



## Neighborhood Identification Sign Program - Guidelines and Policy

### Participating Departments

Planning and Development Department – Neighborhoods and Planning Office  
Public Works Department - Traffic Engineering Division

The Neighborhood Sign Program is intended to communicate clear and identifiable boundaries that create a sense of place, through the placement of neighborhood identification signs that represent the individual character and identity of the neighborhood. While the development of this program is the result of coordination between neighborhood organizations and the City, the unique design of each neighborhood sign represents their pride, ownership and dedication to improving their neighborhood.

The policy that follows outlines the program which seeks to accomplish the goals of the *Neighborhoods Element of the Springfield/Greene County Comprehensive Plan* to accentuate and create neighborhood identity.

### **Policy on Neighborhood Identification Signs**

**1.0 Location** - Neighborhood identification signs shall be installed along the perimeter of the neighborhood boundary at significant entry points to the neighborhood. Signs will not be installed at any interior locations, except at approved locations along a major arterial street that bisects the neighborhood or at locations of significant neighborhood importance such as parks, schools and neighborhood community centers. The City's Traffic Engineering Division of the Public Works Department shall determine appropriate spacing and exact sign placement at each location proposed.

**2.0 Sign Placement** - When possible, the neighborhood signs shall be installed on the backs of existing City-owned stop signs. In the absence of a City-owned stop sign, neighborhood signs can be installed on City Utilities street light poles or other approved City-owned poles or posts. The City's Traffic Engineering Division shall determine what type of pole or post on which to install the neighborhood sign.

**3.0 Sign Sponsorship** - Neighborhood signs shall only be placed in established neighborhood service areas. A neighborhood association registered with the City shall be the official sponsor of the neighborhood identification signs.

**4.0 Application Process** - Administration of the Neighborhood Sign Program shall consist of the following steps:

**4.1** The neighborhood association sponsoring the application shall submit all required paperwork to the Planning and Development Department - Neighborhoods and Planning Office. The Planning and Development Department shall coordinate review and approval of the sign design and sign placement with the Traffic Engineering Division of the Public Works Department and other any other applicable department(s). At a minimum, the following information shall constitute a formal application:

**4.1.a** Neighborhood sign application

**4.1.b** A map or list of requested locations for sign placement

**4.1.c** A digital copy of the neighborhood logo and/or the proposed sign design.

**4.2** Following approval of the application, a copy of the sign design, the list of approved locations for sign placement, and the estimated cost of sign production and installation will be presented to the applicant for payment. Final sign fabrication and installation will not take place until the neighborhood identification sign fees have been paid in full.

**5.0** Sign Fabrication and Installation – Neighborhood Identification Signs shall be fabricated and installed by the City. The Planning and Development Department shall coordinate the fabrication of the Neighborhood Identification Signs based on the following specifications:

**5.1** Each sign blank shall be a 24" circle. Artwork must fit on that circle but actual neighborhood sign does not need to be circular.

**5.2** Vertical hole spacing shall be 18".

**5.3** Hole size shall be 3/8".

**5.4** Sign blank material shall be .080" aluminum.

**5.5** Sign faces (copy) shall be 100% reflective fabricated from engineer grade sheeting except for inked features and shall be covered with a UV protectant to deter fading.

**5.6** These color combinations shall not be used:

**5.6.a** Red legend on white background

**5.6.b** White legend on red background

**5.6.c** Black legend on yellow background

**5.6.d** Black legend on orange background

**5.7** Neighborhood identification signs shall be installed by the Traffic Engineering Division of the Public Works Department.

**6.0** Payment of Sign Fees - Expenses associated with sign production and installation shall be paid entirely by the applicant. Sign production and installation fees shall be determined at the time of application by the Planning and Development department(s).

**7.0** Surplus Signs - In addition to the number of signs desired by the neighborhood for immediate installation, a 20% surplus shall be provided for the future replacement of damaged or stolen signs. The surplus signs will be stored by the City's Traffic Engineering Division.

**8.0** Installation of Surplus Signs - The Traffic Engineering Division will replace such signs with the surplus signs at no additional charge.

**9.0** Monitoring Sign Condition - Neighborhood leaders will be responsible for monitoring sign condition and reporting any stolen, damaged or vandalized neighborhood signs by notifying the Traffic Engineering Division of any needed replacement signing.

**10.0 Removal of Signs** - The Traffic Engineering Division shall have and retain the right to remove any or all of the neighborhood signs should it become necessary, due to damage, excessive fading, illegible copy, vandalism or to protect the health, safety and welfare of the neighborhood and public.

**11.0 Expiration of Agreement** – The agreement with the neighborhood association for neighborhood identification signs shall expire after eight (8) years. At such a time, the agreement may be renewed and new signs fabricated and installed or the remaining neighborhood identification signs shall be removed by the City. If several of the neighborhood identification signs are missing and the surplus signs have all been used prior to eight (8) years, the neighborhood and the City may choose to enter a new agreement at that time.