

# City of Coppell Street Sign Topper Guidelines

## Design

**Content:** Each street sign topper shall include the name of the neighborhood or HOA and a logo or insignia. If your neighborhood does not have a logo or insignia, we encourage you to work together to create a meaningful design that highlights the unique characteristics of your neighborhood.

**Size:** Sign toppers cannot exceed 24 inches in length or 9 inches in height.

**Shape:** Possible sign shapes include but are not limited to the following:

Option 1:



Option 2:



Option 3:



Option 4:



**Material:** Sign substrate shall be anodized aluminum with a thickness of .08 inches. Sign backgrounds and fonts must be created with the most durable long-lasting inks available.

**Font:** All font types will be considered but it is recommended you choose one of the following:

CASTELLAR

Helvetica

Garamond

Palatino Bold

Georgia

Tahoma

Goudy Old Style

Times New Roman

**Color:** Acceptable colors include:



## Neighborhood Support

HOA neighborhoods must work with the association to create their sign toppers and gain approval for installation. Neighborhoods without an HOA must have approval from at least 51% of the residents that live within the sign topper installation boundaries.

## Cost

The neighborhood must bear the cost to fabricate the signs. The City will offer funding assistance in the form of a matching grant up to a predetermined amount.

## Installation

Public Works will install the signs for the neighborhood. Citizens are NOT allowed to install signs on public property. The neighborhood will be responsible for retrieving the sign toppers from the vendor and have them delivered to Public Works prior to installation.

## Maintenance

Sign toppers will be assessed on a routine basis. The City reserves the right to remove any sign topper that is chipped, faded, peeling, damaged, etc. It is recommended that neighborhoods order additional signs for future replacements.

## Recommended Sign Companies

[Centerline Supply](#) 1-800-321-1751

[Vulcan Signs](#) 1-888-846-2728

[Morrison Architectural Sign Co., Inc.](#) (972) 247-7160

[Hall Signs, Inc.](#) 1-800-284-7446