

# Sign Topper Program Design Guidelines

In order to maintain consistency and suitability of neighborhood signage, the following design standards have been established. Neighborhoods that have chosen to install or replace a sign - toppers for their neighborhood must adhere to the guidelines established below. It is up to the Neighborhood Association to complete an application and submit it to the Public Works department for approval at [pwadmin@brookhavenga.gov](mailto:pwadmin@brookhavenga.gov). For questions regarding the sign topper program please contact the Public Works Department at 404-637-0540.

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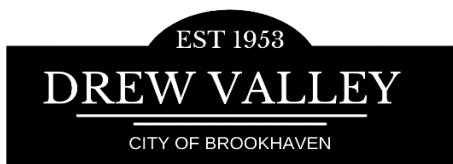
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## Design Guidelines: New and Existing

**Size for New:** Sign toppers cannot exceed 12' inches in Length and 4' inches in Height.

**Shapes for Existing Signs:** The Signs shape/styles must be consistent throughout the neighborhood.

**Shapes for New Signs:** All new signs request must adhere to the approved shape shown below.



**Background color:** All Sign Toppers will have white letters on the acceptable sign colors listed below:

Dark Grey, Dark Red, Dark Green, Dark Blue, Light Brown, Dark brown, Black, and white.

Note: The white sign will have black letters



**Font Color:** Acceptable colors include White on black, black on White. Text must be clearly visible on background.

**Font:** The following fonts are acceptable to use:

Times New Roman  
Garamond

**Palatino Bold**

Goudy Old Style

**Helvetica Bold**

CASTELLAR

**Font Size:** Should range between 2-3 inches and must be clearly visible from the street.

**Existing Signs with Graphics:** Signs are limited to no more than one simple logo or graphic.

**New Signs:** The neighborhood association has the option to use the Established year or leave it blank. Underlining the neighborhood name is also optional.

The **CITY OF BROOKHAVEN** must be list at the bottom of all new signs.

**The City of Brookhaven reserves the right to refuse approval for any reason.**