

Installation Tips for Neighborhood Entrance Signs

Plan placement of signs.

- Plot maps are available from the Oklahoma City Planning Department located at 420 W. Main.
- Review city requirements regarding placement: www.municode.com

Get written permission from the property owner where the sign will be placed.

- If the sign is to be placed on existing street signs, their placement will have to be approved by the Chief Traffic Engineer.
- If the sign is to be placed on private property, check the county assessor records for ownership.

Find out where the utilities are placed.

- Call OKIE: 840-5032 to have the utility lines marked prior to digging.

Installation.

- Contact sign or fence companies for tips on how to mount and install signs.
- Get all the needed supplies:
 - Poles
 - Consider length needed to be stable and visible.
 - The city suggests 7 feet from the ground to the bottom of the sign for visibility.
 - Consider how to mount sign to poles.
 - Compare prices of poles and caps.
 - Mounting hardware
 - Use rustproof hardware.
 - If the pole is not pre-drilled with mounting holes, it may be necessary to contact a sign company for special mounting hardware.
 - Digging equipment (if needed). Check rental companies for prices.
 - Concrete to stabilize poles.

Recruit volunteers and install signs.

- Have a cookout to celebrate the completion of your project!