



**NEIGHBORHOOD NON-STANDARD
STREET NAME SIGN / NO SOLICITING APPLICATION**

Application is hereby made to the Traffic Engineering Department for non-standard street name signs or neighborhood identifier/notification signs to be placed within public Right of Way or upon City Street Light Poles if separate posts are not feasible.

HOA: _____

HOA Board Member: _____

Address: _____

Phone: (8AM-5PM) _____

E-Mail Address: _____

Applicant will be responsible for the following:

- Notify Traffic Engineering in writing of intent to place new signs.
- Provide details of signs, including dimensions _____ and sign material type _____
- Provide requested locations of poles (with pole numbers, yellow vertical tag) or intersections (see hold harmless agreement), (Review of locations will be required)
- Sign Hold Harmless Agreement (HOA)

Additional Notes – Street Name Signs Installation Conditions & Information

- ONLY Street Name Signs will be allowed on the same pole/post as a Stop or Yield sign
- Street Signs must be Reflective, must include 100 Blocks
- Street names must be a minimum of 4-inch letter height, with 100 blocks and Rd, Dr... at a minimum of 2- inch letter height
- Signs shall be banded to light poles with City approved banding (no drilling, self-tapping screws or band clamps)
- HOA shall be responsible for removal of old non-City signs or contacting Traffic Engineering (260-427-2784) for removal of replaced City street signs.

Fort Wayne Traffic Engineering will provide copies of approved paperwork to association or notify applicant by phone or email. Street Light Engineering will review site and may recommend re-evaluation if on an existing street light pole is not viable.

Application may be submitted to: **City of Fort Wayne**
Traffic Engineering
200 E. Berry St.
Suite 210
Fort Wayne, In. 46802



STREET NAME SIGN LOCATION REQUEST FORM (if placing on City Light poles)

This agreement made and entered into buy and between (HOA) _____, heretofore known as “Applicant”, and the City of Fort Wayne, Indiana, for a period beginning on, Day ____Month_____Year_____ and continuing with annual review.

WITNESSETH:

Whereas (HOA) _____, intends to use streetlight poles located at the following intersections. Please include pole numbers (vertical yellow tag).

1)

2)

3)

4)

5)

6)

7)

8)

9)

10)

11)

12)

13)

14)

15)

16)

17)

18)

Sign Design review acceptance _____ Street light review acceptance _____



HOLD HARMLESS AGREEMENT (if placing on City Light poles)

WHEREAS the City of Fort Wayne is willing to allow the use of said under the following conditions:

1. The City of Fort Wayne grants to “HOA/Applicant” the right to use said street light poles.
2. (HOA/Applicant) must submit an application and plan for said street signs and neighborhood signs to the City of Fort Wayne Traffic Engineering Department prior to installation.
3. The City of Fort Wayne Traffic Engineering Department must review and approve said street signs or neighborhood signs prior to installation.
4. (HOA/Applicant) agrees that it will hold harmless and indemnify the City of Fort Wayne from any and all claims which may be made against the City of Fort Wayne by any person for personal injury or property damage resulting directly or indirectly from any act, incident or accident occurring on or about the premises of the street lights being utilized as result of acts, errors or omissions of all third parties, (HOA/Applicant) or its agents, or arising in connection with the operations, use or occupancy of the premises of (HOA/Applicant).
5. (HOA/Applicant) further agrees to wave all claims against the City of Fort Wayne on account of loss, damages or injury from whatever cause which may occur to it or its property in the use of occupancy of said premises, the giving of this waiver being one of the considerations upon which this agreement is granted.

In Witness thereof, the parties have set their hands this _____ day of _____, 20____

City of Fort Wayne
 Board of Public Works

By:

By:

Traffic Engineering Department

(Applicant)