



City of Menasha Neighborhood Street Signs Policy

Purpose and Summary

This policy would allow neighborhood groups to install street signage to highlight their neighborhood. All neighborhood street signs installed prior to adoption of this policy shall be grandfathered and not subject to this policy.

Terms

Any requests for neighborhood street signs shall be authorized by the Board of Directors from a fully established 501(c)(3) Organization. Neighborhood street signs shall encompass the entire region of the 501(c)(3) Organization, and a minimum of four (4) intersections shall be included with a neighborhood signage request.

Street signs for any neighborhood signs shall be of the same size, font and material of the existing street signs throughout the city and the weight cannot exceed the street sign pole capacity. Neighborhood street signs may have a logo, but all signs within the limits of each neighborhood group shall be of consistent color and design. Only one neighborhood street sign is allowed per street sign pole due to physical limitations and structural concerns with sign stacking.

All signs and any installations shall be funded by the requesting group. The City of Menasha Department of Public Works will perform standard maintenance of the signs, but any replacement of irreparable signs shall be paid for by the requesting group. The City reserves the right to remove the neighborhood street signs at any time and the signs must be in good repair.

Process

A City of Menasha Neighborhood Street Signs Application shall be submitted to the office of the Mayor. Applications will be evaluated by the Mayor, Director of Public Works and Board of Public Works for their review and recommendation to Common Council. Applications should be accompanied by a map of the proposed neighborhood and a proof of the proposed signs with dimensions, fonts and color schemes all shown and labeled.

Effective Date: April 19, 2022

Amended: [Date]

Amended: [Date]



City of Menasha Neighborhood Street Signs Application

Please complete this application and return it to the City Mayor.

APPLICANT NAME: _____ EMAIL: _____

ADDRESS: _____ PHONE: _____

NEIGHBORHOOD GROUP NAME: _____

NEIGHBORHOOD GOVERNING BODY: _____

NEIGHBORHOOD GROUP LOCATION: _____
(Attach map showing neighborhood group boundary)

CRITERIA FOR DESIGNATION

Please complete the following criteria that will be used in the evaluation of your request. Attach additional paper or documents if required.

REASON FOR NEIGHBORHOOD STREET SIGN REQUEST

DESCRIPTION OF PROPOSED NEIGHBORHOOD STREET SIGNS (ATTACH SIGN PROOF)

Date Received: _____
Map Received: _____
Sign Proof Received: _____
Board of Public Works: _____
Common Council: _____