

**CITY OF CYPRESS
DEPARTMENT OF PUBLIC WORKS**

STANDARD PLAN NO. 410

REQUIREMENTS FOR HOUSE NUMBER PAINTING ON CURBS

IT IS THE CITY'S POLICY THAT PAINTING OF HOUSE NUMBERS ON CURBS MAY BE CONDUCTED (1) BY LOCAL COMMUNITY GROUPS, AS A PART OF THEIR FUND-RAISING AND SERVICE PROJECTS, AND (2) BY INDEPENDENT CONTRACTORS.

PAINTING BY LOCAL COMMUNITY GROUPS

1. A LOCAL COMMUNITY GROUP SHALL BE REQUIRED TO COMPLETE A " SPECIAL PERMIT EXEMPTION" APPLICATION WITH THE CITY CLERK PURSUANT TO CYPRESS MUNICIPAL CODE SECTION 15-57.A.(20)(a).
2. ACCOMPANYING SAID APPLICATION, THE LOCAL COMMUNITY GROUP SHALL PROVIDE A LETTER WITH THE FOLLOWING INFORMATION: IDENTIFY THE LOCAL COMMUNITY GROUP; SPECIFY A CONTRACT PERSON; DESIGNATE THE SPECIFIC AREAS OF WORK; AND PROVIDE A DESCRIPTION OF HOW THE WORK WILL BE ACCOMPLISHED (ORDER OF WORK, NUMBER OF INDIVIDUALS INVOLVED, ETC.). AFTER APPROVAL, THE PERMIT AND ACCOMPANYING DOCUMENTS SHALL BE SENT TO THE PUBLIC WORKS DEPARTMENT FOR PROCESSING.
3. EACH PERMIT FROM THE CITY CLERK SHALL DESIGNATE THE AREAS WITHIN WHICH HOUSE NUMBER PAINTING WILL BE ALLOWED, AND WILL SPECIFY AN EXPIRATION DATE TO COMPLETE THE WORK.
4. THE PERMITTED LOCAL COMMUNITY GROUP, ONCE IT HAS STARTED WORK IN AN AREA DESIGNATED ON THE PERMIT, SHALL PAINT ALL HOUSE NUMBERS IN THAT AREA, WITHIN THE CYPRESS CITY LIMITS, REGARDLESS OF WHETHER IT RECEIVES DONATIONS.
5. WRITTEN NOTICES SHALL BE GIVEN BY THE PERMITTED LOCAL COMMUNITY GROUP, TO EACH RESIDENT OF EACH PERMITTED AREA, TO ACQUAINT THE RESIDENTS WITH THE PROGRAM AND EXPLAIN THAT THE WORK TO BE PERFORMED IS A COMMUNITY SERVICE PROJECT AUTHORIZED BY THE CITY OF CYPRESS. ALTHOUGH SOLICITATION OF DONATIONS BY THE LOCAL COMMUNITY GROUP IS NOT PROHIBITED, THE NOTICES SHALL NEITHER STATE NOR SUGGEST THAT THE CITY COUNCIL HAS AUTHORIZED THE SOLICITATION OF ANY MONETARY DONATION FOR THE SERVICES PERFORMED. THE CONTENT OF THE NOTICES SHALL RECEIVE APPROVAL BY THE PUBLIC WORKS DIRECTOR BEFORE THE NOTICES ARE DISTRIBUTED.
6. SOLICITATION OF FUNDS SHALL BE ON A VOLUNTARY CONTRIBUTION BASIS, AFTER THE PAINTING OF THE NUMBERS IS COMPLETED. SOLICITATION SHALL BE LIMITED TO BETWEEN THE HOURS OF 10:00 AM AND 6:00 PM, MONDAY THROUGH SATURDAY.

▲		
Rev.	Approved	Date

CITY OF CYPRESS		HOUSE NUMBER PAINTING	
DEPARTMENT OF PUBLIC WORKS		ON CURBS	
ENGINEERING DIVISION			
APP.		12/13/99	STD. PLAN NO. 410
	Director of Public Works	Date	

