



Celebration Residential Owners Association, Inc.
 Celebration Non-Residential Owners Association,
 Inc. 851 Celebration Avenue, Celebration, Florida
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REQUEST FOR APPROVAL (COMMON AREA SIGNS)

Which Property Type?

- Service Area
 Town Home
 Duplex / Triplex
 Condominium

- Commercial
 Non-Residential

Property Address: _____

Property Owner's Name: _____

Email address: _____ Phone: _____

Property Owner's Mailing Address: _____

(If different from property address): _____

Project Contractor: _____ Phone: _____

Project Contractor's Email address: _____

[Required] Sign proof including dimensions, text and graphics (in correct scale and font)

[Required] Map of property showing location of sign; mark with an arrow where the face of the sign is located

[Required] If the sign will be mounted on a building, wall, or fence, include a drawing showing the vertical surface and the dimensions of the map in correct scale to each other.

Property owner hereby authorizes the Association and members of the Architectural Review Committee to enter onto the subject property for purposes of confirming information contained on or collected for processing this application and for inspecting the project during execution, upon completion of the project, or upon expiration of the approval.

Owner's Signature and Date: _____

SPACE BELOW IS FOR ARC USE ONLY

SIGNAGE			

Internal Administrative Use

*(Not published on handouts or electronic versions;
changes below do not require CROA Board approval):*

Notes and Revision History:

Date	Modifications
2008-10-11	Initial draft
2008-11-19	Posted on Front Porch for Owner/Resident Comment
2008-12-08	Final ARC Review (no changes; no comments received from owners/residents)
2008-12-16	Design Guidelines approved by CROA Board of Directors. Effective January 1, 2009.
2009-01-05	Updated paint color with specific formulation provided by CDD via Jerome
2009-02-12	Updated application form to eliminate shading (problem when faxing)
2009-05-19	Clarify Porter Paint Base product name (Silicone Alkyd Gloss Enamel)
2009-06-28	General update to format and application form.
2009-07-02	Distributed to ARC for review
2009-07-13	Approved by ARC to go to CROA Board
2009-07-28	Approved by CROA Board effective 9/1
2011-12-13	Changed logo from Town Hall to Celebration

Standard Letter Clauses:



Design Guidelines

Approved by the CROA Board of Directors on 07/28/2009; effective for applications received on or after 09/01/2009.



SIGNS – COMMON AREA SIGNS



View this Design Guideline online and store it electronically if needed. If you wish to print some of this information, please print only the section(s) or page(s) you need.

Common Area Signs are used for “Public Notices” such as general information (“Tennis Court Rules”), facilities hours (“Pool closes at 7 p.m.”) and legal notices (“No Parking”).

This Design Guideline applies to common areas only. Individually owned residential properties may have signs as defined in the Celebration Community Charter.

See also: Design Guidelines: Signs – Home Available Signs

See also: Design Guidelines: Signs – Home Business District Signs

Depending on the specific location and the type of notice required, there may be the need for several types of signage. This can lead to visual clutter which detracts from the intended atmosphere of Celebration. This Design Guideline addresses these needs by providing a single standard applicable to all non-governmental signs located on properties in the Celebration Residential Owners Association.

Sign specifications:

