



Application for a Neighborhood Entrance Sign Sited on Private Property

Questions about this form? Contact Debbie Sharp at 865-215-4382 or dsharp@knoxvilletn.gov.

Applicant Information

Applicant Organization _____

Contact Person _____

Phone(s) _____

Email _____

Proposed Location for Entrance Sign

Address _____ Parcel ID No. _____

Owner(s) _____

Owner Phone _____

Please attach a detailed map showing street names and the proposed location for the sign(s).

If possible, please provide a KGIS reference link to the proposed site:

Please indicate if the sign location is located:

☐ Within Public Right-of-Way ☐ Outside of Public Right-of-Way ☐ Don't Know

We are attaching the required notarized letter from the property owner granting permission for the sign to be located in this spot, and it also addresses who will maintain the area.

Wording. Please write below the words that will be placed on the sign. The Applicant agrees that if they desire to change this wording, they will obtain approval in advance and in writing from the Office of Neighborhood Empowerment. No advertising is allowed.

Sign Elements. Only wood posts can be used for signs in the City ROW, and the width of these posts can be no larger than 4 inches by 4 inches. The maximum sign height is six feet and the maximum sign area is 36 square feet. Electrical conduit cannot be supplied to a sign or the area around the sign in City ROW.

Sign Material. In the space below, please describe the materials to be used in the sign. (Please note that mirrors and other highly reflective materials can create traffic hazards and therefore are not permissible in the public right-of-way.)

Landscaping. If landscaping is installed around the sign that will involve elements taller than grass or ground cover, a landscaping plan must be attached that includes, at a minimum, the plant names, locations, and maximum growth heights. All landscaping designs are subject to approval by the Department of Engineering.

Disrepair. If the sign falls into disrepair, the City may remove and dispose of the sign and posts. The City may give advance notice of such action, but is not required to give any notice of such removal. This section does not impose an obligation on the City to remove the sign. Furthermore, the City will not repair, construct, landscape, maintain, or make improvements to the sign. If the sign is removed by a third party or damaged in any way, the City is not responsible for repair or replacement, and cannot be involved in any dispute regarding the sign.

Removal for Other Reasons. At any time, for any reason, and without notice, the City may remove the sign from the City right-of-way. In such instance, the City will use its best efforts to notify the Applicant of such removal and preserve the sign structure. The City shall not be obligated to compensate the Applicant for the sign materials or for the cost of any reinstallation that may be permitted.

BY SIGNING THIS APPLICATION, THE PERSON BELOW REPRESENTS THAT THEY HAVE THE AUTHORITY TO BIND THE ORGANIZATION AND THAT THE ORGANIZATION HEREBY AGREES TO THE ABOVE STATED CONDITIONS AND REQUIREMENTS.

Name of Applicant's Representative _____

Signature of Applicant's Representative _____

Date _____

Send Office of Neighborhood Empowerment, City of Knoxville, P.O. Box 1631, Knoxville TN 37901, or to Debbie Sharp at dsharp@knoxvilletn.gov.

March 30, 2023