

# BONITA BAY COMMUNITY ASSOCIATION (BBCA) SIGNAGE DESIGN STANDARDS & REVIEW PROCEDURE

MARCH 2023

## SIGNAGE GUIDELINES REVIEW PROCESS

1. **PURPOSE:** The BBCA signage guidelines establish a uniform set of standards for design consistency and the orderly placement of signage within the community. These guidelines address the type, size, location, and construction of all residential and public signage in Bonita Bay. These guidelines shall prohibit signs that by their size, location, construction, content, or manner of display endanger public safety, confuse, mislead, or are political.
2. **AUTHORITY:** The authority of BBCA to establish and enforce signage guidelines is set for in Article IX of the Declaration of Covenants. This provides BBCA with exclusive jurisdiction over all matters relating to architecture, landscaping, and signage within Bonita Bay. If the City of Bonita Springs sign regulations are more restrictive than these guidelines than those standards will be met.
3. **SIGNAGE REVIEW:** All signage requests shall be submitted to the Design Review Committee (DRC) for approval of size, location, and materials. Written approval must be received from Design Review before any signage installation.

## SIGNAGE DESIGN STANDARDS

1. **COLORS & TYPESTYLE:** The colors allowed from a color pallet chosen by the BBCA Aesthetics Committee and approved by the Board. Various typestyles may be acceptable providing they are upper and lower case, bold normal legible, and appropriately spaced.
2. **MATERIALS:** Identity and Directory Signs may be constructed of natural stone, stucco, concrete, cast acrylic sheet; aluminum sheet/extrusions/castings; vinyl film, ABS plastic, High-Density Styrofoam. Wood painted or vinyl finish may only be used on approved temporary signage. Fasteners, Anchors, and Inserts must be fabricated from metals that are non-corrosive to either sign materials or mounting surface.
3. **LIGHTING:** All illumination must be shielded to prevent the light from interfering with vehicular traffic or resulting in glare into residences or pathways. No flashing lists or logos, neon, or other colored illumination is permitted.
4. **INSTALLATION:** All signage installations must be completed with acceptable craftsmanship and shall be located and using the specified materials as approved by the DRC. Signage shall be installed level, plumb, and at the height approved with surfaces free from distortion or other defects. Nothing in this document shall eliminate the need to obtain applicable city or county permits.

5. **PROHIBITED SIGNS:** Any sign that is not designed and approved to these guidelines is prohibited. Subcontractor and vendor signs are prohibited. Political signage is prohibited.
6. **TEMPORARY SIGNS:** Temporary signs include Open House, Events, and Real Estate signs. Temporary signs may use materials other than those listed in the Materials section provided that the surfaces are painted or treated with vinyl and comply with the approved colors established in these guidelines. All temporary signs except real estate for sale signage shall be removed within 60 days of installation. Otherwise, the sign shall be considered in violation and shall be subject to removal.

Contractor signs may only be displayed during the time of actual construction and include the name of the contractor. One sign per road frontage may be approved and is limited to 48" in height, a total sign area of 12 square feet and a maximum font size of 6".

## **7. REAL ESTATE SIGNS**

Real Estate For Sale signs with QR codes are permitted with a maximum size of 3 feet by 3 feet. No sold signs are permitted. The standard for sale sign is 18" by 36" (blue & beige) with two posts (background: Sherwin Williams SW 2060; posts: Sherwin Williams SW2061; lettering Vinyl Avery Majestic Blue.

Realtors hosting an Open House are required to fax BBCA 72 hours in advance with a list of coming open houses to alert the gatehouse of pending visitors. Open Houses may be conducted Monday thru Saturday 9am to 5pm and Sunday from 1pm to 4pm.

Open House directional signage is allowed in front of a neighborhood entrance and should be placed ~10 feet from the roadway. No balloons or flags are permitted, and no signage is allowed at the US41 entrance, on Bonita Bay Blvd. or on Country Club Drive, except in single family home areas.

Open House signage are to be 14" by 22" double sided and on one post. The signs can be sandblasted or vinyl lettering on a 3/4" medium density overlay. Signage color is to SW 2060 for the background; SW 2061 for the post; Sparcal 1523 dark green for vinyl lettering or one shot dark green 148L for sandblasted lettering.

## **RESIDENTIAL & COMMUNITY SIGN STANDARDS**

1. **NEIGHBORHOOD ENTRY SIGNAGE:** Neighborhood entry signs should reflect the character and architecture of the neighborhood. Materials may include stucco, stone, precast borders and trim, stone panels with sandblasted letters, aluminum pin letters, and reverse channel letters.
2. **SINGLE FAMILY NEIGHBORHOODS** (where BBCA is the HOA): The mailboxes have been standardized and must be obtained from the source approved by BBCA. Owners are responsible for replacing a broken mailbox. Please contact BBCA Grounds Maintenance to arrange the purchase and installation.