

# NEON SIGN GRANT PROCESS & TERMS

Route 66 Commission  
Preservation & Design Committee

April 2019

## BY EXECUTIVE ORDER, THE ROUTE 66 COMMISSION WAS FORMED TO ADVOCATE HERITAGE TOURISM AND HISTORIC PRESERVATION ALONG ROUTE 66.

**One Goal:** Encourage quality and consistency of a historically thematic feature (neon) through a Neon Sign Grant Program for property or business owners to install signage containing not less than 25% neon as determined in Ordinance 23933 establishing an overlay zoning district: "Route 66 Overlay" and in the Tulsa Zoning Code Chapter 60.130 A and B including figures 60-2, 60-3 and 60-4.

### ELIGIBILITY GUIDELINES

- Signs must be either an Exterior Free-Standing Sign (Permanent, Fixed Structure) or Exterior Wall Sign (Permanent, Fixed Structure). Signs may be restored signs or new signs.
- Signs must adhere to the City's Sign Ordinance and Route 66 Overlay provisions.
- Property must be located within the boundaries of the Route 66 Ordinance Overlay.
- Applicant(s) must be the property owner(s) or commercial lessee(s). If a lessee, the Application must include the property owner(s) signature on the Application.
- Property must be zoned for commercial or industrial use and used for commercial or industrial purposes.
- Property must NOT have any outstanding judgment liens, code violations, and/or delinquent ad valorem property taxes.
- A three-year sign warranty must be included in the contract between Applicant and Sign Contractor.
- Eligible expenses include, the sign construction, city permit fees and installation; but do NOT include providing electricity from the power source to the sign or professional consultant design services.
- Any proposed sign that protrudes into the right-of-way, except as outlined by the provisions of the Overlay District, still requires a separate License Agreement.





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## PROJECT COMMENCEMENT

- Project must not commence until the Application has been approved by the Mayor as evidenced by a signed contract and a Notice to Proceed has been issued to the Applicant by the City of Tulsa Project Manager
- The City is not responsible for any of the Applicant's costs prior to the final approval of the Application, including preparation of the application, design or any other cost incurred regardless of whether the Application is submitted, accepted or rejected.

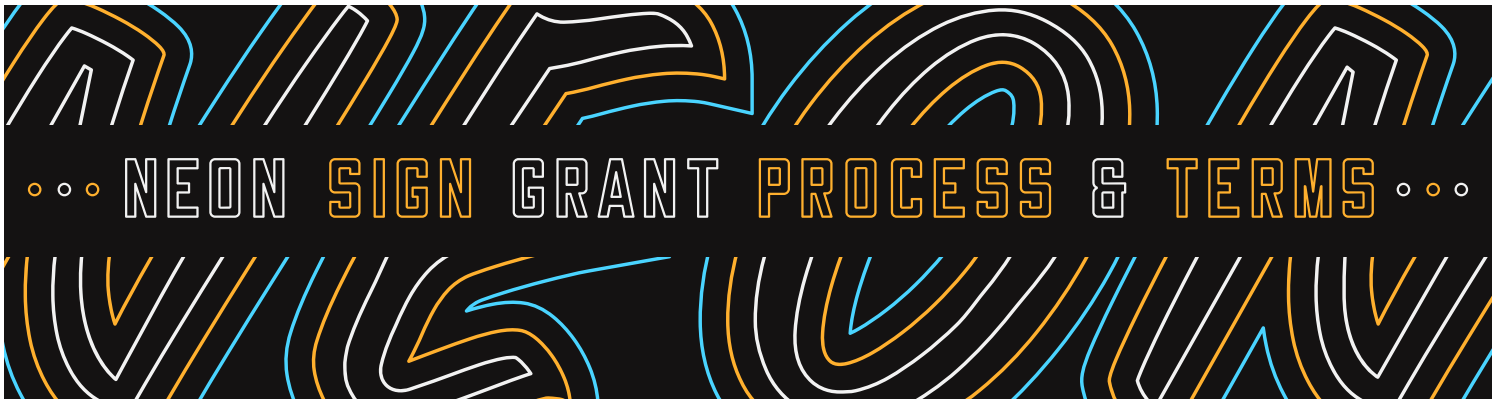
## APPLICANT MATCH

- The Applicant must provide not less than 50% of the eligible cost of the sign. The City's matching contribution will be 50% of the applicant's eligible cost of the sign but not to exceed \$10,000. Grant check to be remitted to Applicant upon approved completion of project as detailed below.

