



City of Plano

Planning and Public Works Departments

Sign Topper Guidelines

Sign toppers are generally installed to demonstrate neighborhood unity or identify the boundaries or existence of a (mandatory or voluntary) homeowners association, neighborhood association, or subdivision. In an effort to maintain a consistent and suitable standard for neighborhood sign toppers, all (mandatory or voluntary) homeowners association, neighborhood association, or subdivisions requesting sign topper installation shall adhere to these guidelines and work with Community Services Planners 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 subdivision 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 subdivision 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"

Diagram:



7-Step Approval Process

STEP 1 – Contact City Staff

- Contact a Community Services Planner and make an appointment to discuss the guidelines and requirements to install sign toppers in the City of Plano.
City of Plano Planning Department - Community Services Division
1520 Avenue K, Suite 250
Plano, Texas 75074
(972) 941-7151
- The geographical boundary for the area that will be included in the petition must be established during the first meeting.

STEP 2 – Register in the Contact Database

- 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

- 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

- 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 Work Order for Final Approval

- All (mandatory or voluntary) homeowners associations, neighborhood associations, or subdivisions shall provide a final work order describing all sign content (color, font, and graphics), shape and size (dimensions), and material to the Community Services Planner for approval before sign topper installation.

STEP 6 – Pay Applicable Fees

- 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.

STEP 7 – Deliver Signs to Signs and Markings Supervisor

Petitioning Process

The Community Service Planners 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 subdivision representatives 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 Community Service Planners 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 Signs and Markings Supervisor must be made prior to sign installation.



Installation Process

Sign Delivery

Deliver all signs to the Public Works Parkway Service Center

Address: 4120 W. Plano Parkway, Plano, Texas, 75093 **Phone:** (972) 769-4109

The (mandatory or voluntary) homeowners association, neighborhood association, or subdivision representative shall be responsible for retrieving the sign toppers from the sign vendor and delivering the signs to the Signs and Markings Supervisor for installation. **Signs should be inspected and approved by the purchaser before they are delivered.**

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 Signs and Markings Division shall install all signs according to the sign installation map provide by the Community Services Planner coordinating the sign topper installation process.

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 Planning and Public Works Department.

Removal Process

Petition Process for Sign Topper Removal: 55% Request Needed

If residents request removal, an additional petitioning process with 55% of signatures from citizens residing within the installation boundaries are required to be submitted to Community Services 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 subdivision for each sign topper removed. Payment to the City of Plano Public Works Department Signs and Markings Supervisor must be made prior to sign removal.

Maintenance

Replacement Requirements for Lost, Stolen, or Damaged Signs

Sign toppers will be assessed annually as a part of the City's annual maintenance check and sign topper inventory (conducted by the Community Services Planners). 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 supplied by the (mandatory or voluntary) homeowners association, neighborhood association, or subdivision may be installed at a cost of **\$15 per sign**.

Recommendation: The City of Plano recommends the (mandatory or voluntary) homeowners association, neighborhood association, or subdivision purchase 3-5 additional signs.

Sign Vendors

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