

REVOCABLE PERMIT APPLICATION AND PERMIT FORM FOR HONORARY STREET SIGN TOPPERS APPLICATION PACKAGE

Preparation of Application Package and Submittal Requirements

1. Complete Revocable Permit Application and Permit Form Honorary Street Sign Toppers application package on-line or at public counter at 300 Richards.
2. Consult with their City Council member.
3. Conduct informal outreach with impacted neighbors.
4. Work with neighbors and City Council member to develop conceptual Topper design.
5. Submit completed Revocable Permit Application and Permit Form Honorary Street Sign Toppers along with non-refundable permitting fee. For current fee, please see our current [Fee Schedule](#).
6. Development Engineering will forward conceptual design to City's Signs & Markings Department for quote to fabricate and install signs.
7. Development Engineering forwards quote to Applicant.
8. Applicant accepts quote.
9. Development Engineering routes completed Application to the following departments for review:
 - o Transportation Engineering – comments due within 10 business days
 - o CDD (historic preservation) – comments due within 10 business days
 - o Police – comments due within 10 business days
 - o Other as applicable – comments due within 10 business days
10. Applicant sends out Notice of Intent to Install Honorary Sign Topper form letters. (recommended to be sent certified)
11. Development Engineering works with Applicant to incorporate any necessary changes to design of the Sign Toppers.
12. Development Engineering sends invoice to Applicant for full payment of Topper fabrication and installation. Full payment must be received prior to scheduling an item on the council agenda.
13. Item will be scheduled as an agenda item for a council date that is at least 60 days after postmark date on Notice of Intent to Install Honorary Sign Topper form letters.
14. Development Engineering prepares staff report and resolution for City Council approval.
15. City Council approves proposed Revocable Permit Application and Permit Form Honorary Street Sign Toppers.
16. Development Engineering provides notice to proceed to City's Signs & Markings department to install Toppers within 60 days of Council Approval.

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Applicant's Name: _____

Applicant Contact Person: _____

Applicant Street Address: _____

Office Phone: _____ Mobile Phone: _____

Contact Email Address: _____

Full Name of Nominee as it would appear on street sign: _____

Full name of street to be designated: _____

Full name of each intersecting street within the boundary where the designation begins and ends: _____

Please check all below. Include a brief explanation of each applicable criteria:

Cultural Impact on the City: _____

Historical Impact on the City: _____

Humanitarian Impact on the City: _____

Connection to/Association with the City: _____

Connection to Geographical area of designated street: _____

Application Check List

Complete the application, together with the required items indicated below:

- | | |
|--|--|
| <input type="checkbox"/> Completed Application | <input type="checkbox"/> Application Fee (See Fee Schedule) |
| <input type="checkbox"/> Design of Sign Topper | <input type="checkbox"/> Letter of Request to District Councilperson |

You will be contact by phone or email when application has been forwarded to and assigned to a staff member in the Department of Public Works.

Signature of Applicant: _____ Date: _____

PERMIT ISSUED BY: _____ DATE: _____

---IMPORTANT---

**INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED AND WILL BE RETURNED TO THE APPLICANT.
Work may begin only AFTER the City has issued the Revocable Permit and appropriate fees are paid.**