

(DOTE) NBDIP PROCESS GUIDELINES

DEPARTMENT OF TRANSPORTATION + ENGINEERING
TRANSPORTATION PLANNING & URBAN DESIGN

02.13.26

(DOTE) NBDIP PROCESS GUIDELINES

This **(DOTE) NBDIP Process Guideline** document serves as a supplement to the formal **Neighborhood Business District Improvement Program Guidelines** found [here](#).

This **(DOTE) NBDIP Process Guideline** document will assist communities in the NBDIP pre-application process to:

- Identify projects eligible to receive NBDIP funding that are located within a City-recognized NBD and install in the City right-of-way.
- Foster vibrant small businesses by boosting the identity, history, and branding of the NBD.
- Ensure safety and accessibility for customers and visitors.
- Revitalize public spaces to create welcoming environments and improved user experiences.

Prior to submitting the NBDIP application, the applicants should verify the eligibility and feasibility of their proposed project with their designated DCED staff member as early as possible.

STREETSCAPE IMPROVEMENTS

process + pricing

TYPICAL STREETScape IMPROVEMENT PROJECTS

TYPICAL STREETScape IMPROVEMENT PROJECT SCOPE OF WORK INCLUDES THE FOLLOWING:

- New Curb Extensions at Corners, (upon DOTE review/approval)
- New Full-Width Brick Pavers at Corners.
- New Brick Paver Collector Strips.
- New Concrete Walks and Driveway Aprons.
- New Pedestrian Oriented Post Top Lighting System.
- New NBD Traffic and Curb Control Signing.
- New Street Trees.

Contact:

Angie Strunc 513-352-3310

Diego Jordan 513-352-4885

2026 HARD CONSTRUCTION COSTS:

- Estimated Cost = \$615.00 / Linear Foot

2026 SOFT CONSTRUCTION COSTS:

- Contract Bond at 1%.
- Contract Contingency at 10%.
- Design Services, (including surveying), and Project Management Fees at 10%.
- Construction Management Fees at 7%.

ADDITIONAL STREETScape IMPROVEMENT AMENITIES

BANNERS

- Banner attachments to City-owned utility poles or Duke Energy utility poles located in the City right-of-way will require the following process:
Banner Application Process, Donation Agreement, City Design Guidelines, and Artist VARA Waiver Form
- Contact: Angie Strunc 513-352-3310.

BIKE RACKS + BIKE REPAIR STANDS

- **Contact Us - Bikes**
- Visit the DOTE Bike Program link to request a bike rack or bike repair stand. Locations and rack requests will be evaluated by program staff.
- Custom Bike Racks require the following process:
Artist VARA Waiver Form, Donation Agreement (City Council and Planning Commission approval required for donations over \$5,000), and Maintenance Agreement required (City to own/Neighborhood to maintain).

TREE GRATES

- Tree well grates are NOT encouraged by DOTE or Urban Forestry due to cost and long-term maintenance requirements.
- Tree well grates with new sidewalk construction require a Revocable Street Privilege permit by the tree grate owner.
- RSP Requirements, Terms & Conditions located [here](#).

BENCHES

- Benches are regulated by the CMC Sec. 723-13 and Sec. 723-7 and are privately owned and maintained.
- Benches require a Revocable Street Privilege permit by the bench owner and shall meet the Outdoor Furniture Design Guidelines.
- RSP Requirements, Terms & Conditions located [here](#).
- Outdoor Furniture Design Guidelines located [here](#).
- Citizens can request benches at transit stops with SORTA/Metro [here](#).

PLANTERS

- Planters are regulated by the CMC Sec. 723-8 and are privately owned and maintained.
- Planters require a Revocable Street Privilege permit by the planter owner.
- RSP Requirements, Terms & Conditions located [here](#).

