

DEPARTMENT OF PARKS AND PARKWAYS
CITY OF NEW ORLEANS

LaTOYA CANTRELL
MAYOR

MICHAEL E. KARAM
DIRECTOR

PERMIT GUIDELINES FOR SIGNS ON NEUTRAL GROUNDS

There are two types of signs permitted to be placed in the neutral ground upon approval by the Department of Parks and Parkways: neighborhood or subdivision entry/identification monument signage, and size-limited permanent directional or informational signs. A Sign Permit Application must be submitted for each type of proposed signage for approval by the department; the application form can be found at: <https://new.nola.gov/onestop/residential/neighborhood-sign-permit/>

ALL SIGNS MUST ADHERE TO THE FOLLOWING GUIDELINES:

- **The permit fee is \$50 per each proposed sign;** these fees are deposited into the Plant a Tree Trust Fund but your check or money order must be **made payable to the *City of New Orleans***.
- Only non-profit organizations or institutions are allowed to propose signs on neutral grounds.
- The applicant is solely responsible for making, erecting and maintaining the sign.
- Signs in the neutral ground can only be for informational and directional purposes only; absolutely no promotional or commercial material is allowed on the sign.
- If the sign is damaged, destroyed or becomes unsightly, the applicant is responsible for repairs, replacement, or removal.
- The applicant is responsible for any damage caused by the installation of the sign. At least 96 hours before installing, verify locations of underground utilities by calling Louisiana One Call at 811.

GUIDELINES SPECIFIC TO NEIGHBORHOOD ENTRY / IDENTIFICATION & SUBDIVISION SIGNS:

1. Many neighborhoods and subdivisions have elected to erect signs to enhance their entrances. In order to insure that these signs are appropriately located and maintained, the City has instituted an approval process as outlined below. Please allow an adequate time frame for this process when requesting a sign permit approval by appropriate city departments as may be required.
2. Submit to the Planning & Design Office of the Department of Parks and Parkways the following:
 - a. A plot plan showing where the sign(s) are to be located. This plan should be to scale, show actual dimensions, existing site features (such as trees, utility poles, etc.), and street names, setback from intersection and side curbs of neutral ground.
 - b. A drawing of the sign showing the design, color selections, and wording with dimensions (height, width, and thickness) of sign features.
 - c. A description of the materials to be used (brick, stucco, ornamental iron, etc.).
 - d. Details of structural components, including sign footing dimensions and materials.
3. The signs must be located at least thirty feet from an intersection and a minimum of five feet from the side curb.
4. The sign should not be located within the drip line (under branch canopy) of an existing tree to minimize disturbance of the root system and subsequent decline of the tree.

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5. The applicant is responsible for the manufacture, construction, installation and maintenance of the sign – this responsibility will be outlined in the Memorandum of Understanding executed between the Department of Parks & Parkways and your neighborhood organization.
6. If landscaping is proposed to enhance the sign, a plan and a maintenance agreement must be submitted to Parks and Parkways for approval (see Public Green Space Planting Guide at: <https://new.nola.gov/onestop/residential/public-greenspace-planting-permit/>).

GUIDELINES SPECIFIC TO PERMANENT DIRECTIONAL OR INFORMATIONAL SIGNS:

1. Up to four signs per applicant are allowed; applicant must provide a map showing exact location(s) of each sign marked for easy review and reference.
2. The maximum size allowed for a sign is 18 inches by 24 inches.
3. The signs must be located at least 30 feet from an intersection.
4. The sign must have a minimum clearance from the ground to the bottom of the sign of seven feet.