



# Project Initiation & Conceptual Design Submittal Form & Checklist

FORM WS-PI

Commonwealth of Virginia Wayfinding Sign Program

Please submit this form with a Letter of Interest and concept plans to: Wayfinding Sign Program Administrator (WSPA), VDOT Central Office Traffic Engineering Division, 1401 East Broad Street, Richmond, VA 23219

**SPONSOR INFORMATION:** *(please print clearly)*

Please provide information for the submitting jurisdiction, which is a County, City, or Town within the Commonwealth of Virginia, or another entity acting as Agent for the County, City, Town, or a State Agency, or U.S. Government Agency, to implement and maintain the wayfinding sign program.

Please check that which applies: <input type="checkbox"/> County <input type="checkbox"/> City <input checked="" type="checkbox"/> Town <input type="checkbox"/> State Agency <input type="checkbox"/> U.S. Gov't. Agency		
SPONSOR/JURISDICTION	<u>Town of Strasburg</u>	DATE: <u>04/09/2020</u>
ADDRESS	<u>174 East King Street, Strasburg, VA 22657</u>	
Applicant / Sponsor Contact Name: <u>Michelle S. Bixler</u>		
Title	<u>Director of Community Development</u>	Phone <u>540-394-8020</u> E-mail <u>mbixler@strasburgva.com</u>
Applicant / Sponsor Agent Name (If Applicable): _____		
Address	Phone	E-Mail
_____	_____	_____

**PROGRAM INITIATION & CONCEPTUAL DESIGN SUBMITTAL CHECKLIST:**

Required	Attached	Item
✓	✓	Submittal Form and Checklist <b>WS-PI</b>
✓	✓	“Letter of Interest” (See Wayfinding Sign Program Manual for additional information)
✓	✓	Preliminary Website Information
✓	✓	List of destinations with proposed wording, e.g., “Historic,” “Old,” “Village,” etc.
✓	✓	Brief description of each wayfinding destination to be included on wayfinding signs and justification of its cultural, recreational, or historical significance (See Wayfinding Sign Program Manual for additional information)
✓	✓	Conceptual Master Plan and Preliminary Concept exhibits* (See Wayfinding Sign Program Manual for specific requirements)

\*Required copies: One (1) hard copy and one (1) digital copy of the plan