

STEP 1 – Contact City Staff

- Contact the Neighborhood Services representative and make an appointment to discuss the guidelines and requirements to install sign toppers in the City of Plano.
City of Plano Neighborhood Services Department- BEST Neighborhoods Division
7501-A Independence Pkwy.
Plano, TX 75025
(972) 208-8150
- The geographical boundary for the area that will be included in the petition must be established during the first meeting.

STEP 2 – Register in the Contact Database

- All (mandatory or voluntary) homeowners associations, neighborhood associations, or crime watch groups requesting sign topper installation must register in the City of Plano's [Neighborhood Resource Map](#) prior to approval.

STEP 3 – Develop an Installation Map

- All (mandatory or voluntary) homeowners associations, neighborhood associations, or crime watch groups shall identify all locations where signs are to be installed. The Neighborhood Services representative will assist with providing a map, which will identify the installation locations. **Note: all signs shall be maintained in the originally identified location.** The (mandatory or voluntary) homeowners associations, neighborhood associations, or crime watch groups shall provide replacements for signs damaged, missing, or stolen. An example installation map is shown below.



STEP 4 – Conduct the Petitioning Process

- All (mandatory or voluntary) homeowners associations, neighborhood associations, or crime watch groups must **complete the petitioning process, return the petition** documents to the Neighborhood Services representative coordinating the installation process prior to installation, and **pay a \$150 administration fee** to proceed with the sign topper installation process.

STEP 5 – Submit Work Order for Final Approval

- All (mandatory or voluntary) homeowners associations, neighborhood associations, or crime watch groups shall provide a final work order describing all sign content (color, font, and graphics), shape and size (dimensions), manufacturer, and material to the Neighborhood Services representative for approval before sign topper installation. Approval of final work order must be granted by both Neighborhood Services and Public Works Departments prior to installation. The applicant will be notified if the final work order was approved or not. Applicants shall not order signs until they have been notified by the Neighborhood Services representative.

STEP 6 –Installation Agreements

- All signs installed shall be placed at the discretion of Public Works and will be placed **parallel to the highest existing street sign**. Neighborhoods do not need to provide sign brackets as Public Works will provide brackets for signs. Applicants will also receive the installation agreement, which should be reviewed and signed by the neighborhood representative. The agreement states that all sign toppers installed will be placed parallel to the highest existing street sign and at the discretion of Public Works Department prior to installation.

STEP 7– Pay Applicable Fees

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

STEP 8 – Deliver Signs to 7501-A Independence Pkwy and Delivery Receipt

- Upon delivery, the applicant, Neighborhood Services representative, and Public Works representative must complete the Delivery Receipt form prior to having the sign toppers installed. This form ensures the quantity and condition of signs throughout the process.

STEP 9 – Final Installation Acknowledgement

- When all signs are installed at the discretion of Public Works Department, the applicant will receive a final installation acknowledge, which should be reviewed and signed by the neighborhood representative. The final installation agreement states that all signs were installed in accordance to the Neighborhood Services and Public Works guidelines.