

SIGN - PROCEDURE

I. General

All off premises signs must be permitted. The control & regulation of signs is in the best interest of Hot Springs Village (HSV). Therefore the purpose of this procedure is to regulate the illumination, size, location, color, and quantity of signs within HSV. All signs erected or constructed in HSV will comply with this procedure as approved by the Architectural Control Committee (ACC).

II. General Requirements:

1. No signs of any type will be allowed at the entrance gates to HSV as noted:
 - a. West Gate:
 1. on DeSoto Boulevard: Hwy 7 to San Fernando Road
 2. on W. Villena Drive: sixty (60) feet from DeSoto Blvd. Stop Sign
 - b. East Gate:
 1. on DeSoto Blvd: from Hwy. 5 to El Cano Drive
 - c. Balboa Gate:
 1. on Ponce de Leon: from Hwy. 5 to Entereza Way
 - d. Glazier Peau Gate:
 1. on Estrella Way: from Warren Watson Road to Mazarron Drive
 2. on Mazarron Drive: South to Pyrenees Way & North to Jalisco Circle
 - e. Danville Gate:
 1. on access road: from Balearic to West Side of Danville Road
 - f. Cortez Gate: from Cortez Road to Cortez Gate
2. No sign will be located so as to cause a hazard to pedestrian or vehicular traffic. Any signs at a street intersection shall not be more than thirty (30) inches high and within a thirty (30) foot triangle of the intersection.
3. No sign, once permitted by the ACC, will be moved or altered without the approval of the ACC. This does not include the repainting or maintenance required to restore the sign to its' original condition.
4. Every sign on private, together with its support devices, will be kept in good repair and painted or restored at the expense of the sign owner as necessary to maintain a level of appearance acceptable to the ACC. ACC does have the authority to require any sign be removed, modified, or repaired (even if erected with a permit) if the sign does not conform to this procedure.
5. Sign color requirements are earth tone colors (no white background for permanent signs).
6. All signs in road right-of-way must be approved by Public Works prior to being submitted to the P&I Department.

III. Prohibited Signs:

1. Illuminated signs are not allowed unless permitted by ACC.
2. Billboard signs.
3. Any signs that are wind or power operated including flags, streamers, pin wheels, or balloons.
4. Advertising signs for products or articles that are not manufactured, assembled, processed, repaired, services or sold on the premises.
5. Any sign advertising unlawful activities or containing scurrilous, scandalous, or obscene

matter as determined by the ACC.

6. A sign relating to the lease, hire, or sale of a building or premises other than the building or premises upon which the sign is displayed.
7. Any sign that becomes in need of repair and any sign that is a hazard to pedestrian or vehicular traffic as determined by the P&I Dept. and Public Works. Corrective action shall be in accordance with Article XII of the HSV Covenants and Restrictions.
8. Signs on residential property advertising an in-home business.

IV. Signs Exempted:

1. Signs erected by the developer are exempt.
2. Signs erected by the Public Works for traffic control, identification of streets, and directional purposes.

V. Business/Commercial/Church Signs

1. ACC approval is required for all signs under this Section.
2. **Colors:** Earth tone colors are required (white background not allowed). The color of the sign (background, logo, and lettering) must be approved by the ACC prior to issuance of a permit. An actual color sample must accompany the permit application. Color renderings, computer generated color pictures, or other representations are not acceptable. Trademark colors must also comply with this procedure and be approved by the ACC.
3. **Size:** No sign will exceed five feet (5') in height from finished grade nor (exceed 25% of lot frontage) wide. On sloping lots the height is measured from the end nearest to grade.
4. **Location:** The ACC will approve the location of all private or commercial signs. The location of the sign must be identified on a plan to be submitted with the permit application. Signs to be attached to a building must be indicated on a scale drawing of the sign and the elevation of the building face to which it is to be attached. Sign locations shall not create or contribute to a safety hazard for pedestrian or vehicular traffic. Ground signs may not be located in road right-of-way without specific approval of the P&I Dept. and Public Works.
5. **Illumination:**
 - a. **Externally – Illuminated Signs**
External sign illumination must be shrouded to minimize light spill over and glare.
 - b. **Internally – Illuminated Signs**
 1. Light Emitting Diodes (LED)
 2. Fluorescent letters, cut out letters, borders, and back lit letters
 - c. Reader Boards must be approved on a case by case basis.
6. **Temporary Commercial - Lease, Build to Suit, For Sale Signs & Future Development**
 1. Aluminum Swing Post not to exceed 5'-0" tall, holds 1 panel (600 sq. inches)
 2. Requires a new permit every 6 months.

A menu sign on private property 60 inches high maximum (above grade) by up to 96 inches wide is allowed at each drive that serves multiple tenants accessible from either one or two streets (i.e. such as a corner retail development).

7. Banners: See Section VII.

VI. Construction Signs – Residential

1. ACC approval is not required for signs under this article as long as signs meet the requirements set forth herein.
2. The permitted contractor will be allowed one sign not to exceed 600 square inches in size. Signs may be used to identify the contractor & his license number. Signs by subcontractors are allowed to identify the contractor's name, address, and license number (as required by code).
3. No sign may be erected until after issuance of a building permit. All signage must be removed within five days after the final inspection of the home.

