

Exterior Signage

1. Tenants must submit one (1) set of drawings and specifications for all proposed exterior signage to their Property Manager for approval. All drawings shall clearly show a scaled rendering of the storefront, location of sign onto fascia of building, dimensions of signage, graphics, colors and construction attachment details. Property Management reserves the right to approve or disapprove signage based on size, scale, color, material, height, style, or any other reasonable criteria.
2. All exterior signage must comply with City of Cottage Grove ordinances. No sign or structure shall be erected, constructed, rebuilt, or relocated without a permit issued by the City of Cottage Grove. It is the tenant's responsibility to obtain the necessary approvals and permits, covering the associated costs. Property Management must approve all drawings prior to submission to the City.
3. All tenant spaces are required to be identified by signage.
4. The furnishing and installation of signage and all expenses incurred shall be the tenant's sole responsibility.
5. Exterior signage must be professionally constructed and installed.
6. Sign representatives should perform a physical visit and field verify measurements and dimensions prior to submission of sign renderings/approvals. In addition, installers must have a copy of the sign approval in their possession at the time of installation.
7. Exterior signage should be constructed of individual illuminated letters. Cabinet style and/or panel wall signs, reader boards and electronic displays are not permitted.
8. Tenants are required to install one (1) exterior sign on the front of the building. Additional signage, on the side and rear of the building, may be installed at Landlord's discretion.
9. The maximum height for signage installed on the front or side of the building cannot exceed 36-inches and all returns must be Durdonic Bronze. Signage exceeding this requirement is subject to Property Management and City of Cottage Grove approval.
10. The maximum height for signage installed on the rear of the building cannot exceed 24-inches and all returns must be Durdonic Bronze. Signage exceeding this requirement is subject to Property Management and City of Cottage Grove approval.
11. Exterior signage must be mounted to aluminum raceways. Raceways cannot exceed 12-inches in height. Raceways must be painted to match the appropriate building exterior.
 - a. The EIFS color is SW2207 Colony Buff. The brick color is SW2188 Shingle Brown.
 - b. Sign representatives are encouraged to color-match on site for accuracy.

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12. Individual letters may be accompanied by a logo in a can no greater than 30-inches by 30-inches. Logos exceeding this requirement are subject to Property Management and City of Cottage Grove approval.
13. Exterior signage must not exceed seventy-five-percent (75%) of the width of each tenant space. Tenant spaces are defined as the front footage, side footage, or rear footage, as applicable, from common wall to common wall.
14. Exterior signage should be centered on the sign band of each tenant space.
15. Neon graphics require Landlord approval.
16. Exterior signage must be installed no later than 60-days after the Lease Commencement Date. If the signage is not installed within this time frame, the Landlord reserves the right to install a sign on the tenant's behalf, with all associated costs to be borne by the tenant.
17. Tenants are responsible for all electrical work related to signage. Since most sign companies do not perform electrical work, tenants may need to hire a certified electrician in addition to their sign vendor.
18. No sign shall have exposed wiring, bulbs (including exposed neon), ballasts, conduit, connections or transformers. Electrical service to sign lights shall be fully concealed.
19. A photo-cell may be used to regulate sign usage. In the event a photo-cell is not installed, tenants will be required to illuminate all signage twenty-four (24) hours a day, seven (7) days a week. Timers may not be used in place of photo-cells.
20. Tenants are responsible for all costs associated with repairing, re-skimming or replacing the building exterior if the facade is damaged or discolored. This includes damage from the prior occupant's signage, which must be repaired before new signage is installed, as well as any damage from the removal or alteration of the tenant's signage during their lease term. If the Landlord determines that facade repair work is required, Property Management will provide the tenant with a cost estimate for the necessary repairs. The actual expenses will be charged to the tenant's rental account and must be paid in full to the Landlord within 30-days of demand or, if required due to the tenant's surrender of the premises, then prior to their lease termination.
21. On or before the lease termination or expiration date, tenants must complete the following items at their own cost:
 - a. Remove all exterior signage from the Premises.
 - b. Cap electrical conduits to code.
 - c. Repair the building exterior to Landlord specifications, which will be outlined by the center property manager as part of the termination process.

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22. The following types of exterior signage and/or sign components are prohibited:

- a. Roof Signs
Signs erected, constructed, attached wholly, or in part, upon the cover or roof of any building or parapet.
- b. Motion Signs
Any sign which revolves, rotates, scrolls, is animated, has moving parts, or gives the illusion of motion.
- c. Portable Signs
A sign designed as to be movable from one location to another, and which is not permanently attached to the building exterior.
- d. Search Lights
Except in conjunction with grand openings.
- e. Reader Boards
Electronic or manual.
- f. Banners
Except in conjunction with grand openings for new tenants or newly remodeled tenants. Banners that contain the business name may be used until a permanent sign is installed. All banners must be professionally created and must be approved by the Property Manager of the Project prior to installation.
- g. Noise:
Signs employing noise making devices or components.
- h. Miscellaneous
 - Air inflated devices
 - Paper signs
 - Pennants
 - Stickers
 - Whirling devices
 - Any other miscellaneous device resembling the above items
- i. Wall Signs Employing the Following:
 - Moving, blinking, or flashing light
 - Exposed ballast boxes, or transformers
 - Sign manufacturers name, stamps, or decals
 - Painted/non-illuminated letters
 - Un-edged letters, letters with exposed fastenings, or letters without returns

Exterior signage policies are subject to change and will be updated periodically. Landlord expressly reserves the right to deviate from this sign criteria when dealing with other tenants.