



# City of Oakland Park Monument Sign Application Process

The City of Oakland Park Neighborhood Monument Sign Program provides an opportunity to build strong communities by bringing residents the opportunity to create a sense of place through a Neighborhood Monument Sign.

## Eligibility\*

### **The City's Monument Sign program shall be available to Neighborhoods:**

- Identified in the City Comprehensive Plan or other documents approved by the City Commission; or
- Who have an Association registered and in good standing with the State of Florida for a minimum of two (2) consecutive years prior to application date. Neighborhood Association must also be in good standing with the City of Oakland Park. Good standing shall include, but not be limited to no outstanding liens, arrears in utility or other payments, or pending code violations

*Associations must agree to maintain the signage once it has been completed and sign a Maintenance Agreement.*

### **Neighborhood Association shall submit the attached application Consideration and include the following documentation:**

1. Application
2. Provide a maximum two (2) photographs describing the project and the site(s).
3. Provide a location of the proposed project site(s). (aerial map)
4. Submit Letter(s) of Support from adjacent property owners.
5. Provide Letter(s) of Support from current Neighborhood Board Members and Directors.
6. Provide a current association minutes showing action approval, with a quorum, for the proposed project by the general membership. Association minutes must be no older than six (6) months from the date of submission.

*\*Please note, approval and project timeline of requested and eligible monument signs are subject to funding and resource availability. Age, condition, and location of replacement signs may be considered and implemented in accordance with the City's five-year signage replacement schedule.*



# City of Oakland Park Neighborhood Entrance Monument Signs Application

## NEIGHBORHOOD ASSOCIATION INFORMATION

- 1) Neighborhood Association Name: \_\_\_\_\_
- 2) Corporation Tax ID Number: \_\_\_\_\_
- 3) Project's Primary Contact Person: \_\_\_\_\_
  - a) Mailing Address: \_\_\_\_\_  
\_\_\_\_\_
  - b) Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_
  - c) E-mail: \_\_\_\_\_
- 4) Project's Secondary Contact Person: \_\_\_\_\_

**An alternate contact is REQUIRED.**

- a) Mailing Address: \_\_\_\_\_  
\_\_\_\_\_
  - b) Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_
  - c) E-mail: \_\_\_\_\_
- 5) Number of households represented by the association: \_\_\_\_\_
  - 6) Current Association President and Board: \_\_\_\_\_

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By signing below, I, \_\_\_\_\_, certify that:  
\_\_\_\_\_ neighborhood association has met eligibility requirements and agrees to execute a Maintenance Agreement with the City for the future maintenance, repair and replacement of the sign in the future.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Print Name/Title: \_\_\_\_\_

### **APPLICATION CHECKLIST**

- Application.
- Provide a maximum two (2) photographs describing the project and potential site(s).
  - o *Proposed site(s) must be in the Public Right-of-Way. **Not** on private property.*
- Provide a location of the proposed project site(s) (aerial map)
- Submit Letter(s) of Support from adjacent property owners.
- Provide Letter(s) of Support from current Neighborhood Board Members and Directors.
- Provide current association minutes and/or Resolution showing action approval, with a quorum, for the proposed project by the general membership.

*Please submit the completed application and back-up documentation to: [fernanda.marx@oaklandparkfl.gov](mailto:fernanda.marx@oaklandparkfl.gov)*

*For questions please call Public Works at (954) 630-4414*