



## Neighborhood Street Sign Topper - Order Form

In order to maintain consistency and suitability of neighborhood signage, specific design standards have been established. Sign pricing is based on one (1) double-sided sign with three (3) brackets per location. Costs are subject to change due to vendor agreements with the City. Sign Installation will be completed as staff time and resources permit. The City of Owasso reserves the right to refuse approval for any reason.

**COST per Sign:** \$64.00 – includes the sign, brackets (3) and hardware  
\$89.00 – includes the sign, brackets (3), hardware and a post (*if needed*)

### Neighborhood Information

Neighborhood/Homeowners Association: \_\_\_\_\_

Authorized Contact Name (s): \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

### Locations for Installation

Proposed locations for Neighborhood Street Sign toppers – please specify exact streets intersection(s):

- 1. \_\_\_\_\_ 5. \_\_\_\_\_
- 2. \_\_\_\_\_ 6. \_\_\_\_\_
- 3. \_\_\_\_\_ 7. \_\_\_\_\_
- 4. \_\_\_\_\_ 8. \_\_\_\_\_

Our Neighborhood Association understands that the Street Sign Toppers are designed and manufactured to the standards that have been established by the City. We also understand and agree that all Street Sign Toppers must be approved by Neighborhood Coordinator and Public Works Department and paid for before they can be ordered and installed. Only the City’s Streets Division is authorized to remove, repair, or replace Street Sign Toppers. The City of Owasso reserves the rights to remove any Street Sign Topper that has become unsightly without replacing the sign. We acknowledge that if the sign needs to be replaced for any reason in the future, it will be the responsibility of the Neighborhood Association to pay for the cost associated.

**Signed by:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Neighborhood Representatives (at least 2)**

**Return to:** City of Owasso • Neighborhood Coordinator • 200 S. Main • PO Box 180 • Owasso, OK 74055 • or email to [neighborhoodcoordinator@cityofowasso.com](mailto:neighborhoodcoordinator@cityofowasso.com)

If you have questions, please contact the City’s Neighborhood Coordinator at 918.376.1556

Please make checks payable to: **City of Owasso (memo: Street Sign Toppers)**

**For City use:** Approved \_\_\_\_\_ Not Approved \_\_\_\_\_ by: \_\_\_\_\_ Date: \_\_\_\_\_  
 Cost of Sign(s): \$ \_\_\_\_\_ Paid: \_\_\_\_\_ Date: \_\_\_\_\_ Sign(s) ordered: \_\_\_\_\_  
 Notes: