

COMMONWEALTH OF PENNSYLVANIA
Department of Conservation and Natural Resources

Bureau of Recreation and Conservation (BRC)
Administrative Policy/Grant Guidelines

SUBJECT: Project Signage

EFFECTIVE DATE: 3/9/11

REVISED: 12/6/12, 9/23/16

BACKGROUND:

The Bureau requires that a permanent sign be erected and maintained on all grant-funded project sites. This requirement is reflected in the grant agreement terms and conditions - Article XVIII Acknowledgement of Assistance. The purpose of the permanent sign is to provide acknowledgement of Department of Conservation and Natural Resources (DCNR) grant assistance, to notify the public that the facility is a public facility and to promote DCNR's recreation and conservation work to the general public. Below are the minimum standards for the permanent signs.

The Bureau of Recreation and Conservation also suggests that an "under construction" sign be displayed at the site during the construction period. The "under construction" sign is intended to demonstrate, during the time of construction, that DCNR grant assistance is helping to make the project possible.

POLICY:

1. Permanent Signs:

- a.** A permanent sign shall be erected and maintained at all project sites. The term "site" means the properties and facilities, including any portion of them acquired, rehabilitated, or developed with a grant from DCNR.
- b.** The permanent sign will conform with the minimum standard design and specifications established by the Bureau (provided below), unless local ordinance or local sign design standards require differently.
- c.** At a minimum, the permanent sign will state the site name, state that funding is provided in partnership with the Bureau of Recreation and Conservation, identify the funding source and the funding source logo. The sign should be installed in a highly visible location. The sign design needs to be approved by DCNR and it is acceptable to acknowledge other partners on the sign.
- d.** Costs associated with the development and installation of signs are eligible for reimbursement at the designated rate based on the program and funding source used. Costs for sign maintenance are not eligible for grant program funding.

- e. When multiple projects are funded at a site with DCNR funding, or the project is of a linear basis, the Bureau may waive the requirements for additional permanent signs on a case-by-case basis.
- f. When multiple sites are being acquired or developed utilizing a grant from DCNR, permanent signs are required for each site.

[DCNR Logo](#)



[Keystone Recreation, Park and Conservation Fund Logo](#)



[Growing Greener Program, Environmental Stewardship Fund & Growing Greener Bond Fund](#)



[Land and Water Logo](#)



Standard Permanent Sign Requirements: Use the sign language that coincides with your project's FUNDING Source.

Overall Size:	18" x 24"
Font Size:	Range from .71" to 1.75" will have layout sheet defined on language text
Font Style:	Arial
Orientation:	Landscape
Base Material:	Aluminum
Thickness:	.080
Sides printed:	1
Corners:	Round
Base Color:	Green
Text Color:	White
Border:	Yes
Mounting:	At funded project site
Mounting Holes:	No
Overlay:	EG Vinyl
Language:	Standard Language for various signs provided below

Language for the Standard DCNR - Keystone Recreation, Park and Conservation funded project:



Language for the Standard DCNR - Growing Greener Program, Environmental Stewardship Funded Project:

**OURTOWN PARK
BOROUGH OF OURTOWN**

Funding assistance has been provided by the
Department of Conservation and Natural Resources
Bureau of Recreation and Conservation
Environmental Stewardship Fund



Language for the Standard DCNR - Growing Greener Program, Growing Greener Bond Funded Project:

**OURTOWN PARK
BOROUGH OF OURTOWN**

Funding assistance has been provided by the
Department of Conservation and Natural Resources
Bureau of Recreation and Conservation
Growing Greener Bond Fund



IF Funding is from the Federal Highway Administration via DCNR:

OURTOWN PARK BOROUGH OF OURTOWN

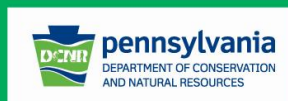
Funding assistance has been provided by the
PA Recreational Trails Program
Federal Highway Administration
and the
Bureau of Recreation and Conservation



IF Funding is from the Snowmobile/ATV Fund via DCNR:

OURTOWN PARK BOROUGH OF OURTOWN

Funding assistance has been provided by the
Bureau of Recreation and Conservation
Snowmobile and All-Terrain Vehicle Fund



IF Funding is from the Land & Water Conservation Fund (LWCF) via DCNR:

OURTOWN PARK BOROUGH OF OURTOWN

Funding assistance has been provided by the
Land and Water Conservation Fund
U.S. Department of the Interior
and the
Bureau of Recreation and Conservation



2. “Under Construction” Signs:

The Bureau encourages applicants to develop and display an “under construction” sign consistent with the design and specifications provided below or any other reasonable alternative (ex. vinyl banner, etc.) for all projects where site development occurs.

Suggested “Under Construction” Sign Specifications: (Local ordinance or local sign design standards may supersede these specifications.)

Overall Size:	18” x 24” or larger
Font Size:	Range from .71” to 1.75”
Font Style:	Arial
Orientation:	Landscape
Base Material:	Foam Core
Thickness:	
Sides printed:	1
Corners:	Square
Base Color:	White
Text Color:	Blue
Border:	Yes
Mounting:	At funded project site
Mounting Holes:	No
Overlay:	EG Vinyl
Language:	Standard language provided below



This policy remains in effect until revised or rescinded.