

OSCEOLA COUNTY TRANSPORTATION & TRANSIT

TOURIST ORIENTED DIRECTION SIGNS (TODS)

POLICY AND PROCEDURE

Purpose:

The purpose of this policy is to provide guidance to applicants who wish to request the installation of a TODS sign which will assist people in being advised of, locating and finding such tourist-oriented businesses in Osceola County, Florida. This policy mirrors the ordinance.

Application:

An application must be submitted to Osceola County Transportation & Transit to initiate the request. The application can be requested in person, via phone or email, or downloaded from the Osceola County Transportation & Transit web site as provided below. The completed application can be returned through the same means.

<https://www.osceola.org/agencies-departments/transportation-transit/services.stml>

Osceola County Transportation & Transit

Attn.: Traffic Engineering

1 Courthouse Square, Suite 3100

Kissimmee, FL 34742

P: (407) 742-0552

traffic@osceola.org

The applicant must be a homeowner (not renter) of a self-contained community or, if the community is governed by a homeowners association (HOA), an officer or board member of the HOA.

Minimum Qualifications Criteria:

To qualify as a TODS destination, the tourist-oriented businesses, services, or activities shall meet the following minimum conditions:

- (1) The major portion (51%) of income or visitors during the normal business season shall be from tourists not residing within 20 miles of the destination. A business shall not qualify if admission or access is based on a membership fee or other means of exclusive admission, or where minors are excluded.
- (2) All state and local building and occupational permits, licensing, and registrations shall be current and in good standing.
- (3) Eligibility criteria for the TODS program within Osceola County shall initially be limited to tourist-oriented businesses which receive a major portion of income and visitors from people who do not live in the immediate area, including recreational activities, agriculture production, ecotourism and like businesses. The Board reserves the right to include future designated local treasures or to expand the categories to other designated facilities by a properly passed resolution of the Board.

- (4) All applicants for participation in the TODS program shall first complete an application as to the sign they are requesting for approval by the Board of County Commissioners or its designee, prior to submission of a permit request to Florida Department of Transportation for permit approval for signage on the state highway system.
- (5) Following receipt of the appropriate permit from the Florida Department of Transportation, Osceola County shall be responsible for the approved design, fabrication, installation, and maintenance of the signs, in accordance with applicable Florida Department of Transportation standards.
- (6) Applicants for TODS shall be responsible for all costs for permitting and signage. Any permit fees shall be paid at time of application. Upon approval of the application by Osceola County and the permit by Florida Department of Transportation, the applicant shall then pay the cost for manufacture of the requested signage prior to its manufacture.
- (7) All signage placed upon the state highway system or upon the county road system shall at all times be kept in a neat and attractive condition, and the need for replacement or maintenance of such signage shall be in the sole discretion of the Board of County Commissioners or its designee. All costs for replacement, or maintenance of such signage shall be at the sole expense of the business or owner for whom the sign is placed.

Location and Placement:

TODS may be installed on the state highway system only after permitted by the Florida Department of Transportation, and on the county road system only after permitting and approval by the Board of County Commissioners or its designee.

- (b) TODS shall not be permitted by the Florida Department of Transportation, or the County if they interfere with the effectiveness of other traffic control devices.
- (c) TODS shall only be permitted at the nearest intersection providing the most direct practical route to the eligible facility. An additional sign may be approved at the closest state road intersection with a roadway on the Strategic Intermodal System (SIS) when the nearest state road intersection is not on an SIS facility.
- (d) Each destination is limited to one sign panel in each direction of travel on the state highway system, or on the county road system, as applicable.

- (e) The maximum distance from the business to where a TODS may be placed on the state highway system, or on the county road system, shall be 25 miles.
- (f) If a facility with state road frontage is more than 10 miles from the nearest state highway system intersection suitable for TODS installation, the jurisdiction with TODS authority may apply for a permit to sign for this facility with a "one mile" advanced TODS sign. This is the only instance an advanced sign may be permitted on the state highway system.
- (g) TODS shall be limited to placement on conventional roads, as stated in the Manual on Uniform Traffic Control Devices (MUTCD). TODS shall not be placed within the right of way of limited access facilities, freeways or expressways. TODS shall not be located in the right of way of a limited access facility interchange regardless of jurisdiction or local road classification.
- (h) The location of other traffic control devices shall take priority over the location of TODS. TODS shall have standard spacing with other traffic control devices in accordance with Florida Department of Transportation rules and regulations.
- (i) The Florida Department of Transportation, or the Osceola County Transportation and Transit Department, as applicable, will remove without notice, and with no obligation to relocate the sign or compensate for its removal, any TODS on the state highway system, or county road system, for highway safety or operational purposes or activities including construction, reconstruction, or maintenance.

Final Actions:

Prior to the installation of a TODS on the state highway system the Department of Transportation must approve, by permit, the design, location , and placement based on the criteria set forth in Chapter 14-51 of the Florida Administrative Code, as applicable. Prior to the installation of a TODS on the county road system, the Board of County Commissioners or designee must approve by permit the design, location, and placement based on the criteria set forth in Chapter 14-51 of the Florida Administrative Code, as applicable.



Osceola County Transportation & Transit Department

Application for Tourist Oriented Direction Signs (TODS)

Part 1 – Applicant Information

Applicant must receive 51% or more of income or visitors during the normal business season from tourists not residing within 20 miles of the destination. Admission or access may not be based on a membership fee or other means of exclusive admission, or where minors are excluded.

Applicant's Name: _____ Date of Application: _____

Business Name: _____

Business Address: _____

Applicants Phone Number: _____

Applicants Email Address: _____

Part 2 – Site Identification

Identify the requested location for the sign below:

Roadway: _____

County/City/State Roadway: _____ Mile Post: _____

Closest Major Intersection(s): _____

Distance from Sign to Business Entrance: _____

Number of Signs Requested: _____ Sign Dimensions: _____

- Submit/Attach a map of the requested location
- Submit/Attach sign layout design
- Submit/Attach 51% tourist income via recorded zip code logs or other means

Part 3 – Signature

I am authorized to represent the above business and hereby swear that the information provided is true and accurate.

Signature of Applicant

Business Title

Date

Please return this application to:

Osceola County Transportation & Transit
1 Courthouse Square, Suite 3100
Kissimmee, Florida 34742
P: (407) 742-0552
Email: traffic@osceola.org