

THE CITY OF TULSA NEIGHBORHOOD SIGN POLICY

Signs will be installed by City personnel on the backs of existing stop signs at various entry points along the *arterial streets* which form the perimeter of your neighborhood. Signs will not be installed at interior locations except along a major arterial street which bisects a neighborhood. Sign agreements will be made only with neighborhood associations that are registered with the Mayor's Office for Neighborhoods. Arrangements with individuals or unregistered groups of neighbors will not be considered. If multiple registered neighborhood associations overlap the proposed area, written support from each group will be required by the Arts Commission. Signs shall be fabricated according to City of Tulsa Traffic Operations requirements after the artwork has been approved by the Arts Commission. Traffic Operations will not stock spare signs for replacement. Replacements must be provided by the neighborhood association on a one-for-one basis for specific locations as the need arises. It is suggested that at least 15% more signs be purchased on the initial order in order to avoid costly reruns. Vandalized or damaged signs will normally be removed by city personnel and disposed of as scrap signs.

Implementation Procedures

- A. Neighborhood association presents a written proposal which includes a map and list of specific locations to the City's Traffic Operations Section.
- B. Traffic Operations reviews and tentatively approves locations.
- C. Neighborhood association secures Arts Commission approval for their artwork and for their proposed sign locations.
- D. Neighborhood association provides finished signs to Traffic Operations.
- E. Traffic Operations installs signs according to approved list of locations.
- F. Neighborhood association monitors sign condition and provides replacements as needed.

Fabrication Requirements

1. Sign blank shall be a 22" circle.
2. Artwork must fit on the circle but need not itself be circular.
3. Vertical hole spacing shall be 18" Hole; size shall be 3/8". Sign blank material shall be .063" aluminum.
4. Sign faces shall be 100% reflective except for black features.

Color Combinations

These color combinations shall not be used:

1. **Red legend** on white background;
2. White legend on **red background**;
3. **Black legend** on **yellow background**;
4. **Black legend** on **orange background**.

Note: The original sign requirements were approved 9/11/91 and revised on 11/1/95. Reaffirmed by the Arts Commission 2006.

Tulsa's Guide to Neighborhood Signs



Information Provided by:



SUGGESTIONS FROM YOUR ARTS COMMISSION

1. Getting Started

The Arts Commission of the City of Tulsa applauds your neighborhood association for taking the time and effort to create ideas for your neighborhood sign. These signs often reflect historical or significant features that make your neighborhood unique.

2. Design Ideas

When you are preparing ideas for the sign, keep in mind they will typically be seen from the roadway by people in transit. Small details will be overlooked, so consider colors, designs and shapes that are easily recognized. Text on the sign should be legible and contrast with the background color for additional impact. Block letters and letters with outlines have proven to be good choices. If you have time, look at other neighborhood signs and see which you think are good examples.

3. Steps to Having Your Sign Approved

Having your sign approved is simple if you follow the steps in this brochure. If you have questions, please call the contact persons for assistance; they will be glad to help. Getting answers to your questions prior to meetings will often help to make the process less stressful. There is no time limit on the approval process once you get started. The Arts Commission typically meets once a month at City Hall. The meetings are normally on the second Monday of the month. For more specifics you should contact the Arts Commission Secretary at

least two weeks prior to the meeting to be included on the agenda. At the same time you will need to provide the Secretary a color copy (or an electronic .jpg or .pdf file) of your proposed sign so the Arts Commissioners and staff may review the sign prior to the Commission Meeting.

Once your neighborhood association is on the Arts Commission agenda, representatives will need to attend the meeting and display the proposed design for the sign. Please bring 15 color copies of any handouts. You will be asked to make a short presentation to the Commissioners about how your association chose the proposed design and possibly answer a few questions. The Commissioners will often offer some suggestions to make your design more visible and pleasing to the eye. These suggestions may include subtle changes to your design, as well as the type of font and the colors to be utilized.



Contact Information

Traffic Operations:

City Traffic Engineer
200 Civic Center, Room 633
Tulsa, OK 74103
Phone 596-9744 Fax 596-9713

Arts Commission of the City of Tulsa:

Arts Commission of the City of Tulsa
Attention: Secretary
c/o Arts and Humanities Council
2210 S Main St
Tulsa, OK 74114
Phone 584-3333 Fax 582-2787
Email: kgoss@ahct.org

Additional copies of this brochure are available at www.tulsaartscommission.org, www.cityoftulsa.org or by contacting the Arts Commission Administrator Jim Coles at 596-2600 or jcoles@cityoftulsa.org.



Example of Sign and Locations Diagram Presented by the Lortondale Neighborhood