



Mail Check and Order Form to:
PHOENIX NEIGHBORHOOD PATROL
 620 W. Washington, Phoenix AZ, 85003
 PNP Coordinator (602) 256-4303

Verified by PPD:

PHOENIX NEIGHBORHOOD PATROL (PNP)
SIGN ORDER FORM
 (Please Print)

Organization Name: _____ Precinct: _____

Purchaser's Name: _____ Phone No.: _____

Address: _____ Zip: _____

E-Mail Address: _____

Quantity of Signs Ordered: _____ @ \$40.00 each Total Cost: \$ _____

By placing this order and signing below, I agree to adhere to the rules and regulations concerning PNP signs. The City of Phoenix has made a "notable exception" by allowing these PNP signs to be installed in the right-of-way, and therefore, I understand and agree to the following:

- 1) PNP signs must not be personalized;
- 2) My PNP group must provide its own mounting hardware, post and installation at their expense;
- 3) I must follow the guidelines in the PNP Sign Placement Guide;
- 4) Signs must not be mounted on telephone poles without first obtaining express written permission from the respective telephone company;
- 5) I must have permission from the property owner before mounting any signs on private property;
- 6) Maintenance of the signs is my organization's responsibility. Any sign that is damaged, defaced or in any deteriorating condition breeds disrespect and should be promptly repaired, removed or replaced;
- 7) If your organization is no longer active or has disbanded, the PNP signs must be removed;
- 8) In the event your check is returned for insufficient funds and the funds are not collected, the PNP coordinator will retrieve the sign/s;
- 9) Please allow 2 to 3 weeks from receipt date of your order and payment for delivery of signs.

Failure to comply with these regulations may result in the removal of my organization's signs by the City of Phoenix or a request from the Phoenix Neighborhood Patrol program to remove or upgrade the signs.

I further understand that I will be contacted at the phone number and/or e-mail address shown above when the signs are ready, and at that time delivery arrangements will be made.

Please make checks or money orders (NO CASH) payable to: **PHOENIX NEIGHBORHOOD PATROL**

Signature

Date

PNP ORDER RECORD

Date Request Received: _____ Quantity Requested: _____ Total Amount: _____

Delivered by and date: _____

Received by: _____ Date: _____



**City of Phoenix
Street Transportation Department
Phoenix Police Department**

Phoenix Neighborhood Patrol Sign Placement Guidelines

Background

The City of Phoenix recognizes the important role that Phoenix Neighborhood Patrol (PNP) signs can play in announcing that a neighborhood has united to prevent crime. Past experience has proven that PNP signs are **NOT** a substitute for active resident participation in the program, as signs by themselves do not necessarily discourage criminals. Signs are most effective when placed on private property where they intercept intruder paths or on the corners of the perimeter streets of a block watch or neighborhood association. The Street Transportation Department in conjunction with the Phoenix Police Department provide these guidelines in an effort to help neighborhood groups know the key information as to how they may receive authorization to install PNP signs. By following these guidelines, you ensure that PNP signs do not conflict with necessary traffic signs and do not present a hazard to pedestrians, bicyclists or motorists.

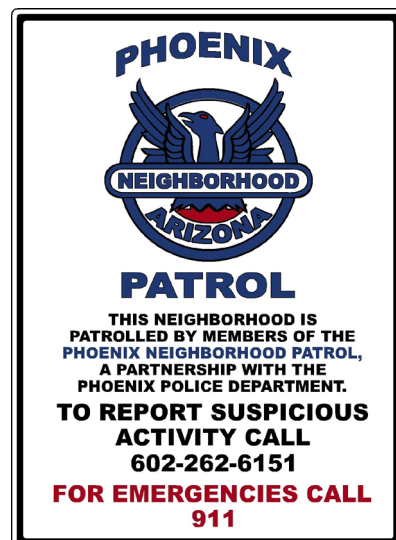
Approval

- Only associations registered with the Phoenix Police Department may order and install PNP signs.
- The City PNP Coordinator will verify the group is a registered, active group.

Obtaining Signs

- The City of Phoenix **DOES NOT** manufacture, install or maintain PNP signs nor provide the hardware needed to install them.
- PNP sign order forms can be obtained through your Community Programs Coordinator, your Community Action Officer or on-line at www.phoenix.gov/POLICE
- The Phoenix Neighborhood Patrol program has standardized a sign so it will be more instantly recognized.
- The City of Phoenix does not normally allow non-traffic signs in the public right-of-way (ROW), but has made this PNP sign a “notable exception.”