ADDITIONAL STREETScape IMPROVEMENT AMENITIES

INFORMATION KIOSKS, PARKING PYLONS

- Informational Kiosks and Parking Sign Pylons are regulated by the CMC Sec 723-15. Review these code sections prior to making requests for these items.
- Parking pylons require a Revocable Street Privilege permit by the pylon owner.
- RSP Requirements, Terms & Conditions located [here](#).
- No other electronic signs are permitted in the City right-of-way.
- QR codes require a maintenance agreement, Contact: Joell Angel-Chumbley 513-352-5268

WAYFINDING SIGNS

- Vehicular signs follow ODOT and City eligible criteria, Contact: Curtis Hines at 513-352-3462
- QR codes require a maintenance agreement, Contact: Joell Angel-Chumbley 513-352-5268

TRAFFIC CALMING

- Visit the DOTE Traffic Calming Program link [here](#).
- This program works hand in hand with local community councils to identify and prioritize streets for safety improvements. Our process combines neighborhood knowledge with transportation and engineering expertise.

MURALS

- For installation on walls owned by the City right-of-way the following is required:
Artist VARA Waiver Form, Donation Agreement (City Council and Planning Commission approval required for donations over \$5,000), and Maintenance Agreement required (City to own/Neighborhood to maintain).
- Contact: Joell Angel-Chumbley 513-352-5268

PAINT THE STREETS PROGRAM

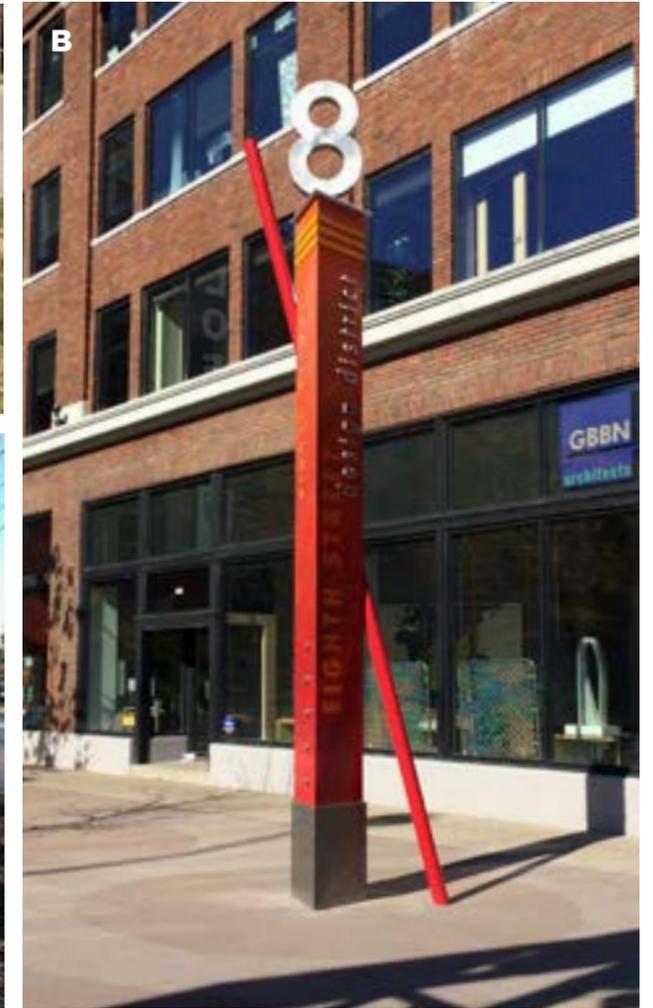
- Visit the DOTE Paint the Streets Program link [here](#).
- This program works hand in hand with local community councils to promote traffic calming by contributing to a sense of place and increasing safety.
- By converting parts of streets into public art installations, street murals also showcase the creativity and input of local artists and residents and fosters inclusive and vibrant communities.

NEIGHBORHOOD CIVIC BRANDING

projects organized by sign type

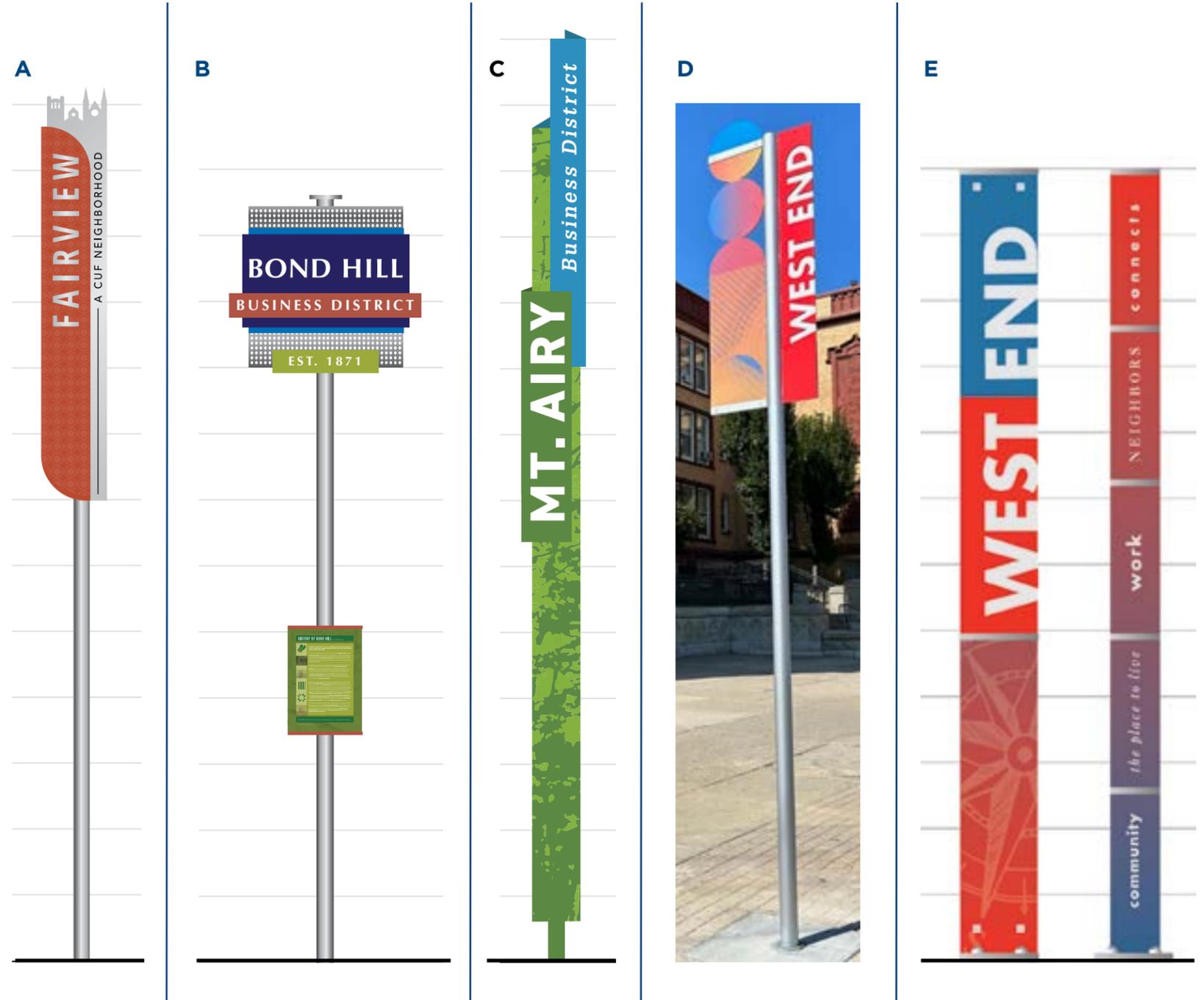
NEIGHBORHOOD
GATEWAYS

A-D	DESIGN FEE	\$4,500 - \$6,500
	FABRICATION + INSTALLATION	\$20,000 - \$50,000
A	WEST END (2020) Size: 8' w x 5'-3"h	<i>design fee and gateway (fabrication/installation)</i>
B	8TH ST GATEWAY (2010) Size: 18'h	<i>cost range is determined by the complexity and scale of the gateway</i>
C	NORTHSIDE (2023) Size: 25'w x 5'-6"h (curved)	
D	LOWER PRICE HILL (2022) Size: 19'w x 5'-4" h 9 (curved)	



NEIGHBORHOOD
TOTEMS

A-D	DESIGN FEE	\$2,500 - \$5,500
	FABRICATION + INSTALLATION	\$4,500 - \$8,500
A	FAIRVIEW (2024) Size: 13'-4"h	<i>design fee and totem (fabrication/installation) cost range is determined by the complexity and scale of the totem</i>
B	BOND HILL (2024) Size: 11'-6"h	
C	MT. AIRY (2024) Size: 14'-0"h	
D	WEST END (2023 - 2025) Size: 12'-5" (small totem)	
E	WEST END (2025) Size: 12'-5" (large totem)	\$16,200



NEIGHBORHOOD

PLACEMAKING + HISTORICAL MARKERS

A-E	DESIGN FEE	\$2,500 - \$5,500
	FABRICATION + INSTALLATION	\$2,000 - \$9,500
A	WEST END BUS SHELTER (2023) Size: 6'-0" h x 10'-0" w	<i>design fee and totem (fabrication/installation) cost range is determined by the complexity and scale of the totem</i>
B	MT LOOKOUT KIOSK (2015) Size: 7'-0" h x 3'-0" w	
C	MT LOOKOUT PLANTER (2015) Size: 2'-0" h x 6'-0" w	
D	MT LOOKOUT WALL (2015) Size: 1'-6" h x 1'-6" w	
E	CAMP WASHINGTON (2017) Size: 13'-0" h x 1'-0" w	



NEIGHBORHOOD CIVIC BRAND

projects organized by neighborhood

see additional portfolio projects [here](#)

WEST END LINN STREET NEIGHBORHOOD GATEWAY + IDENTIFICATION TOTEMS

Through a partnership with Seven Hills Neighborhood Houses and Community Building Institute, Cincinnati's Departments of Community and Economic Development and Transportation and Engineering used an NBDIP grant to fund neighborhood markers and METRO bus shelter wraps along Linn Street, strengthening the West End's civic brand, celebrating local history, and supporting future placemaking through the 2024 RAISE Grant project.

Location

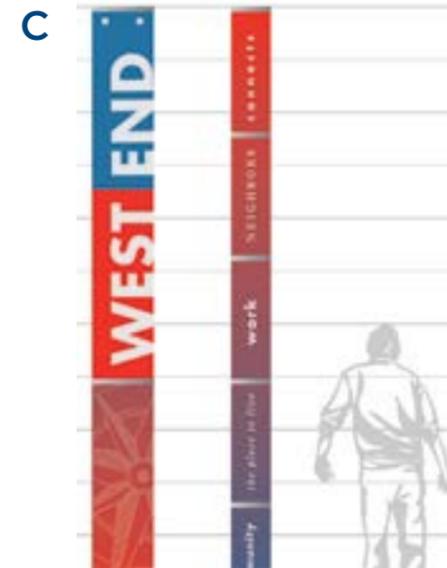
Linn Street between Court and Liberty Streets



Gateway



Gateway Detail



Large Totem



Small Totem

WEST END LINN STREET BUS SHELTER PLACEMAKING + HISTORICAL STORY PANELS

Through a partnership with Seven Hills Neighborhood Houses and Community Building Institute, Cincinnati's Departments of Community and Economic Development and Transportation and Engineering used an NBDIP grant to create neighborhood markers and METRO bus shelter wraps along Linn Street, strengthening the West End Gateway brand, celebrating local history, and supporting future placemaking through the 2024 RAISE Grant project.

Location

Linn Street between Court and Liberty Streets



Bus Shelter Wrap



Story Panel Details

MOUNT LOOKOUT NEIGHBORHOOD GATEWAY

This gateway was installed as part of a Mount Look-out Square redevelopment plan that created safer pedestrian access to businesses by managing both pedestrian and vehicular traffic flow. It maintains the historical character of one of Cincinnati's oldest neighborhoods by referencing the Cincinnati Observatory in both color selection and via iconography. The final icon was created by a resident of Mount Lookout.

Location

Linwood Avenue and Delta Avenue



Gateway

MOUNT LOOKOUT SQUARE HISTORICAL MARKER

The Mount Lookout Historical Markers were the finishing touches to the square's improvement project, which focused on the reconfiguration of the square to make it more pedestrian friendly. The aesthetic of the markers was inspired by the community's historical marker and the Cincinnati Observatory Center.

Location

Linn Street and Delta Avenue



Detail of Historic Marker



Historic Marker



Historic Panel



Historic Panel

Department of Transportation & Engineering
Transportation Planning & Urban Design
801 Plum Street, Suite 450
Cincinnati, Ohio 45202

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Graphic Design Supervisor
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