name, official title, and district number for the elected official and a directional arrow.
- TxDOT will not include phone numbers, street addresses, websites, or email addresses on the sign.
- The sign will have a green background with white letters and a white border.







## MISSION

Connecting you with Texas.

## VISION

A forward thinking leader delivering mobility, enabling economic opportunity, and enhancing quality of life for all Texans.



## VALUES

### People

People are the Department's most important customer, asset, and resource. The well-being, safety, and quality of life for Texans and the traveling public are of the utmost concern to the Department. We focus on relationship building, customer service, and partnerships.

### Accountability

We accept responsibility for our actions and promote open communication and transparency at all times.

### Trust

We strive to earn and maintain confidence through reliable and ethical decision-making.

### Honesty

We conduct ourselves with the highest degree of integrity, respect, and truthfulness.



## PRIORITIES

### Safety

Design, build, operate, and maintain our transportation system with safety as our #1 priority.

### Delivery

Responsible program execution throughout the transportation life cycle (planning, design, construction, maintenance, and operations).

### Innovation

Forward-thinking, technology-focused, fostering a culture of continuous improvement.

### Stewardship

Professional, responsible stewards of resources.

