



# *City of Rockdale*

## **City Pride Sign Organization Application**

**NAME OF THE ORGANIZATION APPLYING:**

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## City Pride Sign Organization Application

This application is for an Organization to occupy attachment sign space on the City Pride Signs. Each attachment sign space is 24-inches wide by 24-inches tall. Each City Pride sign has twelve (12) attachment sign spaces. The sign locations are as follows:

- Southbound side of Hwy 77 just North of Belton Street
- Eastbound side of Hwy 79 just West of the Intermediate School
- Westbound side of Hwy 79 just East of HWY 77 overpass

The Organization Application must be accompanied by the application fee of \$300 (\$100 per attachment sign at each of the 3 locations).

The applicant must attach a copy of the proposed logo for the attachment signs requested. The Copy shall be in color and of sufficient scale and clarity to be evaluated against the approval criteria contained in the City Pride Sign Policy.

Applicants must also provide a “print ready” electronic copy of the logo in electronic format. The applicant must provide the City with the electronic logo before the City can have the attachment sign created.

### Applicant:

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Organization Name

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Contact Name

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Phone Number

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Address, City, State, Zip Code

Total number of spaces: 3 x \$100/space = Total Fee of: \$ 300.00

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Office Use Only:

Organization Application Approved:: \_\_\_\_\_ Date: \_\_\_\_\_

Organization Application Expires: \_\_\_\_\_

## **City Pride Sign Policy**

The purpose of this policy is to identify the process and procedures for maintaining the City Pride Signs and to select and maintain the individual Civic Organization “attachment signs” (hereafter referred to as attachment signs) located on the main City Pride Signs.

### **I. Organization Application and Organization Application Process:**

- A.** The City of Rockdale has adopted the attached application form for interested parties to request placing their logo on each City Pride Sign.
- B.** Organizations interested in placing their logo on the City Pride Signs, shall submit their request to the City of Rockdale using the attached City Pride Sign Organization Application.

#### **1. Organization Application.**

- a. Applications shall be date and time stamped when they are received.
- b. Each attachment sign space shall consist of a 24-inch wide by 24-inch tall space on the City Pride Sign.
- c. City Pride Sign Applications will be reviewed in the order in which they were received.

#### **2. Criteria for approval:**

- a. The organization applying must be a Civic (non-profit) Organization. The organization must provide an unincorporated or non-profit certificate.
  - **Civic Organization** is a non-profit unincorporated association or society or a corporation that is incorporated or holds a certificate of authority under the Texas Non-Profit Corporation Act (Texas Civil Statutes, Article 1396-1.01 et seq.).
- b. Submitted logo must not be offensive or obscene as defined by the City’s Sign Ordinance.
- c. Civic Organizations must be located within or be directly associated with the City of Rockdale and the organization must comply with all applicable law concerning the provisions of public accommodation without regard to race, religion, color, sex, or national origin.
- d. Logos shall not contain text, symbols, trademarks, or a legend message identifying the name or abbreviation of a commercial establishment, service or product, or contain supplemental address or directional information such as meeting dates or locations.
- e. When applying, applicants must provide a “print ready” electronic copy of the logo in electronic format. The applicant must provide the City with the electronic logo before the City can have the attachment sign created.

#### **3. Application Duration:**

- a. The City shall notify the Civic Organization in writing if the organization doesn’t meet the requirements of eligibility.

- b. If after 30 calendar days from the date of notification, the Civic Organization still fails to meet the eligibility requirements; the application shall expire and be removed from the list of applications.

4. Approval:

- a. The City Manager shall review each application based on the criteria identified herein.
- b. If the application is approved, then the Organization will be notified in the order in which they were received until all the available spaces on the City Pride signs are filled.

**II. City's Responsibilities:**

- A. City shall submit an application for approval to the Texas Department of Transportation (TxDOT).
- B. City shall purchase the City Pride signs and the individual attachment signs to provide continuity and to be in compliance with retro reflectivity requirements.
- C. The City shall comply with TxDOT Rule 25.421.

**III. Organization Application Term**

- A. The municipality shall remove an attachment sign of a participating civic organization if the Civic Organization ceases to exist or no longer meets the requirements of Texas Administrative Code RULE §25.425.

**1. Removal of civic organization attachment sign.**

- a. The municipality shall contact the civic organization in writing if the civic organization does not meet the requirements of §25.423 of this title (relating to Civic Organization Eligibility), or if the attachment sign is missing, damaged, broken, or faded.
- b. The civic organization has 30 calendar days after written notification to meet the requirements of §25.423 of this title (relating to Civic Organization Eligibility). The civic organization has 60 calendar days after written notification to provide funding (to the City) for replacement of a missing, damaged, broken, or faded attachment sign.
- c. The municipality shall remove an attachment sign of a participating civic organization if the civic organization:
  - (1) ceases to exist;
  - (2) does not meet the requirements of Subchapter H, City Pride Sign Program, and all corrections are not made within the time limits set in the written notification; or
  - (3) has not provided funding for a replacement attachment sign within 60 calendar days of written notification that the attachment sign is damaged, broken, or faded or has become a hazard due to failure to build to

specifications, inclement weather, inadequate maintenance, accidental damage, or other cause.

- B.** A sign not removed in compliance with paragraph (3) of Subchapter H, City Pride Sign Program is subject to removal by the TxDOT and the applicant is liable for removal and disposal costs as provided by §25.10 of this title (relating to Signs on State Highway Right of Way).
- C.** Upon expiration of an Organization Application, new applications will be taken for the space(s) related to said Organization Application. The applications shall be reviewed and processed as described above.

#### **IV. Termination of Organization Application:**

- A.** The Organization may request in writing that the Organization's Application be terminated at any time. Once the City receives such notice from the Organization, the Organization Application shall be deemed terminated.
- B.** Upon termination of an Organization Application, the City shall remove the attachment signs associated with that Organization from the City Pride sign(s). Applications will be taken for the resultant space(s) and shall be reviewed and processed as described above.
- C.** The municipality shall remove an attachment sign of a participating civic organization if the Civic Organization ceases to exist or no longer meets the requirements of Texas Administrative Code RULE §25.425.