



Neighborhood Services Department • 102 N Neil St • Champaign IL 61820 • (217) 403-7070 • fax (217) 403-7090 • www.ci.champaign.il.us

## Neighborhood Watch Sign Request Form

This form must be filled out completely and returned with payment to:  
 Neighborhood Services Department, 102 N Neil Street, Champaign, IL 61820.  
 If you would like assistance or have questions about the form, please contact us at 403-7070.

**Name of Person Completing Form:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ (home) \_\_\_\_\_ (work/cell)

**Name of Neighborhood Group:** \_\_\_\_\_

**Contact Person (if different from above):** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Number of signs requested (limit of 4 signs):** \_\_\_\_\_

**Total cost of signs:** Number of signs requested \_\_\_\_\_ x \$29/sign = \$ \_\_\_\_\_

*Please make checks payable to "City of Champaign"*

**Location of signs:** Please be as specific as possible about sign placement. Include the property address where the sign will be placed and the name and phone number of the resident whose home it is. Signs will be placed in the **proper direction** of on-coming traffic based on the side of the street where the house is located. Signs can only be placed in the parkways of persons who are members of the registered group.

Sign Number	Property Address	Resident Name	Resident Phone #
1			
2			
3			
4			

Please include payment with this form and return to:

**Neighborhood Services Department  
 Neighborhood Coordination Division  
 102 N Neil Street  
 Champaign, IL 61820**

*NOTE: Signs will be put up within two weeks of approval of request or as soon as Public Works staff can schedule the installation. Groups will be notified if their request has been denied or if the Request Form is incomplete or unclear. Please contact the Neighborhood Services Department with any questions. The Neighborhood Group is responsible for basic maintenance of all signs. The City will take care of extensive damage or sign replacement. If such damage occurs or a sign needs replacing, please contact the Neighborhood Services Department.*

## **NEIGHBORHOOD WATCH SIGNS**

Neighborhood Watch groups must satisfy all program eligibility requirements and must agree to comply with all program conditions to submit a request for Neighborhood Watch signs. The form may be obtained from the Neighborhood Services Department. All requests for Neighborhood Watch signs must be in writing and accompanied by the required documentation.

### **Sign Request**

The Neighborhood Watch Group's authorized representative must complete and sign the Neighborhood Watch Sign Request Form. Neighborhood groups can purchase up to four signs at a cost of \$29 each. This cost includes installation, replacement and initial maintenance by the City of Champaign.

### **Request Form**

Please complete the attached sign request form. The form requires definition of the boundaries of your Neighborhood Watch group, with the desired locations for the signs designated on a map and a description of the location provided.

#### **Example:**

*"The sign for the Estes Park Street Neighborhood Watch group will be located at 351 Estes on the northeast corner of Estes and Prospect St."*

The Neighborhood Watch group should mail or deliver the completed request form to the Neighborhood Services Department.

### **Approval**

The Neighborhood Coordinator will review the request form to determine if all required information has been completed properly, all documents have been provided as requested and that the group's application has satisfies the Program Eligibility Requirements. The Neighborhood Coordinator will then contact the neighborhood group to notify them whether or not they have been approved.

### **Installation and Maintenance**

The Neighborhood Watch group must maintain its Neighborhood Watch signs after installation by the City of Champaign. Maintenance shall include monitoring sign condition and reporting the need for repair, replacement or removal of any sign damaged due to accident, storm, deterioration or vandalism.

### **Replacement for Signs**

Requests for the replacement of the signs should be submitted to the Neighborhood Coordinator, Neighborhood Services Department.

Neighborhoods that fail to monitor the condition of Neighborhood Watch signs may have their signs removed.