

NEON SIGN GRANT PROCESS & TERMS

Route 66 Commission
Preservation & Design Committee

July 1, 2024

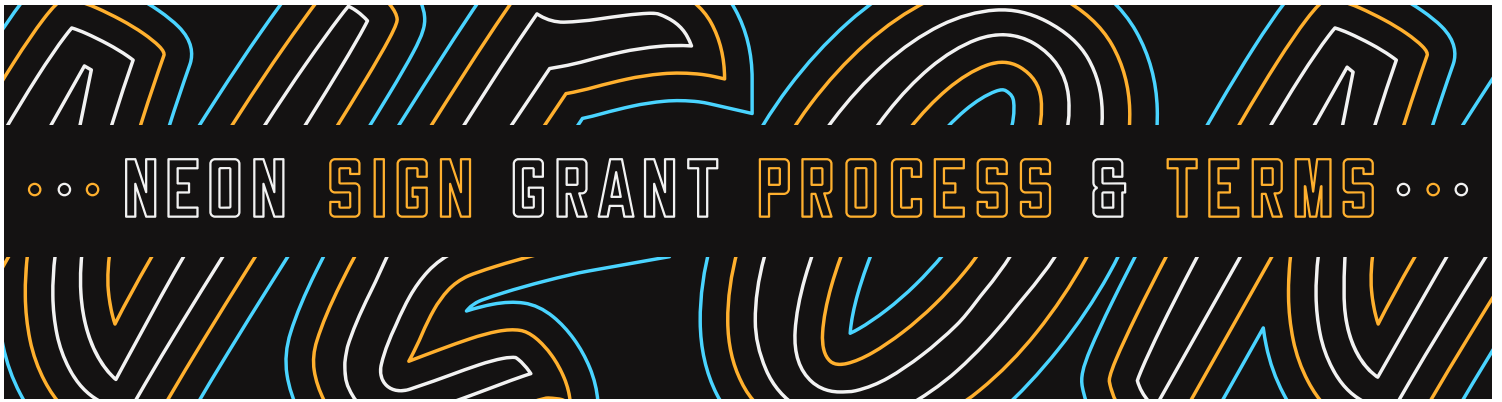
BY EXECUTIVE ORDER, THE ROUTE 66 COMMISSION WAS FORMED TO ADVOCATE FOR HERITAGE TOURISM AND HISTORIC PRESERVATION ALONG ROUTE 66.

One Goal: Encourage quality and consistency of a historically thematic feature (neon) through a Neon Sign Grant Program for property or business owners to install signage containing not less than 25% neon as determined in Ordinance 23933 establishing an overlay zoning district: "Route 66 Overlay" and in the Tulsa Zoning Code Chapter 60.130 A and B including figures 60-2, 60-3 and 60-4.

Please note: Prioritizing the grant opportunity for as many unique businesses as possible will result in a higher rate of business participation and greater diversity. Spreading neon signs to a higher percentage of Route 66 corridor businesses creates greater branding along the Route. To meet these priorities, only one application from each unique business will be considered. If awarded, that business may apply for another grant for an additional sign one year from the date of the signed grant award. Preference will be given to first-time applicants.

Also: Downtown business and property owners may apply for the grant, however, overlay zoning is not currently allowed within the central business district. Therefore, special provisions of the Overlay District are not available to downtown grantees and rules such as sign size and placement revert to the requirements of the underlying zoning. Other grant eligibilities and processes remain in effect for downtown applicants.