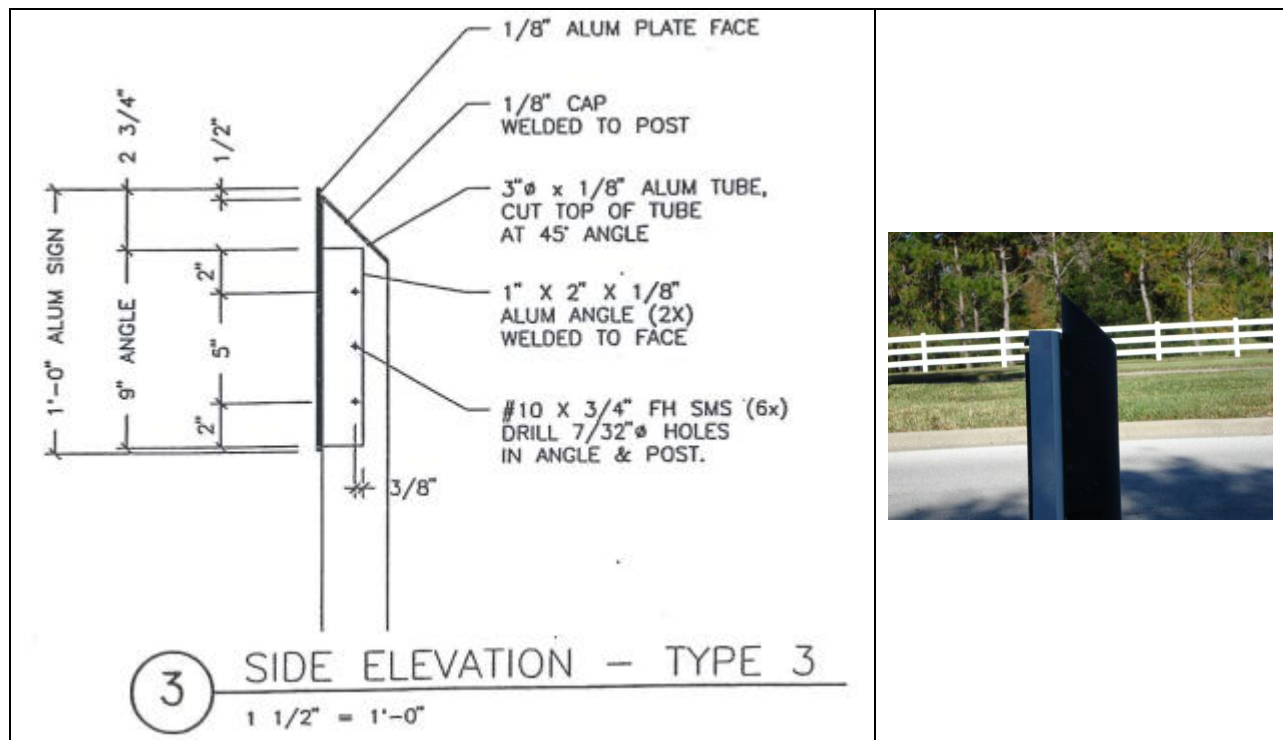
- Square or rectangular shape, 18” wide. Height will vary depending on the space required for text and/or graphics.
- Corners will be rounded using the radius of a penny.
- Face of sign will be white.
- Edges and back of sign will be custom green: Porter Paints, Sil-Shield Silicone Alkyd Gloss Enamel, C/M Green, Porter Tint 1Y26C 30E 5YP 2YS 1Y16T 1Y14V.
- The 1½” border on the four edges of the sign face consist of a ½” stripe of green, a ½” stripe of the white surface, and a ½” stripe of green.
- A ¼” Celebration Green pinstripe around the perimeter of the oval.
- Graphic images, if needed, may be used sparingly.
- Text is PMS 567C, Cheltenham Bold Condensed font, mixed case (NO ALL CAPS).
- If the sign requires frequent modification (e.g., “This park reserved for Little League”):
 - An area of the sign face will be reserved for such use with a steel plate welded on the sign.
 - A graphic or “standard text” will be in that space as a default (e.g., “Use of this park is scheduled by Parks & Recreation, 407 566-1200”)
 - A magnetic sign of the same dimensions, green text on a white background, will overlay the default on the day of the event.



Signs may be mounted on a vertical surface (fence or building) if indicated on the ARC application and approved or may be mounted on a post:

Sign Post specifications:

- Post is 3" x 1/8" aluminum tube, with top of tube cut at 45-degree angle.
- A 1/8" cap is welded to the top of the post.
- Post is painted custom green: Porter Paints, Sil-Shield Silicone Alkyd Gloss Enamel, C/M Green, Porter Tint 1Y26C 30E 5YP 2YS 1Y16T 1Y14V.



Sign Location and Installation specifications:

- Post may not be located on an individual Unit’s property unless written authorization is received from the owner.
- If not permanently attached to a vertical surface:
 - Post must be “planted” in the ground and freestanding (thus, not tied or strapped to anything else)
 - Twelve inches of the post should be in the ground.
 - Care should be given to avoid damaging landscaping, irrigation lines or underground utilities.
 - Post must be vertical (not planted at an angle or leaning)
- Nothing may be attached to the sign without prior written approval.
- Multiple signs may be requested for a single location provided they have visual continuity (size, style) and can be mounted on a single surface (post, building, fence, etc.)

Maintenance

- All signs must be in “perfect” condition when initially planted.
- Requesting organization is responsible for regularly checking signs and performing maintenance or cleaning as needed.
- Sign may not be altered in the field; replacement panels should be ordered and then used to replace the existing sign. Changes of permanent text or graphics require ARC approval.
- Signs which are in disrepair, dirty, or otherwise not presentable may be removed by the Association.

Approval Process:

Applies to:	Method of Review	
Common areas within CROA	Streamline review by ARC Coordinator	None

Common areas within CROA	Formal review by ARC team at ARC meeting	All applications
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Timelines:

Must begin project within	45 days of date on ARC approval letter
Must complete project within	15 days from start of project

References:

Celebration Temporary Construction and Marketing Signs Guidelines, 1995
Sign Guidelines For The Town of Celebration, 1997
Celebration Custom & Regulatory Signage, 2007