



## APPLICATION FOR SIGN TOPPER INSTALLATION

**APPLICANT MUST CONTACT: COMMUNITY SERVICES PLANNERS AND MAKE AN APPOINTMENT TO RECEIVE GUIDELINES AND REQUIREMENTS TO COMPLETE THIS APPLICATION. 972-941-7151**

**COMMUNITY SERVICE PLANNER:**  
**NAME:** \_\_\_\_\_  
**PHONE:** \_\_\_\_\_

**REGISTERED**  
**DATE:** \_\_\_\_\_

I/WE, THE UNDERSIGNED, WHO RESIDE AT \_\_\_\_\_ DO HEREBY APPLY  
(SUBDIVISION NAME)

AND SUBMIT A PETITION FOR INSTALLATION OF SIGN TOPPERS FOR THE PURPOSE OF COMMUNITY DEVELOPMENT.

BETWEEN THE BOUNDARIES \_\_\_\_\_ , \_\_\_\_\_ ,  
(STREET NAME) (STREET NAME)  
\_\_\_\_\_ AND \_\_\_\_\_  
(STREET NAME) (STREET NAME)

QUESTIONS CONCERNING THIS APPLICATION OR EVENT MAY BE MADE TO:

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_

**THE APPLICATION AND A NON-REFUNDABLE FEE(S) MUST BE SUBMITTED TO THE CITY OF PLANO, PUBLIC WORKS DEPT, PRIOR TO ANY INSTALLATION OR REMOVAL OF SIGN TOPPERS. UPON APPROVAL, THE SIGN TOPPERS WILL BE INSTALLED OR REMOVED ACCORDING TO THE GUIDELINES \* **SEE GUIDELINES FOR APPLICABLE FEES.****

PLEASE MAKE CHECKS PAYABLE TO:

PLEASE MAIL TO: CITY OF PLANO  
SIGNS AND MARKINGS  
P.O. BOX 860358  
PLANO, TX 75086-0358  
ATTN: SIGNS AND MARKINGS SUPERVISOR  
(972) 769-4109

SUBMITTED BY: \_\_\_\_\_

DATE: \_\_\_\_\_

PHYSICAL ADDRESS: 4120 W. PLANO PKWY

# **INSTALLATION MAP**

(Provided by Community Services Planner)



## SIGN CONTENT

Please provide descriptions of the sign content in the spaces provided below. To properly set expectations for residents, provide a diagram (or drafted image) of the proposed sign to residents while circulating the petition.

BACKGROUND COLOR: \_\_\_\_\_

FONT COLOR: \_\_\_\_\_

FONT STYLE: \_\_\_\_\_

FONT SIZE: \_\_\_\_\_

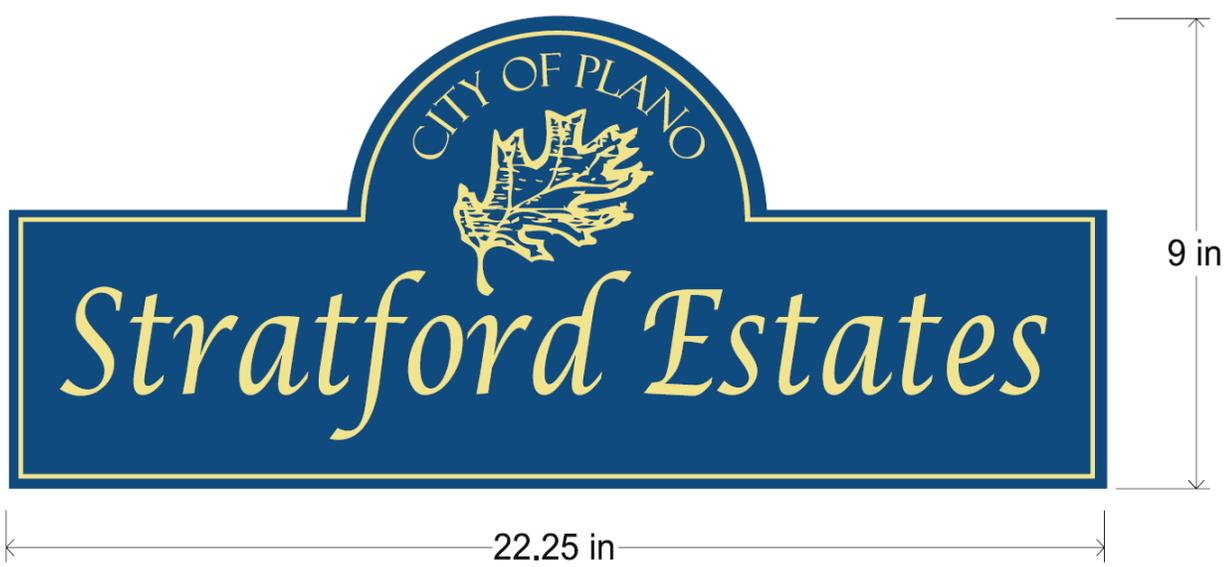
LOGO: \_\_\_\_\_

SIGN DIMENSIONS: \_\_\_\_\_

SIGN MATERIAL: \_\_\_\_\_

SIGN THICKNESS: \_\_\_\_\_

### DIAGRAM EXAMPLE:



**SIGN TOPPER DIAGRAM HERE**

## 7-Step Approval Process

**STEP 1 – Contact City Staff**

**DATE:** \_\_\_\_\_

- *Contact Community Services Planners and make an appointment to discuss the guidelines and requirements to install sign toppers in the City of Plano.*

**STEP 2 – Register in the Contact Database**

**DATE:** \_\_\_\_\_

- *All (mandatory or voluntary) homeowners associations, neighborhood associations, or subdivisions requesting sign topper installation must register in the City of Plano’s contact database prior to approval.*

**STEP 3 – Develop an Installation Map**

**DATE:** \_\_\_\_\_

- *All (mandatory or voluntary) homeowners associations, neighborhood associations, or subdivisions shall identify all locations where signs are to be installed. Community Services Planners 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 subdivisions shall provide replacements for signs damaged, missing, or stolen.*

**STEP 4 – Conduct the Petitioning Process**

**DATE:** \_\_\_\_\_

- *All (mandatory or voluntary) homeowners associations, neighborhood associations, or subdivisions must **complete the petitioning process, return the petition** documents to the City of Plano Community Services Planner coordinating the installation process prior to installation, and **pay a \$150 administration fee** to proceed with this process.*

**STEP 5 – Submit Sign Information for Final Approval**

**DATE:** \_\_\_\_\_

**STEP 6 – Pay All Applicable Fees**

**DATE:** \_\_\_\_\_

- *Sign toppers will be installed at a cost of **\$15 per sign**. Payment to the City of Plano Public Works Department Signs and Markings Supervisor must be made prior to sign installation. All applicable fees as well as a signed and completed application must be submitted together.*

**APPLICATION APPROVAL:** \_\_\_\_\_  
Community Service Planner

\_\_\_\_\_  
Date

**STEP 7 – Deliver Signs To Public Works  
Signs and Markings Division**

**DATE:** \_\_\_\_\_

**APPLICATION APPROVAL:** \_\_\_\_\_  
Signs and Markings Supervisor

\_\_\_\_\_  
Date