



**APPLICATION FOR CITY OF LANCASTER
NEIGHBORHOOD ENTRANCE MARKER
SOUND INFRASTRUCTURE PROGRAM**



Application date: _____

Name of the organization: _____

Check one: Homeowners Association Public Improvement District

Address: _____

City: _____ State: _____ Zip: _____

Representative completing the application: _____ Title: _____

Home Phone: _____ Work Phone: _____ Fax: _____

Number of entrance marker(s): (circle one) 1 2 3 4 5 6 7 8 9 10

Amount (\$120 each): \$ _____ (first two markers are free; see reverse sheet for details).

Number of replacement marker(s): (circle one) 1 2 3 4 5 6 7 8 9 10

Replacement cost (\$50 each): \$ _____ (see reverse sheet for details).

Please include a description location of all the entrance marker(s):

The following must be attached or included with the application: copy of Charter; Articles of Incorporation and Bylaws; name, address and phone numbers of the Board of Directors and Officers; current physical year budget; breakdown of anticipated expenditures; resolution or other form of proof that the organization has authorize the entrance marker and the individual, if not an officer of the organization, has been authorized to make the application.

Signature of applicant: _____ Date: _____

Return applications to the City of Lancaster City Manager’s Office. See reverse side for application, instructions and details. For additional information, contact the City Of Lancaster city manager’s office at 9722181300.

APPLICATION PROCESS

Applications are available at Lancaster City Hall 200 N. Henry St., Lancaster, Texas 75146 at the front desk across from Utility Billing from 8:00 a.m. to 5:00 p.m.; Monday through Friday.

Applicants are responsible for a submission of complete applications with all required attachments. Incomplete applications will not be considered.

HOA(s) or PID(s) applying for entrance marker must submit a resolution or other form of proof that the organization has authorized the grant application and that the individual making the application is authorized.

All HOA(s) and PID(s) will receive two free markers at no cost. Each subsequent entrance marker will cost \$120 each.

In the event of a lost, stolen or damaged entrance marker, a new request can be made at the cost of \$50 each.

Please allow for four weeks for installation from application date. Installation of the marker is included with the purchase cost.

The City Managers or the designee is responsible for reviewing the applications and making recommendations to the City Council and reserves the right to reject any and all applications and to waive any application formalities.

The following required documentation is attached to the completed application.

_____ HOA/PID authorization form enclosed.

_____ HOA/PID letter stating the representative is authorized to submit the application.

_____ Breakdown of anticipated entrance marker expenditures.

_____ Current fiscal year budget.

_____ Copy of Charter.

_____ Copy of Articles of Incorporation.

_____ Copy of Bylaws.

_____ Names, addresses, phone numbers of Board of Directors and Officers.



**NEIGHBORHOOD ENTRANCE MARKER
APPLICATION CHECKLIST
SOUND INSTRUCTION PROGRAM**



Date of application: _____

Name of Homeowners Association (HOA) or Public Improvement District (PID) applying for neighborhood entrance marker:

Authorization enclose or other form of proof that the HOA/PID has authorized the entrance marker and that the individual making the application is also authorized.

The following required documentation is attached to the completed application

_____ Breakdown of anticipated entrance marker expenditures.

_____ Current fiscal year budget.

_____ Copy of Charter.

_____ Copy of Articles of Incorporation.

_____ Copy of Bylaws.

_____ Names, addresses, phone numbers of Board of Directors and Officers.