

NEIGHBORHOOD IDENTIFICATION SIGN GRANT PROGRAM REQUIREMENTS

City of Lakeland Neighborhood Street Sign Toppers Program Neighborhood Preservation Project

General Program Overview:

The City's Neighborhood Street Sign Toppers Program is designed to help build stronger neighborhoods by enhancing their visibility through the placement of identification sign toppers at prominent intersections within the neighborhood's boundaries.

Objective:

The intent of this program is to provide guidelines for the installation of signs identifying neighborhoods on public streets. It shall in no way alter the existing street identification blade policy of the City of Lakeland.

Program Guidelines:

- Neighborhood identification signs (street sign toppers) shall be installed only in neighborhoods that are officially registered with the City of Lakeland.
- A signed Neighborhood Sign Topper Agreement must be submitted to the City's Neighborhood Outreach Office.
- The neighborhood association shall request the signs to be installed by providing a sign topper application. The request for a neighborhood identification sign must include the major streets (arterials and collectors) serving or bordering the neighborhood or its major points of entry and meeting minutes indicating approval by the neighborhood association. The will verify and approve all sign locations.
- In order to provide uniformity and consistency in materials and workmanship, all signs shall be designed, fabricated or purchased and installed by the City of Lakeland's Public Works Traffic Operations Division. Installation will be performed in the order the applications are approved. The toppers will be a minimum of _____" in length and _____" in height. Text will be _____" characters and limited to 18 characters. Applicants must complete the data sheet provided to establish the official presentation and spelling of the neighborhood name. Abbreviations may be required.
- All Toppers will be standardized black on white color with lettering to match the font and size of the prototype.
- General maintenance will be the responsibility of the City of Lakeland.

Cost Information:

Sign Topper Blades	\$_____
Post	\$_____
Labor/Installation	\$_____
Total Cost	\$_____

- The initial agreement shall be for a maximum of twelve (12) locations.

In order to maintain consistency and suitability of neighborhood signage, specific design standards have been established. Sign pricing is based on two (2) single-sided sign with one (1) post per location (as needed). Costs are subject to change due to vendor agreements with the City. Sign Installation will be completed as staff time and resources permit. The City of Lakeland reserves the right to refuse approval for any reason.

City of Lakeland Neighborhood Street Sign Topper Agreement

Neighborhood Association Contact Name(s):

Phone Number: ()

Email Address:

Proposed locations for Neighborhood Street Sign toppers – please specify exact streets intersection(s):

- | | |
|----|-----|
| 1. | 7. |
| 2. | 8. |
| 3. | 9. |
| 4. | 10. |
| 5. | 11. |
| 6. | 12. |

Our Neighborhood Association understands that the Street Sign Toppers are designed and manufactured to the standards that have been established by the City.

We also understand and agree that all Street Sign Toppers must be approved by Neighborhood Outreach Office and Public Works Department and paid for before they can be ordered and installed. Only the City's Streets Division is authorized to remove, repair, or replace Street Sign Toppers. The City of Lakeland reserves the rights to remove any Street Sign Topper that has become unsightly or a public safety hazard without replacing the sign. We acknowledge that if the sign needs to be replaced for any reason in the future, it will be the responsibility of the Neighborhood Association to contact the Neighborhood Outreach Office at (863) 834-6011. Replacement of the original sign will be subject to City approval and the availability of funds.

Signed by:

Date:

Return to: Neighborhood Outreach Office
City of Lakeland
228 S. Massachusetts Avenue
Lakeland, FL 33801

or

Email to: neighborhoodoutreach@lakelandgov.net

If you have any questions, please contact the City of Lakeland's Neighborhood Outreach Office at (863) 834-6011

For City Use Only

Approved: Not Approved: By: Date:
Cost of Sign(s): \$ Paid: Date: Sign(s) Ordered:

Notes: