

## PROCEDURE FOR PROCESSING NEIGHBORHOOD WATCH SIGN REQUESTS

**THE SIGNS SHOULD NOT BE PURCHASED UNTIL THE REQUESTER HAS RECEIVED THE FINAL AUTHORIZATION FROM THE DEPARTMENT OF TRANSPORTATION**

**REQUESTER WILL BE RESPONSIBLE FOR THE PURCHASING OF SIGNS AND INSTALLATION**

A new procedure has been developed for processing requests to install "Neighborhood Watch Signs." The Department of Transportation (DOT) and the Los Angeles Police Department (LAPD) have been working together to assist neighborhood watch groups in obtaining Neighborhood Watch Signs and installation within the boundaries of the City of Los Angeles. Under the new procedure, neighborhood watch groups will continue to be responsible for all costs associated with sign fabrication and installation, but the work will now be performed by authorized contractors instead of DOT. **Please allow 4 to 6 weeks to complete the application process and obtain approval for Neighborhood Watch Sign installation. Requestor should keep a copy of the completed application.**

### **Step 1:**

- a. Requester (applicant) completes the contact information on the application form.
- b. Requester fills in the desired location(s) for Neighborhood Watch Sign installation(s).  
(Use house number nearest to each location)

### **Step 2:**

- a. Requester must obtain written approval from the LAPD for the installation of Neighborhood Watch Sign(s).
- b. Requester must contact and schedule an appointment with the LAPD Community Relations Office in the area of installation.
- c. Requester can obtain information about LAPD and DOT office locations by calling 3-1-1 or by using the following websites:

• [www.LAPDOnline.org](http://www.LAPDOnline.org) • [www.lacity.org](http://www.lacity.org)

**If a street light pole will not be used, skip Steps 3 and 4 and proceed to Step 5.**

**Steps 1 and 2 must be completed and approved by LAPD prior to mailing application to Bureau of Street Lighting (BSL) or DOT**

### **Step 3:**

Requester must mail the application and any additional sheets to the below address for **review** and **approval** to install Neighborhood Watch Sign(s).

City of Los Angeles Bureau of Street Lighting (Neighborhood Watch)  
Field Operations Division, 4550 Santa Monica Boulevard, Los Angeles, CA 90029

### **Step 4:**

After the application is **reviewed** and **approved** by BSL, BSL will forward the application to the appropriate DOT District Office for final approval. (Go to Step 6)

### **Step 5:**

Mail the application to the DOT District Office in the area of installation. See the instructions in Step 2 to obtain DOT District Office address.

### **Step 6:**

- a. DOT District Office returns the completed application to the requester indicating the approved location(s) for installation, along with a copy of "Neighborhood Watch Sign" specifications (Standard Plan No. S-508.0) and a list of approved sign fabrication and installation contractors.
- b. The requester will then be responsible for hiring an approved contractor to fabricate the Neighborhood Watch Signs and install them at the approved locations, based on the requirements on Standard Plan S-508.0.
- c. The City of Los Angeles, DOT, BSL and LAPD are **not** responsible for the maintenance of Neighborhood Watch Signs. If the signs and/or posts are damaged or stolen, the requester is responsible for sign and/or post replacement and reinstallation by one of the approved contractors. DOT reserves the right to remove "Neighborhood Watch" signs not in conformance with Standard Plan S-508.0.

**CITY OF LOS ANGELES**  
**APPLICATION FOR INSTALLATION OF**  
**OFFICIAL NEIGHBORHOOD WATCH SIGNS**

**Part 1: To be completed by requester** (Print Clearly)      Application Date: \_\_\_\_\_

Name of Neighborhood Watch Group: \_\_\_\_\_

Name of Contact Person: \_\_\_\_\_ Phone No. \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Proposed locations: Use house number nearest to each location. Indicate those locations where the sign will be mounted on an existing street light pole with a ( \* ). (Continue on an additional sheet if necessary).

- |          |          |
|----------|----------|
| 1. _____ | 5. _____ |
| 2. _____ | 6. _____ |
| 3. _____ | 7. _____ |
| 4. _____ | 8. _____ |

**Part 2: Neighborhood Watch Approval** (Completed by LAPD)

Is Group recognized as a Neighborhood Watch Group?    ☐ Yes    ☐ No

Approval recommended by : \_\_\_\_\_ Approval Date: \_\_\_\_\_  
Area Commanding Officer

Geographic Area: \_\_\_\_\_ Phone No. \_\_\_\_\_

**Part 3: Bureau of Street Lighting (BSL) Review and Approval** (Completed by BSL)

Date Received by BSL: \_\_\_\_\_

Application approved?    As requested: \_\_\_\_\_ Only if modified as described on attachment: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Date sent to DOT: \_\_\_\_\_

DOT Mail Stops: Central District (CD 1,9,14) MS 740, Southern District (CD 8,15) MS 733, Hollywood/Wilshire District (CD 4,10,13) MS 726, Western District (CD 5,11) MS 730, East Valley District Office (CD 2,6,7) MS 728, West Valley District (CD 3,12) MS 729

**Part 4: Department of Transportation Final Approval** (Completed by DOT )

Application approved?    As requested: \_\_\_\_\_ Only if modified as described on attachment: \_\_\_\_\_

Application Approved By: \_\_\_\_\_ Date: \_\_\_\_\_  
(District Transportation Engineer)

**In order to complete the application, carefully review the instructions on Page 1.**