

 <p>Town of Little Elm Service Organizational Sign Policy</p>	Policy #	08-07-2018-001	
	Resolution #	08071801	
	Implementation Date	Council Approved	
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Policy Owner	Town of Little Elm	Approval	08/07/2018

Service Organizational Sign Policy:

1. Purpose

The **Service Organizational Sign Policy** defines the method for all service organizations to request display their signage on the Town’s Service Organization Sign Assembly at the entry of Little Elm.

2. Definitions

Service Organization or Association – is a type of organization whose official goal is to improve neighborhoods through volunteer work by its members. Should be secular and non-political in nature.

Service Organization Sign Assemblies – The approved sign assembly used to post or affix service organizations signs.

Sign fees – Sign fees charged by the Town’s sign maker.

Sign graphics – the service organization’s typical sign representation in electronic format that will be used by the Town’s sign maker. Electronic format in vector or other high quality digital imagery necessary to provide the sign vendor with the ability to reproduce like image of service organizations sign.

Town – The Town of Little Elm.

3. Party Responsibilities

The Service Organization: Will endure the cost for the making of the sign and other related charges. The organization will submit an application of request to the Town for the posting of the Service organization’s sign or logo representation. The organization will also approve graphics before sign is made and affixed to the 2 Service Organization Sign Assemblies. Submit a sign image in vector electronic format or other high quality format.

The Town: Will provide 2 Service Organization Sign Assemblies. The Town will provide sign application process and contact. Will provide a sign proof to organization for approval. Will maintain sign assembly, and sign during posting life. Will invoice organization for sign costs and maintenance of organizations sign.

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4. Scope

The scope will establish the method and define the steps required on how to request the Town in acquiring the sign (emblem sign). This section will also serve to identify locations for each service organization sign assembly and set an acceptable standard sign style.

- A.** Location of the Service Organization Sign Assemble
 - West Eldorado at Town Limits
 - East Eldorado at Town Limits
- B.** Approval process for an organization’s sign
 - Town Council must approve any and all signs being mounted to the new Service Organization Sign Post Assemblies.
- C.** Upon approval of the assembly design, a copy will be included with policy.
- D.** Must be a Service organization with association with the Town of Little Elm.

5. Approval Process

- A.** Service organization must provide the following information with the request application to the Town Manager or agent;
 1. Official organization name
 2. Parent or affiliate organization
 3. Chief Executive Official
 4. Official Address
 5. Organization’s relationship to the Town Of Little Elm
 6. How the organization helps to better the Town and our residents
 7. Provide a deposit to cover cost for signage
 8. Provide an image file of logo or sign graphics

6. Summary of Costs

Present cost of \$125x2=\$250 per doubled-sided, .080 aluminum, w/laminate sign will be charged to a service organization wishing to affix their sign representation to the two sign

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assemblies once approved. The cost may fluctuate depending on time and cost by sign vendor.

7. Application

See attached application