



Department of Finance Revenue Division

City of Baton Rouge -Parish of East Baton Rouge
222 St. Louis Street Rm. #404
Baton Rouge, Louisiana 70802
Office: (225) 389-3084
Fax: (225) 389-5369

“No Solicitation” Subdivision Checklist

Follow the steps outlined in the checklist to be designated as a "No Solicitation" subdivision in the City of Baton Rouge – Parish of East Baton Rouge.

_____ 1.) **Vote to be a “No Solicitation” subdivision and adopt a resolution.**

_____ 2.) **Signage Approval**

Signage approval submission

In accordance with Ordinance #12542, “No sign shall be posted pursuant to this subsection without the approval of the Chief Traffic Engineer.”

Ingolf A. Partenheimer, P.E., PTOE, Chief Traffic Engineer

City of Baton Rouge – Parish of East Baton Rouge
Department of Transportation and Drainage/Traffic Engineering Division
329 Chippewa Street, Baton Rouge, LA 70805

ipartenheimer@brla.gov

(225) 389-3246 (Office)

(225) 389-7633 (Fax)

Signage Specification:

- Minimum size is 12 x 8
- Not permitted to attach a sign to existing sign pole (s)
- Not permitted to create a sight distance issue (pg. 2)

In order to comply with the House-to-House Peddling Ordinance, you must post signs that have been approved by the DPW Chief Traffic Engineer at all entrances of the subdivision designating the subdivision as a no peddling area. The signs must clearly state house-to-house peddling is prohibited and must be legible and visible from the public street.

_____ 3.) **A sign posted at each access point**

_____ 4.) **Submit the following documentation to Revenue Division**

- **A certified copy of the resolution.**
- **Photos of signage posted**
- **Request letter signed by an authorized member.**

Upon approval by the Revenue Division, the contact person will receive an approval letter from our office.

A. What is a sight distance issue? The signage should not block the cone of vision of a motorist looking left or right while sitting at a stop sign. Example provided.

