



City of Phoenix
Street Transportation Department
Phoenix Police Department

Metal Block Watch Sign Placement Guidelines

Background

The City of Phoenix recognizes the important role that metal Block Watch signs can play in announcing that a neighborhood has united to prevent crime. Past experience has proven that metal 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 provide these guidelines in an effort to help neighborhood groups know the key information as to how they may receive authorization to install metal Block Watch signs. By following these guidelines, you ensure that metal 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 Phoenix Police Department may order and install metal 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 metal Block Watch signs nor provide the hardware needed to install them.
- Metal Block Watch sign order forms can be obtained through your Community Programs Coordinator, your Community Action Officer, on-line at www.phoenix.gov/POLICE or at a Phoenix Block Watch Advisory Board Meeting
- The Phoenix Block Watch Advisory Board has standardized a metal Block Watch sign so they 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 metal Block Watch sign a “notable exception.”

Available only through the
Phoenix Block Watch
Advisory Board
(18" X 24" in size)



Installation of sign

- Block Watch 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 metal 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 metal Block Watch sign may not be added as it would be the third sign. If the post only has a NO PARKING sign, the metal 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 metal signs.
- Metal Block Watch 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 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 the [Bluestake Center](#) at (602) 263-1100. You will need to contact the property owner to determine if there are underground sprinkler lines as [Bluestake](#) will not have this information.
- Wherever metal 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, metal 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.

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:

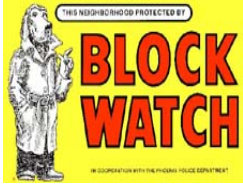
- One galvanized ribbed back u-channel post 30" h x 3 1/8" w x 1 ½" d, with 3/8" holes spaced at 1" along length of post. There should be 15" protruding above the existing post, and the 15" below the top should be secured by two zinc 5/16" by 2 ½" coarse tap bolts (18 gauge)
- One zinc 5/16" x 1 ½" coarse 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** 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 metal Block Watch signs.



Mail Check and Order Form to:
PHOENIX BLOCK WATCH ADVISORY BOARD, INC.
620 West Washington Street, Phoenix, AZ 85003
 Block Watch Coordinator (602)495-0597
METAL BLOCK WATCH SIGN ORDER FORM
 (Please Print)

Verified by PPD:

Block Watch/Neighborhood Association Name: _____

Precinct: _____ Contact Name: _____

Phone No.: _____ E-Mail Address: _____

Address: _____ Zip: _____

Quantity of Signs Ordered: _____ @ \$16.00 Each Total Cost: \$ _____

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

- 1) Metal Block Watch signs will not be personalized;
- 2) My BW must provide its own mounting hardware, post and installation at their expense;
- 3) I must follow the guidelines in the Metal Block Watch Sign Placement Guide (see below)
- 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 BW'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 BW is no longer active or has disbanded, the Metal Block Watch signs must be removed;
- 8) In the event your check is returned for insufficient funds and the funds are not collected, the Phoenix Block Watch Advisory Board 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 the Metal Block Watch signs by the City of Phoenix or a request from the Phoenix Block Watch Advisory Board 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. You are encouraged to make arrangements to pick up the signs at a monthly Phoenix Block Watch Advisory Board Meeting.

Please make checks or money orders (**NO CASH**) payable to: **PHOENIX BLOCK WATCH ADVISORY BOARD**

 Signature

 Date

PBWAB ORDER RECORD		
Date Request Received: _____	Quantity Requested: _____	Total Amount: _____
Delivered by and date: _____		
Received by _____	Date _____	