



CITY OF HOUSTON

Public Works & Engineering Department

Sign Topper

P.O. Box 1562 Houston, TX 77251-1562
Phone #: (832)395-3000 Fax #: (832)395-3054

Request for Sign Topper

The following is an application for participation in the Sign Topper Program. The purpose of this program is to provide unique identity to the surrounding community through decorative sign topper. The program is not part of public safety or mobility and therefore will not be installed or maintained by the Department of Public Works & Engineering. The responsibility of fabrication, installation and maintenance of these toppers solely rest on the applicants. Similar to other programs that benefit the community of request, the request must be made through a Home Owner Association, Management District, or Neighborhood Association.

A completed application must be submitted to the Department of Public Works and Engineering before it will be evaluated for the program. For more information please call the Public Works and Engineering Traffic Management Branch Assistant Director at (832)395-3000.

A. Applicant Obligations

1. The applicant agrees at its sole cost and expense to fabricate, install, and maintain sign toppers to the technical standards and requirements of the department subject to the supervision, direction, and control of the Department.
2. The applicant shall comply with all city codes, rules, regulations, and other requirements and will obtain all necessary permits as part of the process of installation of the sign.
3. The applicant will submit a preliminary design upon receipt of application approval from the Program Manager. The preliminary design shall include color, text, shape and sizes. The Program Manager will provide comments and assist applicant with City's standard and requirements for the design.
4. If the applicant is terminated from participation in the program by the Department, or if the applicant voluntarily withdraws from the program, the applicant shall notify or be notified by the City 30 days prior to any removal of the sign toppers. The removal of sign toppers will be sole responsible by the applicant. If the sign toppers are not removed within 60 days, the City will remove the device and bill the organization for the removal.

B. Approval Process

The Sign Topper Program has a two (2) part approval process:

Part 1: Application Approval

Part 2: Design and Installation Approval

Part 1:

Application approval will be granted once the Public Works and Engineering Department has reviewed:

- Completed application
- A graphic showing boundary of the requested area and the proposed locations for sign toppers.

Graphic sample:



- Include reviewing and processing fee

Note: Please allow **fifteen (15) business days** to process this application. Application approval does not constitute design approval.

Part 2:

Design and Installation Approval will be granted once the Public Works and Engineering Department approves the following:

- A preliminary design showing the sign toppers type, text, color and sizes. Sign toppers shall not exceed 4" x 10" in dimension.
- A demonstration location must be identified where the sign topper will be installed for field application.
- The contractor shall notify the Traffic Operations Branch at 713-803-3043 to arrange inspections three (3) business days in advance for inspections.

Note: Once final approval has been granted, the applicant will be issued a written authorization to proceed with fabrication and installation.

Application

Complete applications are reviewed by the Department to determine the eligibility of the requested sign topper. The individual preparing the application shall sign the application as the applicant's representative agreeing to the terms, conditions, and representations contained in the application. The following information is required to be submitted with the application before it can be considered for the program:

Applicant is (please check one):

Management District, TIRZ, School District

Name:

Home Owner Association, Property Owners Association, Neighborhood Association

Name:

Please provide the name of the entity and position or title of the primary and secondary contact persons:

Primary contact

Name:

Title:

Address:

Houston, TX Zip:

Daytime Phone #:

Secondary contact

Name:

Title:

Address:

Houston, TX Zip:

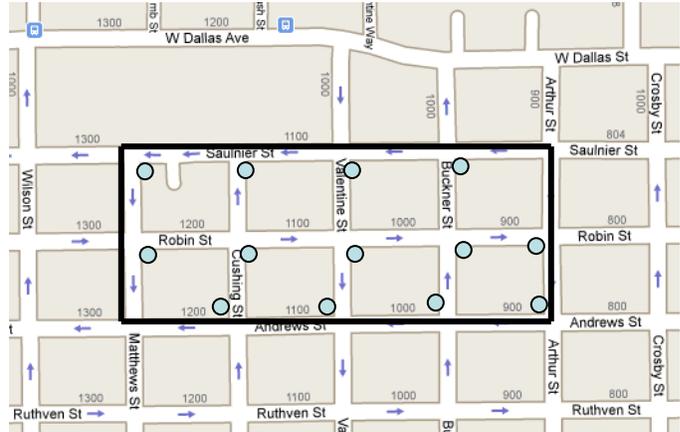
Daytime Phone #:

List the name of your Management District or Tax Increment Reinvestment Zone below:

Conditions

Location Map:

- ⇒ Provide a general map of the area and proposed locations of installation.
- ⇒ Signs shall be installed only at locations with existing street name sign pole. Sign toppers are not allowed on traffic signals or flashers.
- ⇒ There will only be a maximum of one (1) topper sign allowed on each street name sign pole.



- ⇒ Maximum sign topper dimension shall be 4” x 10”.
- ⇒ The sign must be installed at a location that will not obstruct other traffic control devices.
- ⇒ When a street topper sign needs to be replaced due to vandalism, theft, inclement weather or normal wear, the applicant shall replace the signs within reasonable time and shall incur all associated cost with the replacement.
- ⇒ The City of Houston may remove any street topper signs that have become unsightly without replacing the sign.

I agree to be the contact person for the above request. I understand and agree to adhere to all of the Application Obligations and Conditions listed in this application.

Signature of Applicant: **Date:**

For Office Use Only:

Application Number: _____ **Date Received:** _____ **By:** _____

Application Approved: Yes No **Design Approved:** Yes No

Letter of Authorization issued: Yes No **Date:** _____