

**APPLICANT MUST CONTACT: A NEIGHBORHOOD SERVICES PLANNING TECHNICIAN AND MAKE AN APPOINTMENT TO RECEIVE GUIDELINES AND REQUIREMENTS TO COMPLETE THIS APPLICATION. 972.208.8150 or BEST@plano.gov**

I/WE, THE UNDERSIGNED, WHO RESIDE AT \_\_\_\_\_ DO HEREBY APPLY  
(NEIGHBORHOOD NAME)

AND SUBMIT A PETITION FOR INSTALLATION OF SIGN TOPPERS FOR THE PURPOSE OF COMMUNITY DEVELOPMENT.

BETWEEN THE BOUNDARIES \_\_\_\_\_ , \_\_\_\_\_ ,  
(STREET NAME) (STREET NAME)  
\_\_\_\_\_ AND \_\_\_\_\_  
(STREET NAME) (STREET NAME)

QUESTIONS CONCERNING THIS APPLICATION OR EVENT MAY BE MADE TO:

NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
EMAIL: \_\_\_\_\_  
PHONE: \_\_\_\_\_

**THE APPLICATION AND A NON-REFUNDABLE FEE(S) MUST BE SUBMITTED TO THE CITY OF PLANO, NEIGHBORHOOD SERVICES DEPARTMENT PRIOR TO ANY INSTALLATION OR REMOVAL OF SIGN TOPPERS. UPON APPROVAL, THE SIGN TOPPERS WILL BE INSTALLED OR REMOVED ACCORDING TO THE GUIDELINES **\*SEE GUIDELINES FOR APPLICABLE FEES.****

PLEASE MAKE CHECKS PAYABLE TO:  
CITY OF PLANO  
NEIGHBORHOOD SERVICES  
7501-A INDEPENDENCE PARKWAY  
PLANO, TX 75025  
ATTN: NEIGHBORHOOD SERVICES PLANNING TECHNICIAN  
(972) 208-8150

SUBMITTED BY: \_\_\_\_\_

DATE: \_\_\_\_\_

Staff Only:

**APPLICATION APPROVAL:** \_\_\_\_\_  
Neighborhood Services Representative Date

**APPLICATION APPROVAL:** \_\_\_\_\_  
Public Works Representative Date

**INSTALLATION MAP**  
(Provided by Planning Technician)

## SIGN CONTENT and MANUFACTURER

Please provide descriptions of the sign content and manufacturer used in the spaces provided below. To properly set expectations for residents, provide a diagram (or drafted image) of the proposed sign to residents while circulating the petition.

Name of Sign Company: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

BACKGROUND COLOR: \_\_\_\_\_

FONT COLOR: \_\_\_\_\_

FONT STYLE: \_\_\_\_\_

FONT SIZE: \_\_\_\_\_

LOGO: \_\_\_\_\_

SIGN DIMENSIONS: \_\_\_\_\_

SIGN MATERIAL: \_\_\_\_\_

SIGN THICKNESS: \_\_\_\_\_

### DIAGRAM EXAMPLE:



\*NOT TO SCALE

**INSERT SIGN TOPPER DIAGRAM HERE**

The Neighborhood Services Planning Technician coordinating the sign topper installation process shall provide all petition documentation and checklists to the purchasing neighborhood.

### Petition Requirements: 51% Approval Needed

Prior to installation, the (mandatory or voluntary) homeowners association, neighborhood association, or crime watch representatives requesting installation must retrieve petition signatures approving the sign topper installation from at least 51% of the residents living within the sign topper installation boundaries. Installation will not commence until the petitioning process is complete.

A sample of the proposed sign topper (including a detailed mock-up, image, or draft of the sign toppers content, color, font, and dimensions) **should** be provided with the petition so residents can preview the signs proposed for installation.

### Administration Cost

Completed petition forms must be submitted to the Neighborhood Services Planning Technician coordinating the sign topper installation process – the petition can be submitted manually or electronically. Each applicant must then meet with city staff to pay an **administration fee of \$150** before proceeding with the installation process. All manually submitted petition documentation may be submitted during this meeting.

### Installation Cost

Sign toppers will be installed at a cost of **\$15 per sign**. Payment to the City of Plano Public Works Department Signs and Markings Supervisor must be made prior to sign installation.



