



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

## **Block Watch Sign Placement Guidelines**

### **Background**

The City of Phoenix recognizes the important role that Block Watch signs can play in announcing that a neighborhood has united to prevent crime. Experience has proven that Block Watch 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, provides these guidelines to help neighborhood groups know the key information as to how they may receive authorization to install Block Watch signs. By following these guidelines, you ensure that Block Watch 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 City of Phoenix may order and install Block Watch signs.**
- The City Block Watch Coordinator will verify the group is a registered, active group.

### **Obtaining Signs**

- The City of Phoenix **DOES NOT** manufacture, install, or maintain Block Watch signs nor provide the hardware needed to install them.
- Block Watch sign order forms can be obtained through the Police Department's BW Program Coordinator, your Community Action Officer, online at [www.phoenix.gov/POLICE](http://www.phoenix.gov/POLICE) or at a Phoenix Block Watch Advisory Board Meeting.
- The Phoenix Police Department has standardized a Block Watch sign.
- The City of Phoenix does not normally allow non-traffic signs in the public right-of-way (ROW), but has made this Block Watch sign a "notable exception."
- Submit the order form to:

Phoenix Police Department  
CEB-BW Program Coordinator  
620 W. Washington Street

Phoenix, AZ 85003 Size: 18" h x 24" w



## Installation of sign

- Block Watch signs **CANNOT** be combined with other City signs on a common post, except for NO PARKING signs. If added to an existing NO PARKING sign, a post extension is required so the larger Block Watch 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 Block Watch sign may not be added as it would be the third sign. If the post only has a NO PARKING sign, the Block Watch 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.
- Block Watch signs need to be securely fastened to hold the sign in a permanent position and resist swaying in the wind or displacement by vandals.
- New or replacement sign posts should be installed by a professional sign installation company.
- 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 <http://www.azbluestake.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 Block Watch 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 back of the curb if placed in the ROW, taking care not to impair sidewalk access.
- To not distract from essential signs, Block Watch 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.
- Signs will only be installed on private property with permission from the property owner.
- Signs must not be mounted on utility poles without first obtaining express written permission from the respective company.

## Maintenance

- Any sign that is damaged, defaced or in deteriorating condition, should be promptly repaired, removed, or replaced.

## Hardware

The following Street Transportation Department approved hardware **MUST** be used when installing Block Watch signs (check local hardware stores or sign installation companies for approved hardware):

### Installing signs on a metal street pole:

- Two ½" x .030" stainless steel strapping with 12.7 mm ½" Ear-Lokt Buckle #204
- Two 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 Block Watch sign/s must be removed.
- Failure to comply with these guidelines may result in the removal of the association's sign/s by the City of Phoenix.

## Contact Information

**Police Department BW coordinator** at (602) 495-0597 for more information about the Block Watch program.

**Street Transportation Department** at (602) 262-4659 for questions regarding the placement and approved hardware for Block Watch signs. If there are questions regarding ownership of utility poles, please call at (602) 495-5125 and select option 3 for questions.



## BLOCK WATCH SIGN ORDER FORM

Phoenix Police Department  
 CEB-Block Watch Coordinator  
 620 West Washington Street  
 Phoenix, AZ 85003

Make check payable to:  
Phoenix Block Watch Advisory Board, Inc

(Please Print)

Block Watch/Neighborhood Association Name: \_\_\_\_\_

Precinct: \_\_\_\_\_ Contact Name: \_\_\_\_\_

Phone No.: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

Address: \_\_\_\_\_ Zip: \_\_\_\_\_

**Order from PBWAB:** 1) Mail a check payable to **Phoenix Block Watch Advisory Board, Inc.** and this completed form to BW Coordinator (see above). 2) Signs are normally available 3 to 4 weeks after the receipt of your order and payment.

18 x 24 BW sign	Quantity	PBWAB price per sign	Total Cost
Aluminum with Reflective Coating		\$35.00	

**Order from Vendor:** 1) Mail this completed form to BW Coordinator (see above). 2) Receive approved order form. 3) Take approved order form to vendor along with page 4 design specifications. 4) Pay vendor.

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

- Only approved Block Watch signs will be used as specified on page 4.
- My Block Watch must provide its own mounting hardware, post, and installation at their expense.
- I will follow the guidelines in the Block Watch Sign Placement Guide (pages 1-3).

**Failure to comply with these regulations may result in the removal of the Block Watch sign/s by the City of Phoenix or a request to remove or upgrade the signs.**

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Date

<b>BW SIGN ORDER APPROVAL</b>	
Approved by _____	Date _____
Phoenix Police – BW Coordinator	

Present this signed approval form to your BW sign vendor and retain copy for your records.

Sign/s received by: \_\_\_\_\_ Date: \_\_\_\_\_  
 Signature