



Steps to NHT Road Signing

Signing projects typically start with you and your ideas about where Santa Fe Trail road signs are needed to make the trail and trail sites visible. The earlier you contact staff at the National Trails Intermountain Region (NTIR) office, the more assistance we can provide throughout the project. The process may also vary based on the specific needs/conditions of your project, so the steps shown here are just a general outline.

1. **Take a look at the How to Create Your Sign Plan website**, if you haven't already: <http://www.nps.gov/safe/parkmgmt/how-to-create-your-sign-plan.htm>
2. **Identify your sign plan area and purpose.** A sign plan can be as simple as a few directional signs identifying one historic trail site, or as complex as complete signing of all publicly accessible trail crossings, sites, and segments across several counties, depending on your interests and resources.
3. **Contact NTIR** about access to detailed trail data, if available, and to discuss your ideas, funding sources, and technical assistance.
4. **Begin placing signs in your plan** using the instructions and the downloadable kmz files on the Santa Fe NHT website mentioned above. Please contact us at any time for assistance or advice.
5. **Submit your sign plan draft to NTIR.** If needed, we will suggest changes to keep the plan consistent with other national historic trail signing or to be sure it complies with road safety standards.
6. **Discuss the plan with a NTIR staff member** to finalize sign locations, and to plan for the phasing of large sign projects.
7. **Obtain signed agreement forms** from road jurisdictions for all roads to be signed, using your completed, NTIR-reviewed sign plan. Jurisdictions may include state departments of transportation, counties, cities, or other landowners/managers. Current forms can be downloaded from the How to Create Your Sign Plan website.

Once these steps are completed and funding is available, NTIR or the Santa Fe Trail Association can order signs and have them shipped directly to the road jurisdiction for installation. Total time to completion depends on many variables, including the plan size and complexity, availability of funding, and the speed of road jurisdiction approvals. However, finalizing the sign plan and gaining the approval of the jurisdictions are the bulk of the work in signing the NHT.

Thank you for contributing your time and effort to making the Santa Fe National Historic Trail a visible, accessible reality for the enjoyment of the American people.



Internet resources

Santa Fe NHT How to Create Your Sign Plan website: <http://www.nps.gov/safe/parkmgmt/how-to-create-your-sign-plan.htm>

The website includes:

- Downloadable kmz files for creating your sign plan, with instructions
- Descriptions of the NHT family of road signs, including dimensions, how to use them, and standard installation information
- Current agreement forms for road jurisdictions in MS Word format

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