

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.