

Sign toppers are installed to demonstrate neighborhood unity or identify the boundaries or existence of a (mandatory or voluntary) homeowners association, neighborhood association, or crime watch group. In an effort to maintain a consistent and suitable standard for neighborhood sign toppers, all (mandatory or voluntary) homeowners association, neighborhood association, or crime watch group requesting sign topper installation shall adhere to these guidelines set by the City of Plano’s Public Works and Neighborhood Services Departments and work with the Neighborhood Services representative to meet all guidelines prior to installation.

Sign Topper Content

Sign content shall indicate the name of the (mandatory or voluntary) homeowners association, neighborhood association, or crime watch group requesting the sign toppers.

Staff will consider all proposed color pantones. All applicants should request the sign vendor provide a sample of the finalized sign topper design electronically or on foam board. Please note, signs with background colors similar to or the same as traffic safety and/or regulatory signs **will not be approved**.

Font

Font type will be left to the discretion of the (mandatory or voluntary) homeowners association, neighborhood association, or crime watch group requesting the signs. **Script font is not allowed.**

Graphics

The City of Plano will only allow one graphic per sign. In accordance with copyright laws the City of Plano “P” and logo cannot be used without official consent from the City of Plano. The text “City of Plano” must be displayed on each sign (as shown in diagram below). Additional samples of previously approved graphics will be provided upon request.

Size and Shape Guidelines

Size: Approx. 9” x 22.5” (shown in diagram)

Shape: As shown in diagram below

Extended Mounting Plate: Approx. 5” in width

Material: .080 Aluminum

Reflectivity Standards: Signs are not required to be reflective but sign background and content must contrast.

Font Size: Height at least 2”

Recommended Print: Vinyl Graphic



Petitioning Process

The Neighborhood Services representative coordinating the sign topper installation process shall provide all petition documentation and checklists.

Petition Requirements: 51% Approval Needed

Prior to installation, the (mandatory or voluntary) homeowners association, neighborhood association, or crime watch group representative 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 representative 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 must be made prior to sign installation.



Installation Process

Sign Delivery

Deliver all signs to neighborhood representative or Neighborhood Services Department.

Address: 7501-A Independence Pkwy, Plano, TX 75025 **Phone:** (972) 208-8150

The (mandatory or voluntary) homeowners association, neighborhood association, or crime watch group representative shall be responsible for retrieving the sign toppers from the sign vendor and delivering the signs to Neighborhood Services for installation. **Signs should be inspected and approved by the purchaser before they are delivered.** The applicant, Neighborhood Services representative, and Public Works representative shall complete the Sign Delivery Receipt prior to installation.

Delivery Receipt

Sign Toppers purchased must be delivered to the neighborhood representative from the purchasing neighborhood or the Neighborhood Services Department (7501-A Independence Pkwy, Plano, TX 75025). All signs upon delivery must be checked to ensure the quantity and condition of Sign Toppers purchased. The community representative, Neighborhood Services representative, and Public Works representative shall examine the number of signs upon delivery and sign off on the total number of signs. Upon delivery of the Public Works representative, a final copy of the Sign Topper Delivery Receipt will be sent to the community representative to ensure the total number of signs delivered and condition of signs.

Sign Purchasing Amount

It is recommended that applicants order additional signs for future replacements, however, that is at the discretion of the purchaser. If additional signs are purchased, those signs will be stored at Neighborhood Services Department (7501-A Independence Pkwy, Plano, TX 75025).

Installation Timeframe

Sign toppers should be installed approximately 30 days following delivery. The neighborhood will be notified via phone and/or e-mail if the installation timeframe needs to be extended.

Sign Installation Locations

The City of Plano Public Works Department shall install all signs according to the sign installation map provide by the Neighborhood Services representative coordinating the sign topper installation process.

Sign Placement

All placement of signs is at the discretion of the Public Works Department and will be installed **parallel to the highest existing street sign**. Signs will also be installed with Universal

Brackets provided by the Public Works Department. Signs shall not be placed on street light posts.

Installation Procedure

Citizens are **NOT** allowed or permitted to install signs on public property – Public Works personnel will physically install and remove all sign toppers. All sign topper installations must be coordinated with and approved by the City of Plano Neighborhood Services and Public Works Departments.

Sign Topper Agreement & Acknowledgement

All applicants will receive the Installation Agreement and the Final Installation Acknowledgement to outline the Neighborhood Services and Public Works Department guidelines and procedures. Each applicant will receive the Installation Agreement, which 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. After all Sign Toppers have been installed, each applicant will also receive the Final Installation Acknowledgement, which states that all signs were installed in accordance to the Neighborhood Services and Public Works guidelines. Both the installation agreement and final installation acknowledgement should be reviewed and signed by the neighborhood representative.

Removal Process

If residents request removal, an additional petitioning process with 55% of signatures from households residing within the installation boundaries are required to be submitted to the Neighborhood Services representative before the signs are removed. Additionally, a fee of **\$15 per sign** will be assessed to the (mandatory or voluntary) homeowners association, neighborhood association, or crime watch group for each sign topper removed. Payment to the City of Plano Public Works Department must be made prior to sign removal.

Maintenance

Replacement Requirements for Lost, Stolen, or Damaged Signs

Sign toppers will be assessed bi-annually (every two years) as a part of the City's bi-annual maintenance check and sign topper inventory (conducted by the Neighborhood Services representative). Sign toppers that are considered "under-performing" including but not limited to signs that are chipped, faded, peeling, damaged, missing, worn, etc. may be removed by the City of Plano. Replacement signs must be supplied by the purchasing (mandatory or voluntary) homeowners association, neighborhood association, or crime watch group at a cost of **\$15 per sign**.

Sign Vendors

All (mandatory or voluntary) homeowners association, neighborhood associations, or crime watch groups should research vendors specializing in the production of street signs.