Available only
through the
Phoenix Police Dept.
PNP Program
(18" X 24" in size)



Installation of sign

- PNP signs **CANNOT** be combined with other City signs on a common post, with the exception of NO PARKING signs. If added to an existing NO PARKING sign, a post extension is required so the larger PNP sign is mounted above the NO PARKING sign.
- If installed on a steel light pole, the sign must be fastened using a steel banding material strapped to the pole. **No one shall drill directly into a steel power pole!**
- If added to wood telephone poles or on private property, written permission must be obtained from the owner (telephone company or property owner respectively).
- No more than two signs may be installed on one post. If the post already has a NO PARKING sign below a DEAD END sign, the PNP sign may not be added as it would be the third sign. If the post only has a NO PARKING sign, the PNP sign would be allowed as it would be the second sign.
- For safety reasons, the bottom-most sign needs to be **at least seven (7) feet above the sidewalk**. Doing so prevents injury to bicyclists and pedestrians who otherwise might come into direct contact with the signs.
- PNP signs need to be securely fastened so as to hold the sign in a permanent position and resist swaying in the wind or displacement by vandals.
- New or replacement signposts should be installed by a professional sign contractor.
- If adding a new post (follow the guidelines below under 'Hardware'), the association is responsible for making sure there are no conflicting underground utilities (gas, electric, telephone, water, cable TV, underground sprinkler lines, etc.). Contact Arizona 811 (formerly Blue Stake, Inc.) at (602) 659-7500, 8-1-1 (from cell phone) or www.arizona811.com. You will need to contact the property owner to determine if there are underground sprinkler lines as Arizona 811 will not have this information.
- Wherever PNP signs are installed, the property owner at the sign location should be contacted. As a tip, Phoenix has found it works best to install signs on property lines since many people do not like signs directly in front of their homes.

Sign Placement

- Signs should be installed on private property at strategic locations where they can do the most good. If placed within the right-of-way (typically twenty-five (25) feet from the center of the local street, or seven (7) feet behind the curb), special care should be taken to make sure they do not detract from view of important traffic control signs.
- The closest edge of the sign should always be located outside of pedestrian walking areas and sidewalks and are required to be at least two (2) feet behind the curb if placed in the ROW, taking care not to impair sidewalk access.
- To not distract from essential signs, PNP signs should not be installed within one hundred fifty (150) feet in front of a STOP sign, YIELD sign, traffic signal or one hundred (100) feet in front of a speed limit sign or warning sign. The bigger the PNP sign, the larger the spacing needed clear in front of traffic signs.

Hardware

The following Street Transportation Department approved hardware **MUST** be used when installing PNP signs.

Installing signs on a metal street pole:

- Two ½" x .030" stainless steel with 12.7 mm ½" Ear Lokt Buckle #204
- Two bolts LEQ flare brackets
- Two ½" zinc coarse tap bolts (18 gauge) to hold the sign on the bracket

Installing a new post:

- One galvanized ribbed back u-channel post 10' h x 3 1/8" w x 1 ½" d, with 3/8" holes spaced at 1" along length of post
- Two zinc 5/16" USS flat washers
- Two zinc 5/16" x 2 ½" coarse tap bolts (18 gauge)
- Two zinc 5/16" coarse finished hex nuts (18 gauge)
- Two 5/16" split lock washers

Installing with an existing NO PARKING sign:

- One galvanized ribbed back u-channel post 30" h x 3 1/8" w x 1 ½" d, with 3/8" holes spaced at 1" along length of post. There should be 15" protruding above the existing post, and the 15" below the top should be secured by two zinc 5/16" by 2 ½" coarse tap bolts (18 gauge).
- One zinc 5/16" x 1 ½" coarse tap bolt (18 gauge) with one zinc 5/16" USS flat washer, and one zinc 5/16" coarse finished hex nut (18 gauge), bolted from the back to secure the extension

Additional Information

- Maintenance of signs is the association's responsibility. Any sign that is damaged, defaced or deteriorated should be promptly repaired, removed, or replaced.
- If the neighborhood association is no longer active or has disbanded, the PNP sign must be removed.
- Failure to comply with these guidelines may result in the removal of the association's signs by the City of Phoenix.

Contact Information

- **Police Department** at (602) 256-4303 for more information about the Phoenix Neighborhood Patrol program.
- **Street Transportation Department** at (602) 262-4659 for questions regarding the placement and approved hardware for PNP/Block Watch signs. If there are questions regarding ownership of utility poles, please call at (602) 495-5125 and select option 3 for questions.

PNP Signs in the right of way, that are not installed in accordance with the above guidelines may be removed by the City of Phoenix or their contactors.