

ARCHITECTURAL COMMITTEE

Signage Regulations for Office Sites in Arrowhead Park and the Maumee C-M District

Four (4) site designations have been established within the Maumee C-M District to maintain compliance with all signage requirements. The four (4) designations are Industrial, Retail, Office and The Woodlands Office Sites. Signage regulations for each site have been established by the Architectural Committee and are available upon request. Signage in all sites must meet with Architectural Committee regulations and approval.

OFFICE SITE. Defined as office buildings of single use or multiuse other than those within The Woodlands Office Site designation.

This document contains signage regulations for Arrowhead Park Office Sites. Regulations for other site designations within Arrowhead Park and the Maumee C-M District may be obtained from the Architectural Committee or from the City of Maumee Zoning Commission.

- I. All signage within the Maumee C-M District must comply with Chapter 1135 of the Zoning Code of the City of Maumee. Further, all signage must comply with the “C-M District Plans and Standards” as amended by these regulations and as determined in the sole opinion of the Architectural Committee. Each sign contractor or owner shall obtain all required building permits.
- II. Plans and specifications for the construction, installation or alteration of all outdoor signs must be submitted in the form of **two (2) drawings or blueprints** for approval by the Architectural Committee.
 - A. Specifications shall include:
 1. Dimensions and height.
 2. Materials of construction.
 3. Category, type, style and placement/location.
 4. Copy, logos, symbols, special designs, colors and letter styles.
 5. Means of illumination, if any.
 6. Proof of environmental harmony.
- III. Signage categories.
 - A. Primary signage consists of company identification **and multiunit complex identification.**
 - B. **Secondary signage includes tenant identification signs in multiunit complexes.**
 - C. **Informational signage includes door/entry signage, regulations such as “no parking” and directional signs such as “deliveries in rear.”**
- IV. Signage types.
 - A. Freestanding. Horizontal signage, that is, longer in its horizontal dimension than its vertical dimension, not connected to or part of any building or structure.

- B. Mounted. Signage permanently affixed to a building structure.
 - C. Multiunit. Mounted or freestanding identification signage of several tenants, or various directions/information on one (1) sign.
- V. Office Site freestanding signage restrictions.
- A. Primary signage.
 - 1. Size of signage.
 - a. Horizontal signs with a total square footage not to exceed 60 sq. ft. per side surface.
 - b. Maximum height not to exceed 8 ft. high, to be measured from the top of the curb at the intersection nearest sign placement.
 - (1) Placing signage on top of mounding is not permitted.
 - (2) Decorative mounding around the signage is permitted.
 - 2. Materials of construction shall be in harmony with or match the materials used on the building itself.
 - a. Signs shall be made of solid materials of a permanent nature known and used in the sign construction industry and acceptable to the Architectural Committee. Foam or other types of low-grade materials are not permitted.
 - b. No exposed structural members will be permitted.
 - c. Structure must be an integral part of the display.
 - d. Components necessary for operation or fastening of the signage shall not be exposed or visible to the general view.
 - e. The sign manufacturer's decals or other means of identification or advertising are not permitted to be in the general view.
 - 3. Illumination Requirements.
 - a. Internal illumination is not permitted.
 - b. External illumination is permitted.
 - (1) The source of external illumination shall be so arranged as to not reflect onto or cause glare to pedestrians or vehicles.
 - (2) Only constant white lighting, not flashing or variable, is permitted as a source of illumination.

(3) All electrical service must be hidden underground (no meters or drops).

(4) Any exposed light source must be concealed by landscaping.

4. The street number must appear on the sign and be readable from the center line of the street. The street name is not required.

B. Secondary signage. The preceding restrictions for primary signage shall apply equally to secondary signage unless the following restrictions conflict therewith, in which case the following restrictions shall control.

1. Horizontal signs with a total square footage not to exceed 15 sq. ft. per side surface.

2. Height not to exceed 4 ft. from curb level, to be measured from the top of the curb at the intersection nearest sign placement.

3. The street number shall not appear on secondary signage.

C. **Informational signage. The preceding restrictions for primary signage shall apply equally to informational signage unless the following restrictions conflict therewith, in which case the following restrictions shall control.**

1. **Horizontal signs with a total square footage not to exceed 6 sq. ft. per side surface.**

2. **Height not to exceed 4 ft. from curb level, to be measured from the top of the curb at the intersection nearest sign placement.**

3. **The street number shall not appear on informational signage.**

VI. Office Site mounted signage restrictions.

A. Primary signage.

1. Signage information shall be made up of individual letter forms, logos, designs and/or symbols.

a. Height of signage information shall be a minimum of 20 in. and shall not exceed 36 in.

b. Letter forms, logos, designs and/or symbols shall be a depth not to exceed 5-1/2 in.

c. The maximum letter spread shall not exceed 30% of the building front if building front is 200 ft. or more, 40% if building front is 150 ft. to 200 ft., 50% if building front is 100 ft. to 150 ft., and 60% if building front is less than 100 ft.