PAINTING BY INDEPENDENT CONTRACTORS

1. AN INDEPENDENT CONTRACTOR SHALL BE REQUIRED TO COMPLETE A SPECIAL PERMIT APPLICATION WITH THE FINANCE DEPARTMENT PURSUANT TO CHAPTER 15, ARTICLE II (SECTION 15-58) OF THE CYPRESS MUNICIPAL CODE.
2. ACCOMPANYING SAID APPLICATION, THE CONTRACTOR SHALL PROVIDE A LETTER WITH THE FOLLOWING INFORMATION: IDENTIFY THE BUSINESS; SPECIFY A CONTACT PERSON; DESIGNATE THE SPECIFIC AREAS OF WORK; AND PROVIDE A DESCRIPTION OF HOW THE WORK WILL BE ACCOMPLISHED (ORDER OF WORK, NUMBER OF INDIVIDUALS INVOLVED, ETC.).
3. AFTER A SCHEDULED PUBLIC HEARING AND APPROVAL OF THE SPECIAL PERMIT BY THE CITY COUNCIL, THE PERMIT AND ACCOMPANYING DOCUMENTS SHALL BE SENT TO THE PUBLIC WORKS DEPARTMENT FOR PROCESSING.
4. EACH PERMIT FROM THE CITY COUNCIL SHALL DESIGNATE THE AREAS WITHIN WHICH HOUSE NUMBER PAINTING WILL BE ALLOWED, AND WILL SPECIFY AN EXPIRATION DATE TO COMPLETE THE WORK.
5. THE PERMITTEE, ONCE HE HAS STARTED WORK IN AN AREA DESIGNATED ON THE PERMIT, SHALL PAINT ALL HOUSE NUMBERS IN THAT AREA, WITHIN THE CYPRESS CITY LIMITS, REGARDLESS OF WHETHER HE RECEIVES COMPENSATION.
6. WRITTEN NOTICES, EXPLAINING THE SERVICES BEING PERFORMED, MAY BE DISTRIBUTED TO THE RESIDENTS, BY THE PERMITTEE, AT HIS DISCRETION.
7. PAYMENT SHALL BE SOLICITED ON A VOLUNTARY BASIS, AFTER THE PAINTING OF THE NUMBERS IS COMPLETED. SOLICITATION SHALL BE LIMITED TO BETWEEN THE HOURS OF 10:00 AM AND 6:00 PM, MONDAY THROUGH SATURDAY.

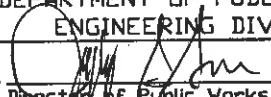
△		
Rev.	Approved	Date

CITY OF CYPRESS DEPARTMENT OF PUBLIC WORKS ENGINEERING DIVISION	HOUSE NUMBER PAINTING ON CURBS
APP.  12/13/99 <small>Director of Public Works</small> <small>Date</small>	STD. PLAN NO. 410

PAINTING SPECIFICATIONS

1. PAINT SHALL BE OBTAINED FROM THE CYPRESS PUBLIC WORKS DEPARTMENT. IMMEDIATELY UPON DELIVERY, THE PERMITTEE SHALL COMPENSATE THE CITY FOR CITY'S ACTUAL COST PLUS ADMINISTRATIVE OVERHEAD. THE PAINT SHALL THEN BECOME THE PROPERTY OF THE PERMITTEE.
2. STENCILS SHALL BE OBTAINED FROM THE CYPRESS PUBLIC WORKS DEPARTMENT. LOCAL COMMUNITY GROUPS WILL BE LOANED STENCILS AT NO CHARGE BUT ARE SUBJECT TO A \$25 DEPOSIT PER SET, REFUNDABLE IF THEY ARE RETURNED IN GOOD CONDITION. INDEPENDENT CONTRACTORS, IMMEDIATELY UPON DELIVERY OF THE STENCILS, SHALL COMPENSATE THE CITY FOR THE CITY'S ACTUAL COST PLUS ADMINISTRATIVE OVERHEAD. THE STENCILS SHALL THEN BECOME THE PROPERTY OF THE INDEPENDENT CONTRACTOR.
3. WITH PRIOR AUTHORIZATION OF THE PUBLIC WORKS DIRECTOR, THE PERMITTEE MAY OBTAIN EQUIVALENT PAINT AND/OR STENCILS FROM SOURCES OTHER THAN THE PUBLIC WORKS DEPARTMENT; HOWEVER, SATISFACTORY SAMPLES OF THE ACTUAL MATERIALS TO BE USED MUST BE PRESENTED TO THE PUBLIC WORKS DEPARTMENT FOR APPROVAL PRIOR TO THE START OF WORK.
4. CURB PAINTING COLOR SCHEME SHALL BE BLACK NUMBERS ON WHITE BACKGROUND.
5. THE TOP OF THE NUMBERS SHALL BE ONE (1) INCH BELOW THE TOP OF THE CURB.
6. NUMBERS SHALL BE PLACED WITHIN THREE (3) FEET OF THE DRIVEWAY, ON THE SIDE OF THE DRIVEWAY CLOSEST TO THE FRONT DOOR OF THE HOUSE. IF THERE ARE EXISTING NUMBERS, THE NEW NUMBERS SHALL BE PAINTED OVER THEM.
7. IF THERE IS NO DRIVEWAY, THE NUMBERS SHALL BE PAINTED ON THE CURB FACE IN FRONT OF THE MAIN ENTRANCE.
8. ALL WORK SHALL BE SUBJECT TO INSPECTION BY CITY PERSONNEL FOR ACCURACY, COMPLETENESS, AND WORKMANSHIP. ANY DEFICIENCIES NOTED SHALL BE PROMPTLY CORRECTED BY THE PERMITTEE.

APPROVED BY CITY COUNCIL: AUGUST 13, 1990

▲			
Rev.	Approved	Date	
CITY OF CYPRESS DEPARTMENT OF PUBLIC WORKS ENGINEERING DIVISION			HOUSE NUMBER PAINTING ON CURBS
APP.	 Director of Public Works	12/13/99 Date	STD. PLAN NO. 410