## THE GRANT APPLICATION WILL BE PROCESSED AS OUTLINED BELOW:

- Property / business owner submits Neon Sign Grant Application to the Route 66 Commission Preservation and Design Committee (Review Committee) through either of the email addresses provided below. The Application must include a preliminary construction cost estimate, site plan and preliminary sign drawings.
- If the Application has a signed Preliminary Recommendation to move forward by the Review Committee, the Applicant submits appropriate construction plans and Sign Permit Form to the City of Tulsa Permit Department with the Sign Contractor clearly identified. Sign Contractor documents should include calculations used to determine that the sign contains required 25% area of neon and warranty information.
- Following Sign Permit approval, the Applicant submits copy of Sign Permit and 100% complete construction documents including but not limited to a final cost estimate to the Review Committee for review and final grant recommendation to the Route 66 Commission.
- Applicant will furnish: (1) Applicant's city sales tax I. D. number, (2) completed W-9 for Applicant (3) copy of lease agreement, if Applicant is tenant and (4) Supplier Registration Form.
- The Route 66 Commission makes a final recommendation to the Mayor. Upon Mayor's approval, a contract for the grant will be executed by the applicant and Mayor for the grant amount and a Contract Number will be assigned.
- Applicant receives: "Notice to Proceed" from City of Tulsa Project Manager (no work should begin prior to Notice to Proceed).
- Applicant's Sign Contractor completes sign in accordance with approved permitted construction documents.





## **THE GRANT APPLICATION WILL BE PROCESSED AS OUTLINED BELOW [CONTINUED]:**

- Upon completion, approval by the City of Tulsa Permitting of final inspection and by the Project Manager of all work, the Applicant submits (1) proof of final Permitting inspection and (2) receipt from the Sign Contractor of paid eligible project cost payment with zero balance indicated. The Contract Number must appear on all Applicant invoices. City of Tulsa has no obligation above the awarded grant amount. The Mayor approves payment of the grant funding.

## **BY SUBMITTING ITS APPLICATION, APPLICANT UNDERSTANDS AND AGREES**

- Applicant is not entitled to receive any grant funds unless and until the Mayor approves the expenditure following proper completion of the sign and submission of all required documentation. Funding is also contingent upon the availability of Vision Tulsa funds allocated for this purpose.
- Applicant agrees to maintain the sign in good condition and proper working order after installation.
- Applicant agrees the sign will not be removed or relocated without City's consent within a three-year period. If the sign is removed or relocated to a location outside the Route 66 Overlay area within a three-year period, Applicant agrees to refund to City the percentage of the grant funding
- Applicant received as determined by the following calculation: the sum of 1095 minus the number of days the sign was maintained at its approved location divided by 1095.
- Applicant's rights and obligations may not be assigned without the City's prior written consent.
- Applicant agrees to comply with all applicable laws regarding equal employment opportunity and nondiscrimination.
- Applicant shall defend and indemnify the City against all claims, including legal fees and costs, resulting from or related to the sign.

## **FOR QUESTIONS, PLEASE CONTACT EITHER PERSON BELOW. TO SUBMIT THE APPLICATION AND SUPPORTING DOCUMENTS, PLEASE SUBMIT TO OR CONTACT DENNIS WHITAKER.**

### **Dennis Whitaker, Planner**

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### **Glen R Sams, P.E. Senior Engineer – Transportation Design**

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