



Neighborhood Sign Topper Guidelines

The City of Weatherford has established a sign topper program to help distinguish neighborhoods, subdivisions and special districts in an effort to demonstrate neighborhood unity and identify their boundaries. In order to maintain a consistent and suitable standard for neighborhood sign toppers, all homeowner associations (mandatory or voluntary), neighborhood organizations, subdivisions or special districts requesting sign topper installation shall coordinate through the Transportation and Public Works Department to ensure adherence to all guidelines prior to installation.

Sign Topper Design

The City of Weatherford Transportation and Public Works Department (TPW) has established a standard size and shape of sign toppers. All sign toppers will have the City's logo and below will have the name of the neighborhood or special district. The City has various pre-approved background colors and lettering fonts that the neighborhood or special district may select. Please see sheet 4 for examples of pre-approved sign toppers.

Neighborhood or Special District Sign Topper Process

The neighborhood or special district must make an appointment with the Transportation and Public Works Department first to discuss program guidelines. A designated representative from the established volunteer or mandatory home owners association (HOA) or neighborhood organization may meet with City staff to discuss sign topper guidelines. However, for neighborhoods with non-established HOA's a three person committee comprised of residents of the neighborhood may meet with City staff to discuss sign topper guidelines. For special districts, the person or body representing the district may meet with City staff. During the first initial discussion, City Staff will go over the procedures on determining or establishing the neighborhood boundaries, neighborhood name, sign topper design, costs and placement locations of sign toppers. Below are steps for obtaining sign toppers.

Step 1-Contact City Staff to discuss sign topper guidelines

- Contact City of Weatherford Transportation and Public Works Department at 817-598-4245 located at 802 East Oak Street, Weatherford, TX 76086 to schedule an appointment.

Step 2- Determining neighborhood or special district boundary

- Provide a geographical map or subdivision plat of the neighborhood or special district showing the proposed boundary. Neighborhood boundaries shall be officially recognized and approved by the City of Weatherford. City staff may assist in providing a map and determining the boundary location.

Step 3- Sign topper design

- Provide the proposed name of the neighborhood or special district. The name will have to be approved by City staff.
- Select a background color and lettering font from the pre-approved sign topper examples. City staff has pre-made sign topper samples available for review.
- City reserves the right to allow special sign topper requests on a case by case basis.
- Sign toppers may have a logo or special symbol adjacent to the name subject to City approval.
- All sign toppers will have the City of Weatherford logo.

Step 4- Sign topper petition process

- For newly constructed developments (residential or commercial) where the subdivision plat has been approved by the City, the owner/developer may select the name and type of sign topper for the development. No petition process needed.
- For established neighborhoods with volunteer or mandatory HOA's, a formal letter from the HOA stating the approval of neighborhood boundary, name, and sign topper design is required.
- For neighborhoods with non-established HOA's, a petition, signed by 55% of property owners (1 per address) within the boundary of neighborhood, in favor of the boundary, name, and design of sign topper is required.
- For special districts, a letter from the person or body representing the district stating the approval of name, boundary, and sign topper design is required. No petition needed.
- For neighborhoods that have no representation, the City may contact the residents to encourage neighborhood identity and information through the sign topper program. If there is no response from the neighborhood, the City may establish a unique neighborhood boundary, name, and select sign topper design for that neighborhood.

Step 5- Sign topper locations

- Sign toppers will be installed along the perimeter boundary or main entrances to the neighborhood.
- Sign toppers will be installed at certain interior intersections within the boundaries of neighborhood as determined by TPW. Not all interior intersections will have sign toppers due to cost, maintenance, and visual effects.
- Only one sign topper will be installed per selected intersection.
- Two sign toppers may be placed on collector and arterial road intersections as long as they are on opposite sides.

Step 6- Sign topper costs

- The City will use specifically budgeted funds for sign toppers when available. Depending on the amount of requests received and funds available, the City will provide and install sign toppers at no cost. If funds are not available, the requestor(s) will be responsible for the cost of material only. If sign toppers are stolen or damaged the City will replace them, if funds are available. City has the right to not replace sign toppers if they are constantly being stolen or

damaged. A typical sign topper costs approximately \$65. Private entities wishing to purchase sign toppers for private use may contact the Transportation and Public Works Department for vendor information.

Step 7- Sign topper installations

Once all the above steps have been completed or addressed, the Transportation and Public Works Department will formally complete a full sign topper request form and create a work order. Completion of a typical work order for sign toppers can take approximately 4-6 weeks, depending on the quantity ordered.

Sign Topper Background Colors Available

- Brown
- Blue
- White
- Green
- Red
- Yellow
- Purple
- Black (Historic Downtown use ONLY)

Fonts available (Bold)

- *Lucida Calligraphy*
- Baskerville Old Face
- *Monotype Corsiva*
- Bodoni MT Condensed
- **Cooper Black**
- Arial Narrow
- **COPPERPLATE GOTHIC BOLD**
- Georgia
- Goudy Old Style
- Tahoma

SAMPLE SIGN TOPPERS

