

City of McKinney Neighborhood Sign Topper Program

Application Process:

Application Criteria:

Each applicant neighborhood must be a recognized neighborhood or Homeowner's Association, within the City limits of the City of McKinney, for a minimum of ten (10) years. Phased subdivisions will be subject to the ten (10) year requirement. Improperly installed street sign toppers, in the public right of way, or street sign toppers installed without approval, will be removed by the City of McKinney.

The following must be submitted for approval in order to participate in the program:

- Program application with non-refundable \$150 application fee
- A sample of the proposed sign topper (including a detailed mock-up, image or draft of the sign toppers content, color, font and dimensions).
- A Resolution or letter approving the expenditure of funds and the design and location of sign toppers, approved by a quorum of the membership or governing Board of the HOA or neighborhood association.

Grant Funding Availability:

- For neighborhoods without an established HOA, the \$150 application fee will be waived
- For neighborhoods located in eligible census tracts, grant funding may be available to offset the cost of the manufacture and installation of the street sign toppers.

Private Funding:

- Privately sponsored or funded street sign toppers, to be located within the public right-of-way are still required to complete the application process and receive approval before installation.

Approval Process:

- Applications may be submitted online at www.mckinneytexas.org/neighborhood or in-person to the Neighborhood Services Department; 406 N. Tennessee, McKinney, TX., 75069 or 972-547-1063.
- Applications will be approved by a committee of the Neighborhood Services and Engineering Department.
- Requests for grant funding will be coordinated by the Neighborhoods Services Department but require a separate approval process
- The City of McKinney Engineering Department will have the final say on the number and location of street sign toppers

Installation Process:

- Payment to the City of McKinney in the amount of \$50 per sign must be made prior to installation.
- Completed signs should be delivered to the Neighborhood Services Department, either directly from the manufacturer or from a neighborhood representative. Address: 406 N. Tennessee, McKinney, TX. 75069; Phone: (972) 547-1063.
- Signs will be approved, by signature, by the designated neighborhood representative, before installation.
- 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 McKinney Engineering Department – Traffic Division shall install all signs according to the sign installation map provide by the Neighborhood Services representative coordinating the sign topper installation process.

- Sign placement: All placement of signs is at the discretion of the Engineering Department and will be installed parallel to the highest existing street sign. Signs will also be installed with Universal Brackets provided by the Engineering Department. Signs shall not be placed on street light posts.
- Residents are NOT allowed or permitted to install signs on public property – Engineering Department personnel will physically install and remove all sign toppers. All sign topper installations must be coordinated with and approved by the City of McKinney Neighborhood Services and Engineering Departments.

Removal Process:

- If residents request removal, a Resolution or letter approving the removal of the street sign toppers, with location of sign toppers, approved by a quorum of the membership or governing Board of the HOA or neighborhood association, is required to be submitted to the Neighborhood Services representative before the signs will be removed. Additionally, a fee of \$25 per sign will be assessed to the (mandatory or voluntary) homeowners association, neighborhood association, or crime watch group for each sign topper removed. Payment to the City of McKinney must be made prior to sign removal.

Maintenance:

Replacement Requirements for Lost, Stolen, or Damaged Signs:

- Sign toppers will be assessed bi-annually (every two years) as a part of the City's bi-annual maintenance check and sign topper inventory (conducted by the Neighborhood Services representative). 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 McKinney. Replacement signs must be supplied by the purchasing (mandatory or voluntary) homeowners association, neighborhood association, or crime watch group. Installation will be provided by the City of McKinney Engineering Department at a cost of \$50 per sign.



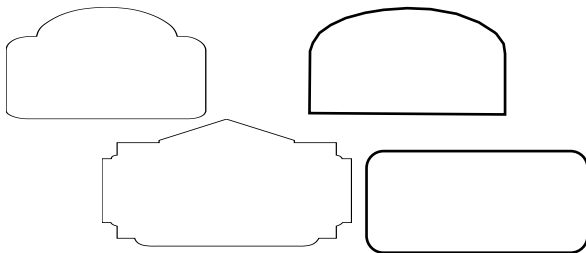
City of McKinney Neighborhood Sign Topper Program Design/Manufacturing Guidelines

In order to maintain consistency and suitability of neighborhood sign toppers, the following design standards have been established. Neighborhoods may create unique sign toppers for their neighborhood, but must adhere to the guidelines established below. It is up to the Neighborhood Association to work with a sign company of their choosing to design and/or produce the sign, but final approval must be obtained from the City of McKinney before signs can be created and installed. For questions regarding design standards please contact the Neighborhood Services Dept. at 972-547-1063.

Design:

Size: Sign toppers cannot exceed 24 inches in Length or 10 inches in Height.

Shape: Signs in any one of the following shapes/styles will be approved but must be consistent throughout the neighborhood. Drawings are not to scale. Other shapes may be approved.



Background color: Acceptable colors are: Dark Green (#004229), Blue (#084D69), Navy (#19224D) and Black

Font Color: Acceptable fonts are: Times 100%; Arial Bold 100%, Hwy C 100%, Hwy B 100%, Helvetica 100%

White text. Text must be clearly visible and legible and contrast with the background color.

Font Size: 2" Minimum. The legend must be clearly visible from the street.

Graphics: Signs are limited to one simple logo or graphic.

Manufacturing:

Material: Signs shall be complete, double-sided on .080 5052H38 alodine aluminum. Signs must be free of all rough edges and/or burrs. Sign shall have NO HOLES drilled in them.

Coating: Sign backgrounds and fonts must be created with the most durable long lasting inks available using a **minimum of High Intensity Prismatic grade vinyl sheeting.**

Implementation Costs:

The Sign Toppers must be installed by the City of McKinney. The cost for installation is \$50 per sign.

Other Guidelines:

Restrictions may be placed on the number and location of signs.



City of McKinney Neighborhood Sign Topper Program Application

Please allow for a minimum of 15 business days from the time a **complete** application is submitted to receive approval. Date: _____

Neighborhood/Homeowners Association: _____

Authorized Contact Name: _____

Phone Number: _____ Email Address: _____

Manufacturing/Design

Please refer to the Neighborhood Sign Topper Guidelines for permitted design elements.

Name of Sign Company: _____

Contact Name: _____ Phone Number: _____

Background Color (please provide exact PMS color): _____

Text Color (please provide exact PMS color): _____

Font: _____

Installation

This information will be used to determine the placement and cost of the sign toppers.

Number of signs to be installed: _____

Attach a scale drawing of the sign topper

Attach a list of street names where signs will be parallel to is attached.

Attach a location map showing where the signs are to be installed.

I _____ understand that the sign toppers must be designed and manufactured to the specifications listed in the document "Neighborhood Sign Topper Guidelines." I also understand and agree that the Sign Topper designs must be approved by the City of McKinney before they can be created or installed.

For questions, please contact Neighborhood Services at 972-547-1063 or Contact-Communitydvp@mckinneytexas.org

Staff Only:		
APPLICATION APPROVAL:	_____	_____
	Neighborhood Services Representative	Date
INSTALLATION APPROVAL:	_____	_____
	Streets Representative	Date