VII. Construction Signs – Commercial

1. ACC approval is required for all signs under this Section.
2. Colors: Earth tone colors are required (no white background allowed). The color of the sign (background, logo, and lettering) must be approved by the ACC prior to issuance of a permit. An actual color sample must accompany the permit application. Color renderings, computer generated color pictures, or other representations are acceptable. Trademark colors must also comply with this procedure and be approved by the ACC.
3. Size: A commercial construction sign may not exceed four feet (4') high by eight feet (8') in length.
4. Number - Identification: Only one sign, identifying the architect, contractor, sub-contractor, landscaper, and financier is permitted.
5. Duration: No sign shall be erected until after a building permit is issued.
6. Location: The location of the sign shall be indicated on a plot plan and approved by the ACC.
7. All signage must be removed within five days after the final inspection.

VIII. Special Event Signs

1. ACC approval is required for all signs under this section.
2. This section provides procedures for the advertising of special events by a business, profit or non-profit organization, or property owner.
3. Commercial and non-profit special event signs are considered as temporary signs and are restricted to time limitations or as specifically approved by the ACC. Special event signs are limited to Banners and Ground Signs. All special event signs are allowed to be erected three (3) days prior to the special event and must be removed within 24 hours after the completion of this event.
4. Banners:
 - a. Banners must be made of flexible materials such as cloth, canvas, vinyl or similar materials. They may be hung on the side of a building or suspended from a portion of the building structure.
 - b. All banners must be located on the property where the event is being held. No off-site

banners are allowed.

- c. All banners must be submitted to the ACC for approval of banner size, color, verbiage and the length of time that the banner will be displayed.

5. Ground Signs:

- a. Ground signs must be free standing and constructed using solid materials to prevent the sign from being destroyed or blown away by the elements.
- b. Signs may be one-sided or two-sided. Each type is considered as one sign.
- c. Ground signs may not impede traffic or visibility. Maximum size – 24” wide x 36” high.
- d. A total of five (5) ground signs are permitted, including one sign on the property where the event is being held.

IX. For Sale Signs

1. ACC approval is required for all signs under this section.

a. Vacant Lots & New Homes

- 1) Size: 432 square inches maximum. (18”x24”)
- 2) Height: 60 inch maximum above grade if post mounted with optional pamphlet holder.

2. Number/Location

a. Internal Lots

One sign per lot visible from street

b. Lake or Golf Course Lots

One sign per lot visible from street plus a second sign visible from Lake or Golf Course.

c. No off premises For Sale Signs are allowed.

X. Garage/Yard/Moving Signs

1. An ACC permit is required for signs under this section.

2. Size: The sign shall not exceed 96 square inches (Example: 8 1/2” x 11”). Maximum five signs will be furnished with the permit.

3. Duration: Sign may be erected within 1 day prior to the sale and must be removed after the sale is concluded.

4. Sign must be free standing on a stake or frame (no cardboard boxes, buckets, nailed or stapled to street signs or light poles – these type signs will be removed).

XI. Open House/Estate Sale Signs/Model Homes

1. An annual permit is required for signs under this section.

2. Purpose: Signs may be used when showing a particular house/estate that is for sale. Open House signs will not be permitted until after the final inspection of the home & house must be open for viewing.

3. Size:

- a. Signs shall not exceed 18” x 24” and shall not exceed 30” above grade.
- b. Balloons, streamers, and other types of decoration may not be used to draw attention to the sign

4. Number – Location: No more than five total signs, including the one at the house, are

allowed.

5. Duration: Signs may be displayed for the property for a period of no more than 72 consecutive hours per week after which time they must be completely removed.
6. Model Home signs must include name of listing realtor.

XII. Political Signs

1. An ACC permit is not required for signs under this section.
2. Size: Each political sign shall not exceed 300 square inches.
3. Number - Location: Only one sign for each specific candidate or referendum item is permitted. Two identical signs attached back to back on one post shall count as one sign. There shall be no more than 3 total signs placed on posts located on properties with houses. No sign shall be placed on road right of way, intersections, common property, or vacant lots.
4. Duration: Political signs may be erected no sooner than 25 days prior to an election and must be removed within 5 days after the election. This period shall also include any campaign requiring a run-off election or recount.

XIII. Rental Signs

1. An ACC permit is not required for signs under this section.
2. Size: The sign shall not exceed 144 square inches (Example: 12" x 12").
3. Number – Location: One sign only may be attached to the house or fastened to a stake mounted in the yard. Golf course and lake front houses may have one additional sign located at the rear of the property facing the golf course or lake.
4. Duration: Rental signs may remain permanently attached to the house. The additional sign allowed for golf and lake front properties shall be removed in the case the house is rented for a 60 day period or longer.

XIV. Commercial Rental Signs

1. Commercial rental signs or lease signs must be approved by the ACC and permitted by the P&I Department.

XV. Residential Address or Name Markers

1. Professionally prepared plaques indicating the address of the residence or occupant's name may be mounted on the house, masonry piers, or other permanent structure near the street in accordance with the Arkansas Fire Prevention Code Volume III. Dimensions may not exceed 24 inches in width by 16 inches in height.

XVI. Enforcement

Any sign under this procedure that is not in compliance can be removed by the Planning & Inspections Department.

Disclaimer: No warranty is made or implied to any individual property owner that the actions of the ACC in the approval process to obtain a HSV Permit is intended as a tacit approval of the quality, safety, desirability or suitability of such design or construction.