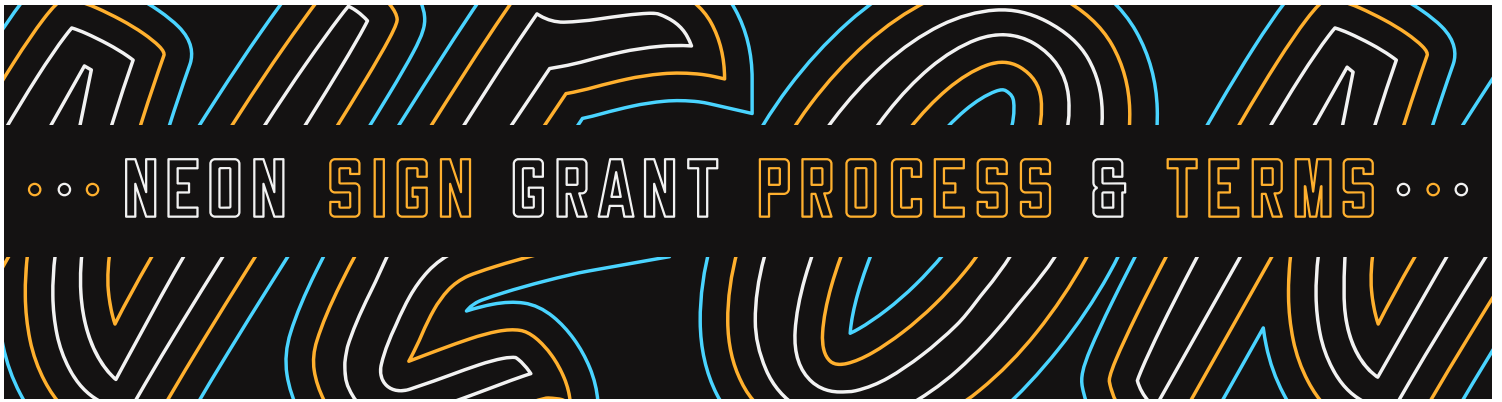
ELIGIBILITY GUIDELINES

- Signs must be either an Exterior Free-Standing Sign (Permanent, Fixed Structure, for example a Pole Sign or Monument Sign) Exterior Wall Sign (Permanent, Fixed Structure), Projecting Sign, or Roof Sign. Signs may be restored signs or new signs.
- Signs must adhere to the City's Sign Ordinance and Route 66 Overlay provisions.
- The intent of this project is to create a neon corridor along Route 66 with historic and historically-inspired signage that uses at least 25% exposed (external) neon (or LED) tubing as the primary element of the design. Neon is the preferred medium. Eligible signs shall use external neon or LED tubing to illuminate the primary design element(s), such as business name, logo, icons or other design elements. Neon / LED borders are encouraged but not as the primary neon or LED for the sign. Signs with only neon / LED borders will not be considered.
- Property must be at least partially located within the boundaries of the Route 66 Ordinance Overlay. If property is only partially located within the overlay, the sign must be located on the portion of the property and/or building that is within the overlay to be eligible for the Route 66 Overlay incentives.
- Applicant(s) must be the property owner(s) or commercial lessee(s). If a lessee, the Application must include the property owner(s) signature on the Application.
- Property must be zoned for commercial or industrial use and used for commercial or industrial purposes.
- Property must NOT have any outstanding judgment liens, code violations, and/or delinquent ad valorem property taxes.
- A three-year sign warranty must be included in the contract between Applicant and Sign Contractor.
- Eligible expenses include, the sign construction, city permit fees and installation; but do NOT include providing electricity from the power source to the sign or professional consultant design services.
- Any proposed sign that protrudes into the right-of-way, except as outlined by the provisions of the Overlay District, still requires a separate License Agreement.

PROJECT COMMENCEMENT AND COMPLETION

- Project must not commence until the Application has been approved by the Mayor as evidenced by a signed contract and a Notice to Proceed has been issued to the Applicant by the City of Tulsa Project Manager.
- The City is not responsible for any of the Applicant's costs prior to the final approval of the Application, including preparation of the application, design or any other cost incurred regardless of whether the Application is submitted, accepted or rejected.
- The project must be completed and final documentation for payment of the grant amount submitted to the City within six (6) months from the date the grant agreement is fully executed.





APPLICANT MATCH

- The Applicant must provide not less than 50% of the eligible cost of the sign. The City's matching contribution will be 50% of the applicant's eligible cost of the sign but not to exceed \$10,000. Grant check to be remitted to Applicant upon approved completion of project as detailed below.

THE GRANT APPLICATION WILL BE PROCESSED AS OUTLINED BELOW:

- If the Application has a signed Preliminary Recommendation to move forward by the Review Committee, the Applicant submits appropriate construction plans and Sign Permit Form to the City of Tulsa Permit Department with the Sign Contractor clearly identified. Sign Contractor documents should include calculations used to determine that the sign contains required 25% area of neon and warranty information.
- Following Sign Permit approval, the Applicant submits copy of Sign Permit and 100% complete construction documents including but not limited to a final cost estimate to the Review Committee for review and final grant recommendation to the Route 66 Commission.
- Applicant will furnish: (1) Applicant's city sales tax I. D. number, (2) completed W-9 for Applicant (3) Supplier Registration Form.
- The Route 66 Commission makes a final recommendation to the Mayor. Upon Mayor's approval, a contract for the grant will be executed by the applicant and Mayor for the grant amount and a Contract Number will be assigned.
- Applicant receives: "Notice to Proceed" from City of Tulsa Project Manager (no work should begin prior to Notice to Proceed).
- Applicant's Sign Contractor completes sign in accordance with approved permitted construction documents.
- Upon completion and approval by the Project Manager of all work, the Applicant submits (1) receipt from the Sign Contractor of paid eligible project cost payment with zero balance indicated and (2) an invoice to the City of Tulsa for the grant amount appearing in the grant contract. This documentation must be submitted within six (6) months from the date the grant agreement is fully executed. The Contract Number must appear on all Applicant invoices. City of Tulsa has no obligation above the awarded grant amount. The Mayor approves payment of the grant funding.

