

CORDOVA SQUARE OWNERS' ASSOCIATION

SIGNAGE RULES AND REQUIREMENTS

For any Signs to be erected within Cordova Square, an application must be presented for approval to the Management Company, J STEWART REALTY CO to present to the Board of Directors for the Association for approval, prior to fabrication and erection. The submittal procedure is to forward the COMPLETED AND SIGNED Application by the Owner of the Building and supporting documentation: Please submit to email: cordovasquare@gmail.com or mail to 220 S. Palafox Street, Pensacola, FL 32502. IT IS THE RESPONSIBILITY OF THE OWNER OF A BUILDING TO INFORM ALL TENANTS OF ALL REQUIREMENTS WITHIN THE ASSOCIATION. The website is www.cordovasquarebiz.com

FOR WOOD SIGNS TO BE ATTACHED TO THE SIDING OF THE BUILDING

LOCATION AND SIZE

The intent for location is to centralize the signage as much as possible. Due to the configurations of some buildings this will be on a case to case basis.

Single and Multiple Owner/ Tenants (Businesses) in a Building. Definition of Business 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. The business must be either an owner of the building or a tenant under a lease agreement with the Owner. ***(Due to this TOTAL limitation of size, Owners with multiple tenants need to plan for future tenants if all are not being submitted on an application. Also if a tenant already has an approved sign installed, Owner will have to consider the TOTAL limitation of size to include the existing sign size),***

There is a limitation of no more than **12. S.f.** on one elevation AND may add other signs to one more elevation not to exceed **4 s.f.** Example if you have two tenants, **TOGETHER** the total of the size of sign/signs may not exceed 12 s.f on one elevation. On another elevation, the TOTAL size may not exceed 4 s.f.

Definition of Elevation: One side of a building (FRONT, SIDE, OR REAR)

MATERIALS

Wood or approved wood like materials are required for the material. Raised lettering on these signs are REQUIRED. Carved lettering may be allowed upon review by the Board of Directors.

DOCUMENTATION FOR APPLICATION

Picture of the elevation of the building and a note of the exact proposed location of the sign(s)
Materials of the Sign(s)
Scaled Proof drawing of the Sign including info on the raised or carved lettering
Size of the Sign(s)
Colors

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FOR VINYL LETTERING ON DOOR OR WINDOW

LOCATION AND SIZE

Vinyl letter may be approved in addition to wood sign that is attached to the siding and that has met the requirements for wood signs. No lettering will be allowed on the windows that have the multiple panes. Only the full lite fixed glass. This approval process will be on a case by case basis.

ONLY A WINDOW OR A DOOR may have VINLY signage on an elevation. A window AND door may NOT have vinyl lettering on one elevation. One or the other will be considered. ONLY TWO elevations will vinyl lettering be allowed on a window or door. A building may have a front elevation, a side elevation and a rear elevation. ONLY TWO OF THOSE ELEVATIONS WILL ALLOW SIGNAGE.

Lettering will be restricted to NO MORE than a 1/3 coverage of the entire glassed area.

MATERIALS

VINLY LETTERING ONLY

DOCUMENTATION FOR APPLICATION

Picture of the elevation of the building and a note of the exact proposed location of the sign
Materials of the Sign
Scaled Proof drawing of the Sign including the s.f. of the total glass area and the total s.f. of the proposed sign.
Colors

AWNINGS

Awnings are no longer allowed in Cordova Square except for the existing ones as of 2018. Insurance and wind load requirements are the reason. Those existing awnings must have approval for any signage on them.

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. They cannot be attached to the exterior or in the ground.

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SIGN RESTRICTIONS

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 signs, wind signs, or general advertising signs shall be permitted on building or in common area. No exterior decorations may be displayed outside of a building.

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.