

Instructions for Mounting Your Reflective Address Sign

For the best visibility it is suggested that you place your reflective address sign and post 18"- 24" in from the road edge, and 2' - 3' from the edge of your driveway, but not obscured by your mailbox or plants. The number plaque should be perpendicular (and not parallel) to the main road. In that way, the numbers will be facing oncoming traffic and will be seen from a distance. Depending on the topography and curvature of the road, your reflective address sign should be plainly visible from approximately 200' in either direction from your driveway. Check that vegetation is not obscuring your sign from this distance, and, if possible, prune it back so your reflective address sign is visible.

Ensure when setting the post in the ground, you do not damage the top of the sign. You could use a block to assist when hammering the post into the ground, or if required, remove the sign from the post to hammer the post into the ground. The post should be driven into the ground such that the flanged portion at the base of the post is below ground level to ensure it is stable and will not blow over during strong winds.

If you are in an area with underground utilities - for example power, water, sewer, cable - utilize **DigAlert** before you start to dig a hole for your post and sign. It's a 100% free service and is required by law. It can easily save you the headache and expense of paying for a repair if you cause accidental damage to buried utilities. DigAlert will notify all its members (i.e. the utilities) that own and maintain underground lines in your area. Each utility company will mark their lines using paint, chalk, flags or whisksers using a standard color code. This way you can avoid digging into a utility line. You can go online via **DigAlert Direct** (<https://newtinb.digalert.org/direct>) or call **811** or **(800) 422 - 4133** at least two 2 working days before, but not more than 14 working days before you plan to start digging, This will start a "ticket" and get the process

started for the utility lines to be marked. If possible, pre-mark the area where you plan to dig with either white paint, any kind of stake with a white flag, chalk or any other suitable white material. This will help the utilities know where you plan to dig a hole for your reflective address sign and post.