



# HOUSTON PUBLIC WORKS

## Transportation & Drainage Operations

### Sign Topper

P.O. Box 1562 Houston, TX 77251-1562  
Traffic.Hotline@houstontx.gov

## 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 Houston Public Works (HPW). 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 Houston Public Works before it will be evaluated for the program. For more information please email the Houston Public Works Traffic Hotline at [Traffic.Hotline@houstontx.gov](mailto:Traffic.Hotline@houstontx.gov).

## 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.
5. If the applicant is terminated from participation in the program by the HPW, 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 applicant will be solely responsible for the removal of sign toppers. If the sign toppers are not removed within 60 days, the City will remove the device and bill the applicant for the removal.

## B. Approval Process

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

**Part 1:** Application Approval

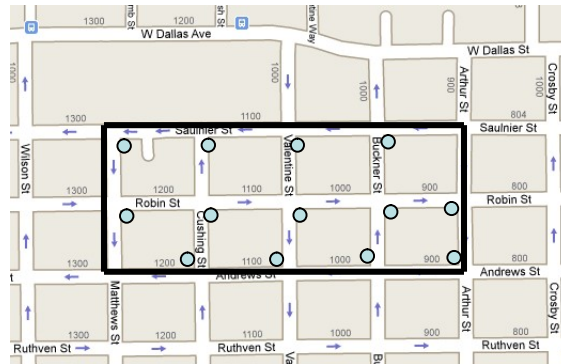
**Part 2:** Design and Installation Approval

### **Part 1:**

**Application approval will be granted once Houston Public Works has reviewed:**

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

Graphic sample:



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

### **Part 2:**

**Design and Installation Approval will be granted once Houston Public Works has approves the following:**

- A preliminary design showing the sign toppers' type, text, color and sizes.

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

- The installation of the sign toppers must adhere to all City of Houston Specifications.
- All installations will be subject to a final review, and it is the responsibility of the applicant to modify the signs and related material at the discretion of the Department.
- The contractor shall notify Transportation & Drainage Operations (TDO) at [Traffic.Hotline@houstontx.gov](mailto:Traffic.Hotline@houstontx.gov) upon completion of the installation. Please allow (3) business days to complete final inspection.

# 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 and agree to the terms, conditions, and representations contained in the application. The following information shall 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*

*Secondary contact*

**Name:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Houston, TX Zip:** \_\_\_\_\_

**Houston, TX Zip:** \_\_\_\_\_

**Daytime Phone #:** \_\_\_\_\_

**Daytime Phone #:** \_\_\_\_\_

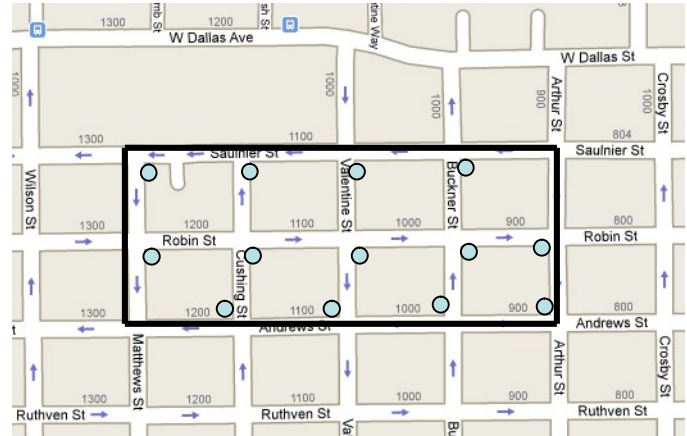
**List the name of your Management District or Tax Increment Reinvestment Zone below:**

\_\_\_\_\_

# 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.
- ⇒ 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 sign within reasonable time and shall bear all costs associated with the replacement.
- ⇒ The City of Houston may remove any street topper signs that have become unsightly without replacing the signs.



**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:**

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**For Office Use Only:**

**Application Number:** \_\_\_\_\_ **Date Received:** \_\_\_\_\_ **By:** \_\_\_\_\_

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

**Letter of Authorization issued:**    Yes    No                      **Date:** \_\_\_\_\_