

SIGN REPLACEMENT AND STORAGE

The City of Tucson will not replace or maintain the signs, and reserves the right to remove any Neighborhood Identification Signs that have become unsightly without replacing the sign. When signs need replacing due to vandalism, loss, or normal wear, the neighborhood shall be responsible for replacing the signs at the prevailing rate for such signs, and signs will only be replaced once the neighborhood has provided the appropriate sum.

The Transportation Department shall determine all fabrication and installation costs on an annual basis. The neighborhood is also responsible for the storage of these replacement signs.

* All signs installed under this policy shall be in accordance with the provisions contained herein as approved by the City Traffic Engineer.

NEIGHBORHOOD SIGNS



HOW DO I GET NEIGHBORHOOD SIGNS



INSTALLED IN MY NEIGHBORHOOD?



A Community Service of the
Tucson Department of Transportation

05/2014



City of Tucson
Department of Transportation
Traffic Engineering Division

WHAT IS A NEIGHBORHOOD SIGN? *

The City of Tucson, Department of Transportation (TDOT) helps residents and visitors identify the various communities through special signs posted at area boundaries. The area's name and logo is printed with Engineering Reflective Sheeting on a 12-inch by 24-inch sign, and placed on street name sign posts. (signs are 12-inches by 24-inches) Signs shall be installed only at locations with existing street name signs and they shall not be installed at any signalized intersection. There shall be only one Neighborhood Identification Sign per street name location. (generally, two signs are placed back-to-back.) Neighborhood Identification Signs shall be installed only in neighborhoods officially recognized by the City of Tucson. **Note:** The signs shall not contain any regulatory colors: red, green, or yellow.

NEIGHBORHOOD PROVIDES DESIGN

The Neighborhood Association or the Subdivision shall contact Traffic Engineering (520) 791-4259 to request a Neighborhood Identification Sign Request Form, and inform us of the boundaries of their Neighborhood Association or Subdivision. The entire top portion of the form must be filled out and the entire form shall be mailed back to Traffic Engineering.

After the neighborhood has decided on a design/prototype of the proposed neighborhood sign, the neighborhood or subdivision shall mail or e-mail the neighborhood Identification Sign Request Form (entire form), and a copy of the proposed neighborhood sign/prototype (see note below) to:

City of Tucson
Traffic Engineering
Attn: Jesse Soto
201 N. Stone Avenue - 5th Floor
P.O. Box 27210
Tucson AZ 85726-7210

neighborhoodtraffic@tucsonaz.gov

NOTE: If your proposed sign is in color, please submit your proposed sign/prototype in full color.

DESIGN REVIEW

Traffic Engineering will review the design for approval. Once the design has been approved, Traffic Engineering will contact the neighborhood by an approval letter with possible comments and include a map showing the proposed neighborhood sign locations. (TDOT will verify the locations and the correct amount of signs before proceeding with the installation.)

SIGN MANUFACTURE

The neighborhood must hire a private qualified sign contractor to manufacture the signs. The neigh-

borhood will pay the private sign shop directly for the manufacture of the signs. The signs cost \$50.00 to \$100.00 per sign depending on the design. City regulations require two back-to-back signs for each sign location. In order to provide uniformity and consistency in materials and workmanship, all signs shall be fabricated using Engineering Reflective Sheeting on aluminum sign blanks 12-inches at the highest point and 24-inches in length.

SIGNS READY FOR PICK-UP

When the signs are ready for pick-up, the neighborhood must pick-up the completed signs from the private sign contractor and drop them off at our office: **201 N. Stone Avenue, 5th Floor.** We will deliver the signs to the City of Tucson Sign Shop.

SIGN INSTALLATION

After Traffic Engineering delivers the signs to the City Sign Shop, the signs will be scheduled for installation. These signs shall be installed by the City of Tucson Sign Shop. (ONLY the City Sign Shop is authorized to install Neighborhood Identification Signs.) The neighborhood will be charged by the City Sign Shop for the sign installation cost. The labor for sign installation is up to \$50.00 for each sign location (two back-to-back signs.)



NEIGHBORHOOD IDENTIFICATION SIGN REQUEST FORM

SECTION I (to be completed by applicant)

NEIGHBORHOOD ASSOCIATION or SUBDIVISION _____
(N) _____ (S) _____ (E) _____ (W) _____
BOUNDARIES OF NEIGHBORHOOD OR SUBDIVISION

LAST NAME _____ MIDDLE INITIAL _____ FIRST NAME _____

ADDRESS _____

E-MAIL ADDRESS _____

PHONE NUMBER _____

Attach the printout of your neighborhood sign design/prototype
and return it with this **complete** form by mail to the address below for approval.
NOTE: If your proposed sign is in color, please submit your proposed sign/prototype in full color.

CITY OF TUCSON
ATTN: Jesse Soto
Traffic Engineering Division
201 N. Stone Avenue - 5th Floor
PO Box 27210
Tucson, AZ 85726-7210

SECTION II (to be completed by the City of Tucson-Traffic Engineering-NTMP)

- Request for Neighborhood Identification Signs has been approved. _____
- Request for Neighborhood Identification Signs has been denied. _____

Comments: _____

Approved by: _____ Date: _____

We recommend # _____ Neighborhood Identification Signs to be installed at
the attached specified locations.