



## Sign Information & Request Form

### How do we obtain a Neighborhood Watch Sign?

The city maintains an inventory of signs and they are \$35 per sign, which includes installation and free replacement. Once you complete your second Neighborhood Watch meeting or activity complete the Neighborhood Watch Sign Request Form. Return this form along with a copy of the second meeting sign-in sheet and a check made payable to the City of Scottsdale as indicated on the form. Your sign will be installed in 4-6 weeks. We suggest that a community collection is taken during your second meeting. This collection will also instill a sense of ownership within the community and in the program.

Installation of the signs will be arranged by the Neighborhood Watch Coordinator and Scottsdale's Traffic Engineering Department and placed in a location appropriate for signage and with your community's approval.

Here are the guidelines established by the Traffic Engineering program regarding the sign placement:

- 1) Signs will be typically posted on the back of an existing stop sign. If no stop sign is present or there is a visibility issue, the sign will be installed on its own pole adjacent to a property.
- 2) If the sign is posted adjacent to a property it will typically be located on the property line. Prior to the submittal of the Neighborhood Watch Sign Request form, the neighborhood watch captain needs to make sure that the owner of the property is aware of the sign placement and agrees to the installation of the sign in order to avoid potential complaints and moving it after its installation.
- 3) The signs will be placed at each entrance of the residential area coming from a major road; signs will not be installed throughout the neighborhood.
- 4) Signs will **NOT** be installed on *private streets* or *gated neighborhoods*. The city will install signs on public streets only.

The Neighborhood Watch Coordinator, Jamie Petermann, can be reached at 480-312-2835 to request any sign maintenance. No fees to maintain your neighborhood signage will be assessed by the City of Scottsdale for this service.

### How do I renew our signage privileges?

Signage **MUST** be renewed for your Neighborhood Watch Community on an annual basis. This renewal process can be done easily by having at least one meeting or event per calendar year. Please send (mail, fax or e-mail) a copy of your event sign-in sheet as verification of the meeting and those attending. After meeting these requirements, your signage will automatically be renewed.

**Note: Neighborhood Watch groups that do not hold an annual event are subject to sign removal by the City of Scottsdale.**

# CITY OF SCOTTSDALE

## Neighborhood Watch Sign Request

Please return the completed form and a check (no cash) made payable to the City of Scottsdale for installation (\$35.00 per sign) to:

Jamie Petermann  
 City of Scottsdale - NW  
 7506 E. Indian School Road  
 Scottsdale, AZ 85251



Neighborhood Watch Captain: \_\_\_\_\_

Address: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

Total number of signs requested: \_\_\_\_\_ Date: \_\_\_\_\_

Please list the CROSS STREETS for **EACH** sign that you are requesting:

Sign	Cross Street		Cross Street	OFFICE USE ONLY
1.	_____	&	_____	_____
	_____		_____	_____
2.	_____	&	_____	_____
	_____		_____	_____
3.	_____	&	_____	_____
	_____		_____	_____
4.	_____	&	_____	_____
	_____		_____	_____
5.	_____	&	_____	_____
	_____		_____	_____

**FOR OFFICE USE ONLY**

DATE RECEIVED BY COS: \_\_\_\_\_ DATE SENT TO TR. ENG: \_\_\_\_\_

DATE SENT TO ACCT. \_\_\_\_\_ DATE INSTALLED: \_\_\_\_\_ BY: \_\_\_\_\_