

**Median Beautification Program**  
**Standard Operations Procedure (Policy)**

**(Endorsed by the CTAC on March 15, 2023)**

**Introduction**

The City of Cape Coral provides the opportunity to participate in the beautification of roadway medians through the Median Beautification Program. This program allows residents, businesses, and organizations to fund the “Beautification” of a median and install landscaping in accordance with the approved design elements within this document, with the City providing perpetual maintenance of the landscaping. The City also provides signage to show appreciation to participants in the program, allowing the public to recognize the generous donation. The City of Cape Coral may even contribute toward projects of high value if considered and approved by City Council.

**Instructions**

To participate in the Median Beautification Program please thoroughly review this [Median Beautification Manual](#) to fully understand the City ordinances and median landscaping design elements. The landscape design shall be in accordance with the approved design templates, plant palette, roadway theme and intensity level. Please schedule a meeting with the Public Works Department prior to completing the application. Public Works staff will work with the applicant to ensure the appropriate design elements are incorporated and provide direction to the applicant for their proposed landscape plan. ***Only once the plan is completed in accordance with the design elements, the applicant should fill out the application online via Citizens Self Services and submit for review and approval.***

Any questions should be directed to Omar Leon at 239-242-3216 or [oleon@capecoral.gov](mailto:oleon@capecoral.gov).

## **Required Documentation Needed for Application**

- Median Landscape and Irrigation Application
- Applicant Affidavit
- Detailed narrative including Scope of work
- Complete set of Landscape Plans overlaid onto the provided sight distance study for the proposed project location. These plans shall include at a minimum but not be limited to:
  - A general vicinity map showing the nearest intersecting streets
  - The location of existing public and private utilities, including overhead power lines and drainage facilities within twenty (20) feet of the proposed landscaping
  - A planting plan showing all pertinent dimensions, the location of existing plant materials with indication if they are to be removed, the location of proposed plant materials indicating the size and species, the location of existing or proposed hardscape materials, and the proposed irrigation plan and source of water

## **Project Workflow**

1. Potential Applicant approaches the City with interest on beautifying a median.
2. Applicant fills out initial median landscape and irrigation application and Applicant Affidavit provided by staff. At this junction, the applicant must indicate if the project would be phased or a complete project. If phased the applicant may only break down project into two phases as follows:
  - a. Phase (1) to include at a minimum:
    - i. Curbing
    - ii. Soil amendments
    - iii. Irrigation
    - iv. Trees/palms
    - v. Sod
    - vi. Mulch
  - b. Phase (2)
    - i. Ground cover
    - ii. Shrubs
    - iii. Irrigation revisions
    - iv. Additional landscape theming
    - v. Any additional mulch
3. City develops median engineering design documentation, to include sight distance study.

4. City and Applicant work on developing Landscape Plan per Approved Designed Templates and Theming requirements. Deviations from this must be approved by the CTAC through Motion. Note on phased projects: Landscape Plan must show completed project to include all phases of plantings and irrigation work.
5. Once Landscape Plans and Irrigation Plans are finalized and phases are indicated, if applicable, the Applicant must develop budget for submittal to the City indicating total proposed project cost.
6. Once Proposed Budget is received, the applicant may officially apply for the permit on CSS.
7. After applications are fully loaded and documents are verified, the City will request that applicant show proof of funding for the indicated project phase prior to applying online for permitting.
8. City will then issue permit once:
  - a. All documents and proof of funding are uploaded
  - b. The applicant has no other existing median beautification permits opened
  - c. The applied project has been curbed by the City per the engineered designed plans
  - d. Applicant has applied for irrigation permit through building and upload issued permit into the median landscape permit
9. After the Permit is issued, the applicant will have 12 months to complete the approved project or phased project per the approved plans.
10. If the project is phased, the applicant will have 12 months to complete phase two after phase one has received final completion.
11. An inspection must be called for during the following stages:
  - a. After irrigation has been installed (independent from irrigation permit)
  - b. When trees and plant material arrive on site
  - c. After all landscape has been installed - this will be a substantial completion inspection
  - d. Final Inspection
12. At the time of substantial inspection, the City will start the procurement process for post project maintenance.
13. At final inspection, the permit will be finalized and closed out, Sponsorship signs will be installed per approved guidelines below, and City will begin maintaining the site.

### **Special Notes:**

1. Each step must be completed before continuing to the following step
2. An extension to the permit may be issued under the agreement of the Public Works Director for extenuating circumstances.
3. All levels of inspections may generate punch list items. These items must be addressed before project continuing to the following step.
4. The applicant will be responsible for all maintenance on the median from the time permit is issued until final approval and acceptance of landscape installation.
5. In a case where a project is a phased project, the applicant will be responsible for the maintenance throughout the duration of all phases until final approval and acceptance of all landscape installation.

### **Median Beautification Program Sign Recognition Guidelines**

**(Endorsed by the CTAC on July 27, 2022)**

Applicant(s) that participate in the Median Beautification Program will be recognized with signage at the improved median and acknowledgment on the City's website for their contribution towards the beautification of the City.

Below are the signage guidelines as adopted at the July 27, 2022, Transportation Advisory Commission (CTAC):

1. The sign will be fabricated and installed by the City at no cost to the participants in the Median Beautification Program.
2. Beautified medians less than 400 feet in length (+/- 10%), will be able to place ONE (1) recognition sign.
3. Medians 400' and longer in length will be granted TWO (2) recognition signs.
4. Each sign will recognize ONE sponsor of the median beautification project.
5. The approved sign design is as follows: Scroll top sign, light blue over white, white legend letters, City logo on top within the scroll, single business logo per sign, as shown below:



6. The sign will be mounted on a square post and installed per MUTCD standard height.
7. The City will install temporary signage without a logo during construction to notify residents of the project.
8. The City fabricates and installs logo signs upon completion and acceptance of the beautification project.
9. A minimum contribution of \$10,000 is required for a sponsor to be recognized in the acknowledgment sign. The applicant is to provide affidavit of such donation. The City reserves the right to request additional information on this matter.
10. The applicant determines which donor's logo is applied on each sign; if there are two or more donors, the applicant(s) determines which donor sign faces which direction of traffic.
11. The sign will remain up as long as the business recognized maintains an active business license in the state of Florida or the individual resides in the City.