

CORDOVA SQUARE OWNERS ASSOCIATION

SIGNAGE RULES AND REQUIREMENTS

For Signs to be erected within Cordova Square, an application must be presented for approval to the Architectural Review Committee prior to fabrication and erection. The submittal procedure is to forward the package to the management company, J Stewart Realty, 220 S. Palafox Street, Pensacola, FL 32502 or by email: cordovasquare@gmail.com The Board meets the second Thursday of the month on a Quarterly basis. The package must be received by the **prior** Friday. Each application must be accompanied by:

Scaled drawing of the sign

Style of lettering

Colors

Materials being used

How it will be affixed to the building

Location where it is to be placed on the building and or door (attach pics of the elevation)

No sign shall have or consist of any moving, rotating, or otherwise automated part or any flashing, blinking, fluctuating or otherwise animated light or illumination

No roof sign, wind sign, or general advertising sign shall be permitted

No sign shall extend above the eave line of a building to which it is attached or extend beyond property line

No portable signs shall be permitted

All signs affixed to a building shall be parallel or perpendicular to the wall to which they are attached with a sign projecting no more than 18 inches and bracket no longer than 24 inches

SIZE PERMITTED

A submittal of the lettering will need to be submitted to the Board for approval. Size of signs permitted shall be in keeping with the size, location and purpose of the building, AS FOLLOWS:

EACH TENANT OR OWNER:

No more than **12 s.f.** on ONE elevation **** AND**** may add another sign no more than **4 s.f.** to one other elevation.

NO MORE THAN TWO ELEVATIONS MAY HAVE A SIGN PER TENANT OR OWNER

Definition of Elevation: One side of a building

Definition of Tenant or Owner for signage purposes: Must have a Certificate of Occupancy from the City of Pensacola in the same name as the proposed sign. Certificate MUST accompany the signage application.

AWNINGS

A Tenant or Owner may have signage on an Awning. Either the 12 s.f. or the 4 s.f. All above requirements are the same.

BACKGROUND MATERIALS PERMITTED

In general, wood like materials are preferred for background. In some instances, other materials shall be approved upon review by Committee. ALL SIGNS MUST BE APPROVED BY THE ARCHITECTURAL REVIEW COMMITTEE OR THE BOARD OF DIRECTORS.

Raised wood, or in some instances other materials shall be allowed. Carved lettering may be allowed upon review by the Committee or the Board of Directors

FOR SALE OR LEASE SIGNS

All signs indicating that a building is for sale or for Lease, must be placed within the confines of said building unless written consent for different placement is given by the Association's Board of Directors.

