

# **Neighborhood/District Identification Street Marker Sign Topper Program**

## **Criteria and Guidelines**

### **I. PURPOSE**

The purpose of the Neighborhood/District Identification Street Marker Sign Topper program is to establish design requirements for neighborhoods and/or districts identification sign toppers and an application and permit fee process for parties seeking to have sign toppers installed above City maintained street marker assemblies that are installed within the public right-of-way.

### **II. PROGRAM REQUIREMENTS**

Program applicants requesting to designate an area by the use of street sign toppers are responsible for identifying their neighborhood and/or district boundaries. The designation of an area is the first step in the process and needs to be completed well before making the initial sign topper application with the City. Sign topper applicants must confer with the residents of the designated area through a public consultation process and must be able to demonstrate consensus amongst all involved/affected.

Program applicants must furnish a map of the area to be designated using sign toppers. The map needs to show neighborhood/district boundaries and significant features or subdivision boundaries need to be clearly illustrated on the map. Neighborhood/district boundaries need to reflect at least one of the following conditions: an area of unique architecture or historic significance; a commercial district; a ceremonial purpose (such as a parade route, festival area, major sporting event course, etc.); an established neighborhood whether a specific subdivision or a zoning district covering several additions; a City identified district.

The names and graphics appearing on sign toppers shall be unique, distinctive and clearly associated to the area that it is intended to represent. Names should convey a sense of place and community and should celebrate the distinguishing characteristics of the neighborhood/district. Names should be understandable, recognizable and explainable to the citizens of the community.

Under the program, applicants are responsible for proposing locations and, if approved, production of the sign toppers in accordance with the program's application requirements and payment to the City of an application and an installation fee on a per sign topper basis. The City will be responsible for the installation but not the maintenance of sign toppers installed under this program.

### **III. PROGRAM ELIGIBILITY**

Applicants must agree to all terms and conditions of the program and pay all fees associated with the program prior to installation of the applicant provided sign toppers by the City.

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Neighborhood/District Identification Street Marker “Sign Toppers”

The City approval process for neighborhood and/or district identification “sign toppers” outlined in this application covers only those signs to be placed above a City maintained street marker assembly that is installed within the public right-of-way.

Understanding the Process

The following outlines the City’s Neighborhood/District Identification Street Marker “Sign Toppers” permitting, review and approval process.

1. DESIGNATE THE BOUNDARIES OF THE NEIGHBORHOOD AND/OR DISTRICT

Individuals and/or groups requesting to designate an area by the use of street sign toppers are responsible for identifying the neighborhood/district boundaries. The designation of an area is the first step in the process and needs to be completed well before making the initial sign topper application with the City. Sign topper applicants must confer with the residents of the designated area through a public consultation process and must be able to demonstrate consensus amongst all involved/affected.

Neighborhood/district boundaries need to reflect at least one of the following conditions: an area of unique architecture or historic significance; a commercial district; a ceremonial purpose (such as a parade route, festival area, major sporting event course, etc.); an established neighborhood whether a specific subdivision or a zoning district covering several additions; a City identified district.

Applicants must furnish a map of the area to be designated using sign toppers. The map needs to show neighborhood/district boundaries and significant features or subdivision boundaries need to be clearly illustrated on the map.

2. NAME THE NEIGHBORHOOD AND/OR DISTRICT

Names for neighborhoods and/or districts shall be unique, distinctive and clearly associated to the area that it is intended to represent.

Names should convey a sense of place and community and should celebrate the distinguishing characteristics of the neighborhood/district.

Names should be understandable, recognizable and explainable to the citizens of the community.

3. NEIGHBORHOOD AND/OR DISTRICT SIGN TOPPER SPECIFICATIONS

Maximum sign topper sign blade dimensions are 30” wide and 9” tall. (The City will authorize a maximum of one sign topper assembly per street marker sign pole.)

Sign topper blades shall be constructed of 0.100” thick sheet aluminum.

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- Text on sign toppers must be legible for pedestrians and vehicular traffic
- Sign toppers can only be used to identify a designate a neighborhood and/or district as previously stated. Sign toppers cannot be used for purposes of commercial advertising or the promotion of any type of negative message or the promotion of date specific events.
- Graphics and wording on the sign toppers is subject to review and approval by the City of Oklahoma City Public Works Department Traffic Management Division.
- Applicants are responsible for proposing locations and, if approved, production of the sign toppers in accordance with the requirements within this application and payment of an installation fee on a per sign topper basis. Sign toppers can only be installed by the City of Oklahoma City.

4. COMPLETE AND SUBMIT THE NEIGHBORHOOD AND/OR DISTRICT SIGN TOPPER APPLICATION

- Submit completed applications to the Oklahoma City Public Works Department Traffic Management Division. The Traffic Management Division will review the application for conformance with the requirements of this policy. The City of Oklahoma City reserves the right to refuse approval of an application for any reason.

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**Application for Neighborhood/District Identification Street Marker “Sign Toppers”**

Submit completed applications to:

City of Oklahoma City  
Public Works Department  
Traffic Management Division  
Attn: City Traffic Engineer  
420 W Main St., Suite 600  
Oklahoma City OK 73102

**CONTACT INFORMATION**

Name of Neighborhood, District or other Organization to be identified using sign toppers:

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Is the area to be identified using sign toppers part of an established neighborhood, subdivision, or commercial/business district?    Yes    No

Name of Person(s) Responsible for Application:

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Address:

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**Full mailing address – City, State, Zip Code**

Email:

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Phone:

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**List phone number(s) where you can be reached during normal business hours**

Message to Appear on Proposed Sign Topper :

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**Attach a full color, fully dimensioned mock up of the proposed sign topper showing complete text and graphics**

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- Sign topper sign blank material and sheeting materials:

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Describe the sign blank material and the sheeting material (if any) proposed. This can be obtained from your sign manufacturer.

- Map showing the neighborhood and/or district boundaries and the location of the existing street marker poles where sign toppers are proposed.

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Attach a map that clearly illustrates boundary limits and note all locations where sign toppers are proposed.

There is a \$50.00 fee associated with making a sign topper application.

The City of Oklahoma City assesses an installation fee of \$10.00 per sign topper installed. The fee covers the cost of installation hardware and all modifications to the existing street marker sign assembly, the replacement of the sign pole, if necessary, and installation of the sign topper on hardware provided by the City.

Applicants are responsible for the fabrication of the sign toppers and their delivery to the City.

Once installed, sign toppers become the property of the City of Oklahoma City. The City of Oklahoma City reserves the right to remove sign toppers that are damaged, faded or otherwise no longer serve their originally intended purpose. The City of Oklahoma City is not responsible to maintain sign toppers and is not responsible for their replacement in the event that they are missing, damaged or destroyed. Applicants may provide replacement signs for the City to install in the event that maintenance is necessary. The fee to install a replacement sign is the same as the fee to install a new sign.