2. Internal lighting is permitted within the letter forms, logos, designs and/or symbols.

3. External lighting is permitted to light an area containing the sign and/or its components.
 - a. The source of illumination shall be so arranged as not to reflect onto or cause glare to pedestrians or vehicles.
 - b. Only constant white lighting, not flashing or variable, is permitted as a source of illumination.
 - (1) Any exposed light source must be concealed by landscaping.
 - (2) All electrical service must be hidden underground (no meters or drops).
 4. No boxes or any enclosing forms or shapes that might outline, define or surround the sign or any elements of the sign are permitted.
 5. No signs shall contain any moving, flashing or animated lighting.
 6. Vertical copy and/or signs projecting perpendicular to the buildings are not permitted.
 7. Except by special approval of the Architectural Committee one (1) sign per building is permitted for each street frontage.
 8. Construction requirements.
 - a. Signs shall be made of solid materials of a permanent nature known and used in the sign construction industry and acceptable to the Architectural Committee. Foam and other types of low-grade materials are not permitted.
 - b. Components necessary for operation or fastening of the signage shall not be exposed or visible to the general view.
 - c. The sign manufacturer's decals or other means of identification or advertising are not permitted to be in the general view.
- B. Secondary signage. The preceding restrictions for primary signage shall apply equally to secondary signage unless the following restrictions conflict therewith, in which case the following restrictions shall apply.
1. Horizontal signs with a total square footage not to exceed 15 sq. ft. per side surface.
 2. Height not to exceed 6 ft. from ground level, defined as the lowest level from which the building rises from the area around it.
 3. Except by special approval of the Architectural Committee, signage mounted on windows or other glass structures is strictly prohibited.

4. Door signage shall be informational only, with no logos or sales-type signage permitted.

C. **Informational signage. The preceding restrictions for primary signage shall apply equally to informational signage unless the following restrictions conflict therewith, in which case the following restrictions shall apply.**

1. **Horizontal signs with a total square footage not to exceed 6 sq. ft. per side surface.**
2. **Height not to exceed 8 ft. from ground level, defined as the lowest level from which the building rises from the area around it.**
3. **Door signage shall be informational only, with no sales-type signage permitted. Logos are permitted in one (1) color, only in the same color used for the companion type.**

VII. Office Site multiunit signage restrictions.

A. Primary signage.

1. Multiunit signage may be freestanding or mounted on a building or structure which is part of the building. **More than one (1) primary sign per multiunit complex may be permitted when primary signage identification is indicated for the entire complex, in addition to primary signage for the dominant tenant or multitenants.**
2. Size of signage.
 - a. A multiunit sign may not exceed 84 in. in height from ground level.
 - (1) Ground level on a building-mounted sign is defined as the lowest level from which the building rises from the area around it.
 - (2) Ground level on a freestanding unit is defined as the top of the curb at the intersection nearest sign placement.
 - b. The total size of signage area cannot exceed 90 sq. ft.
 - c. 15 sq. ft. may be used as a header panel to identify the building name and/or street number and must be considered as part of the total size (90 sq. ft.) of the sign.
 - d. A maximum of 10 sq. ft. is permitted per each tenant.
3. Internal illumination of mounted and freestanding primary signage is permitted.
 - a. No sign shall contain any moving, flashing or animated lights.
 - b. Illumination of sign must be equal in brightness for each tenant's allotted space.

- (1) The header board must also be of equal brightness within the total display.
 - (2) Only constant white lighting, not flashing or variable, is permitted as a source of illumination.
 - (3) Background color must always be black, white or dark brown.
4. Illumination requirements.
 - a. Either internal or external illumination is permitted, but not both on any given sign.
 - b. The source of illumination shall be so arranged as not to reflect onto or cause glare to pedestrians or vehicles.
 - c. Only white lighting is permitted as a source of illumination.
 - d. All electrical service must be hidden underground (no meters or drops).
 - e. Any exposed light source must be concealed by landscaping.
5. Construction requirements.
 - a. Signs shall be made of solid materials of a permanent nature known and used in the sign construction industry and acceptable to the Architectural Committee. Foam or other low-grade materials are not permitted.
 - b. Components necessary for operation or fastening of the signage shall not be exposed or visible to the general view.
 - c. The sign manufacturer's decals or other means of identification or advertising are not permitted to be in the general view.
 - d. Vertical copy or signs projecting perpendicular to the building are not permitted.
 - e. Projection of construction materials must not protrude excessively from the sign, to be determined by the Architectural Committee.
 - f. No boxes or any enclosing forms or shapes that might outline, define or surround the sign or any elements of the sign are permitted on mounted signage.
6. Design requirements for multitenants.
 - a. All room numbers or directional information should appear at the extreme right of the allotted sign area for each tenant.
 - b. Names and logos should appear on the left side of the allotted sign area for each tenant.

- c. Logos are permitted but cannot exceed 70% of the allotted space.
 - d. Each tenant's sign must have a minimum of 2 in. between other designated tenant signs.
 - e. Colors should be kept to a minimum.
 - f. No one tenant design can overpower the other designs on the sign, as determined by the Architectural Committee.
 - g. Only one (1) sign area is permitted per tenant.
 - h. Changeable sign designs are permitted, as determined by the Architectural Committee.
- B. Secondary signage. The preceding restrictions for primary signage shall apply equally to secondary signage unless the following restrictions conflict therewith, in which case the following restrictions shall apply.
- 1. Low-profile signs with a total square footage not to exceed 15 sq. ft. per side surface.
 - 2. For freestanding multiunit signage, height shall not exceed 4 ft. from curb level, to be measured from the top of the curb at the intersection nearest sign placement.
 - 3. For mounted multiunit signage, height shall not exceed 6 ft. from ground level, defined as the lowest level from which the building rises from the area around it.
- C. **Informational signage. The preceding restrictions for primary signage shall apply equally to informational signage unless the following restrictions conflict therewith, in which case the following restrictions shall apply.**
- 1. **Low-profile signs with a total square footage not to exceed 6 sq. ft.**
 - 2. **For freestanding multiunit signage, height shall not exceed 4 ft. from curb level, to be measured from the top of the curb at the intersection nearest sign placement.**
 - 3. **For mounted multiunit signage, height shall not exceed 8 ft. from ground level, defined as the lowest level from which the building rises from the area around it.**

ARCHITECTURAL COMMITTEE MAUMEE C-M DISTRICT

Office Sites Quick Reference Guide

Architectural Committee Office Site Signage Regulations

Freestanding Signage (Section V)

Primary

- 60 sq. ft. maximum area per side
- 8 ft. maximum height
- Permanent construction materials only
- No exposed structural members or fasteners
- Integral structure as part of display
- No internal illumination
- Only constant, external white lighting
- Only underground electrical service
- Street number required

Secondary

- 15 sq. ft. maximum area per side
- 4 ft. maximum height
- No street numbers permitted

Informational

- 6 sq. ft. maximum area per side
- 4 ft. maximum height
- No signage mounted on windows or other glass

Office Sites Quick Reference Guide

Mounted Signage (Section VI)

Primary

- 20 in. minimum/36 in. maximum height of signage information
- 5-1/2 in. maximum depth of letter forms, logos, designs
- Maximum letter spread:
 - 30% of 200 ft. building front
 - 40% of 150 to 200 ft. building front
 - 50% of 100 to 150 ft. building front
 - 60% of under 100 ft. building front
- Only constant white lighting
- Internal lighting permitted within letters, symbols, etc.
- External lighting containing the sign/components only
- Only underground electrical service
- No vertical copy and/or perpendicular signs
- One sign per building for each street frontage
- Permanent construction materials only
- No exposed operational components or fasteners

Secondary

- 15 sq. ft. maximum area per side
- 6 ft. maximum height
- No signage mounted on windows or other glass
- Informational-only door signs (no logos or sales)

Informational

- 6 sq. ft. maximum area per side
- 8 ft. maximum height
- Informational-only door signs (no sales). One-color logos only.

Office Sites Quick Reference Guide

Multiunit Signage (Section VII)

Primary

- Freestanding or mounted
- 90 sq. ft. maximum total area
 - 15 sq. ft. maximum header panel area (included in total)
- 84 in. maximum height
- 10 sq. ft. maximum per tenant

- Only constant white lighting, either internal or external, but not both on any given sign
- Only underground electrical service
- Equally bright illumination for each tenant
- Background color black, white or dark brown only

- Permanent construction materials only
- No vertical copy and/or perpendicular signs
- No exposed operational components or fasteners

- Room no./directions at right of tenant sign area; names and logos at left
- Maximum logo size 70% of tenant sign area
- Minimum of 2 in. between tenant signs
- One sign area per tenant

Secondary

- 15 sq. ft. maximum total area
- 4 ft. maximum height for freestanding (from curb level)
- 6 ft. maximum height for mounted (from ground level)

Informational

- 6 sq. ft. maximum total area
- 4 ft. maximum height for freestanding (from curb level)
- 8 ft. maximum height for mounted (from ground level)