

How to Obtain Sign Installation Approval in USA Municipalities

Step 1: Sign Ordinance Compliance. Select a sign and present it digitally to the Planning Department and Public Works Department simultaneously along with a letter. Include the sign dimensions and other specifications. Ask if the sign is in compliance for both public and private parking lots. For this step, you may use the “Proposed Heat Waning Sign Letter Template”.

Step 2: Obtain Cost Estimates. Once the sign Planning Department of the municipality has determined that the sign is in compliance with the city’s sign ordinance, email the sign file to three printers in order to obtain cost estimates. (Include the mounting hardware, taxes and delivery charges on the estimates). Signs vary in price. Ensure that the cost estimate reflect a sign with a long life span.

Step 3: Funding. Once the cost of the signs and mounting hardware is known, decide who will fund the signs. The signs would be installed on existing poles or fences and the installation of the signs would be done by the parking lot sign installation personnel of the city or of the private parking lot.

Step 4: Obtain Permission for Public Parking Lots: Present the sign, the cost estimate and funding information to the decision maker in your area. For **public parking lots**, the decision maker might be your **City Council** or sometimes the **Planning Department** can approve the installation of the signs once the signs had been determined to be in compliance with the city sign ordinance for **public parking lots**. The Planning Department would indicate who approves the installation of the signs in public parking lots. At this point you will know how many signs will be permitted for installation. You will then know the exact cost for the public parking lots project. If City Council approval is necessary, most City Council meetings allow for a 3 minute presentation for public comments. For this step, you may use the “3 Minute Public Comment Presentation Template” .

5) Permission for Private Parking Lots. Once the signs have been determined to be in compliance with the city sign ordinance for **private parking lots**, contact with private parking lot owners can be initiated for their permission to have these signs installed in their parking lots. Decide who will fund the signs. The signs would be installed on existing poles or fences and the installation of the signs would be done by the parking lot sign installation of the private parking lot.