



City of Concord

Policy on Street Sign Toppers Program for Formally Recognized Neighborhoods

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 neighborhoods boundaries.

Objective: The intent of this policy 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 Concord.

Proposed Program Guidelines:

- Neighborhood identification signs (street sign toppers) shall be installed only in neighborhoods that are officially recognized by the City of Concord.
- An application by the neighborhood group must be submitted to the City Neighborhood Program Coordinator.
- The neighborhood group shall apply for the signs to be installed by providing a letter of request. The request for a neighborhood identification sign must include the major street serving or bordering the neighborhood or its major points of entry and meeting minutes indicating approval by the neighborhood association. The Transportation Department will verify and approve all sign locations.
- Signs shall only be installed on existing street identification blade locations. There shall only be one neighborhood street sign topper per street name sign location (generally one per intersection).
- 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 Concord's Transportation Department. Installation will be performed in the order the applications are approved. The toppers will be a maximum of 24" in length and 6" in height. Text will be of 3" characters and limited to # 18. 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 one standard brown color with lettering to match the font, size, and color of the prototype; all Toppers will contain the City Logo in the dome of the sign unless a neighborhood logo is substituted at the full expense of that neighborhood. Any approved substituted logo will be provided to the sign shop for installation after being designed and manufactured I/A/W specifications provided by the sign shop.
- The cost of the materials to fabricate (\$37.00 per sign) the sign shall be the responsibility of the neighborhood association. The City of Concord is responsible for labor costs to fabricate and install the sign toppers at a cost of \$60.00 per topper. Installation will not be performed until receipt of payment for the street sign toppers from the neighborhood association. General maintenance will be the responsibility of the City of Concord.

Cost Information

Sign Topper Blank -	\$20.00
Mounting brackets-	\$12.00
Sheeting-	\$ 5.00
<i>Total Materials Cost</i>	<i>\$37.00</i>

- The initial application shall be for a minimum of five (5) signs unless the number of intersections in the neighborhood is less than five and a maximum of twenty (20) on any one request. Neighborhoods shall be allowed only one application/request for signs per year (twelve-month period).