BY SUBMITTING ITS APPLICATION, APPLICANT UNDERSTANDS AND AGREES

- Applicant is not entitled to receive any grant funds unless and until the Mayor approves the expenditure following proper completion of the sign and submission of all required documentation. Funding is also contingent upon the availability of Vision Tulsa funds allocated for this purpose.
- Applicant agrees to maintain the sign in good condition and proper working order after installation.





NEON SIGN GRANT PROCESS & TERMS

- Applicant agrees the sign will not be removed or relocated within a three-year period. If the sign is removed or relocated to a location outside the Route 66 Overlay area within a three-year period, Applicant agrees to refund to City the percentage of the grant funding it received Applicant received as determined by the following calculation: the sum of 1095 minus the number of days the sign was maintained at its approved location divided by 1095.
- Applicant received as determined by the following calculation: the sum of 1095 minus the number of days the sign was maintained at its approved location divided by 1095.
- Applicant's rights and obligations may not be assigned without the City's prior written consent.
- Applicant agrees to comply with all applicable laws regarding equal employment opportunity and nondiscrimination.
- Applicant shall defend and indemnify the City against all claims, including legal fees and costs, resulting from or related to the sign.

FOR QUESTIONS, PLEASE CONTACT THE PERSON BELOW. TO SUBMIT THE APPLICATION AND SUPPORTING DOCUMENTS, PLEASE SUBMIT TO OR CONTACT AUTUMN TILLER.

Autumn Tiller, Planner

City of Tulsa Planning Office

175 E. 2nd St. Suite 480

Tulsa, OK 74103

astiller@cityoftulsa.org | (918) 596-7629





ROUTE 66 COMMISSION NEON SIGN GRANT APPLICATION

Grant Program for Neon Sign Installation
Grant Request for Approved Expenses



PROJECT INFORMATION *(Please Print)*

Revised March 9, 2021

| | |
|--|---|
| Business Name: | |
| | |
| Neon Sign Description: (Attach if needed) | Sign Information: |
| | Attach preliminary site plan, sign drawing, cost estimate and calculation for percentage of NEON (LED) tubing |
| Project Amount: | Grant Request: (Exclude consulting fees and professional service fees) |
| | |

SUBJECT PROPERTY ADDRESS *(Please Print)*

| | | |
|------------------------|---------------|-------------|
| Street Address: | | |
| | | |
| City: | State: | Zip: |
| | | |

LEGAL DESCRIPTION OF PROPERTY *(Please Print)*

| | | |
|----------------------------------|---------------|-----------------|
| LOT: (Attached if needed) | Block: | Addition |
| | | |

BUSINESS OWNER INFORMATION *(Please Print)*

| | | | |
|-----------------------|---------------------------|------------------------|--|
| First Name: | | Last Name: | |
| | | | |
| Business Name: | | Street Address: | |
| | | | |
| City: | State: | Zip: | |
| | | | |
| Primary Phone: | Alternative Phone: | E-Mail: | |
| | | | |

PROPERTY OWNER INFORMATION *(Please Print)*

| | | | |
|-------------------------|---------------|-------------------|--|
| First Name: | | Last Name: | |
| | | | |
| Mailing Address: | | | |
| | | | |
| City: | State: | Zip: | |
| | | | |
| Phone: | Fax: | E-Mail: | |
| | | | |



The project property is within City of Tulsa and approved Route 66 Alignment: YES: NO:

COMPLETE BACK SIDE ↴



STATEMENT OF INTENT TO PARTICIPATE:

I, _____, certify that I am the owner of the property/I, _____ am the business owner noted on the previous page. It is my intent to participate in the NEON SIGN GRANT program for neon sign installed in conformity with the concept recommended by the Tulsa Route 66 Commission Design & Preservation Committee and according to approved and permitted construction plans. Proof of completion as approved and paid invoices will be submitted to City of Tulsa for final approval and appropriate reimbursement based on cost share split of 50% grant and 50% property owner; a maximum of \$10,000.00 excluding service and professional fees.

Property Owner: Signature and Date (Notarize Below):

Business Owner: Signature/Date (Notarized)

STATE OF OKLAHOMA)
COUNTY OF TULSA)

Before me, Notary Public in and for said county and state, on this _____ day of _____, 20____, personally appeared _____, to me known to be the identical person who subscribed the name of the signee to the foregoing instrument as its and acknowledged to me that they executed the same as free and voluntary act and deed, for the uses and purposes therein set forth. My commission expires:

PRELIMINARY REC.: RT. 66 REVIEW COMMITTEE

Signature

Date

OFFICE USE ONLY

| Date: | Contract No: | Route 66 Commission Chair Approval: |
|-------|--------------|-------------------------------------|
| | | |

