

CORDOVA SQUARE OWNERS' ASSOCIATION

EXTERIOR SIGNAGE SPECIFICATIONS

It is the responsibility of the Owner of a building to inform all tenants of the exterior signage specifications and requirements.

Applications for exterior signage must be approved by the Board of Directors, also known as the Architectural Review Board, before fabrication and installation of signs. All applications must be signed by the Owner of the building and include all required information.

APPLICATIONS MUST INCLUDE

- Application form to be completed and signed by the Owner of the building.
- Picture of the elevation of the building, noting the exact proposed location of the sign(s)
- Material(s) of the sign
- Scaled proof drawing of the sign including information on the raised or carved lettering.
- Size of the sign
- Colors on the sign

SIGNS ATTACHED TO THE SIDING OF A BUILDING

Materials

- Wood, or approved wood like materials, is required.
- Signs must have raised or carved lettering.

Location

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

Size

- No more than 12 square feet on one elevation of the building.
- An additional sign to one more elevation shall not exceed 4 square feet.
(Example: if two tenants, the combined total size of the sign may not exceed 12 s.f. on one elevation. One other elevation may have a sign not to exceed 4 s.f.)

Definition of an elevation: One side of a building (front, side, or rear)

VINYL LETTERING ON A DOOR OR WINDOW

Materials

- Vinyl lettering only.

- Location
- Vinyl lettering may be approved in addition to a wood sign that is attached to the siding
- No lettering is allowed on windows that have multiple panes.
- Only lettering on full lite fixed glass.
- Only one window may have vinyl lettering on an elevation.
- No more than two elevations may have vinyl lettering on a window.

Size

- Lettering on a window cannot exceed more than 1/3 coverage of the entire glass area of a window
- Lettering will be allowed on glass doors and will be restricted to more than one half coverage of the entire glass area.

AWNINGS

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

FOR SALE OR LEASE SIGNS

- All signage indicating that a building is For Sale or Lease must be placed within the confines of said building. They cannot be attached to the exterior or placed in the ground.

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 any building or in the 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 or neon signs are 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.

Submit applications via email to cordovasquare@gmail.com or send to the Association's Management Company, J Stewart Realty Co, 220 S Palafox Street, Pensacola, FL 32502.

Visit www.cordovasquarebiz.com to obtain applications and specifications.