



**INNOVATION PARK**  
A RESEARCH AND DEVELOPMENT CENTRE

# BUILDING SIGN SPECIFICATIONS

**Leon County Research and Development Authority**

**UPDATED AND APPROVED**

**March 2009**

1736 West Paul Dirac Drive  
Tallahassee, Florida 32310

Phone: 850-575-0343  
Fax: 850-575-0355  
E-mail: [innpark@embarqmail.com](mailto:innpark@embarqmail.com)

 **Kimley-Horn  
and Associates, Inc.**

## Purpose and Application

The purpose of the Innovation Park Building Sign Specifications Guide is to further clarify the sign requirements found within the Innovation Park Declaration of Protective Covenants and Restrictions, adopted in 1981, hereafter referred to as the “Covenants” and the Architectural and Aesthetic Standards Covenants. This document serves as an update to the signage standards created in 1988 and provides an outline of the acceptable design standards and the review and approval process described within the current Covenants.

Applicants with proposed changes to property within the boundaries of Innovation Park are required to schedule a meeting with the Park Director to discuss the proposed plans. Based on this meeting the Park Director will determine whether the project requires further action by the Development Review Committee, hereafter referred to as the “DRC”. The DRC is responsible for the review and approval of development plans within Innovation Park and is comprised of five (5) members appointed by the Leon County Research and Development Authority, hereafter referred to as the “Authority”. At least four (4) of the seats must be occupied by the following:

- 1) an architect, licensed to practice in the State of Florida,
- 2) a representative of the Board of Trustees of the Internal Improvement Trust Fund, and
- 3) the Director of the Leon County Research and Development Authority.
- 4) the Land Use Administrator or Designee for the City.

The Authority oversees all site plans and architectural presentations associated with Innovation Park and either approves or denies each proposal following the DRC’s recommendation(s). All new signage must be consistent with the sign specifications outlined in the Covenants and this document. These design specifications do not affect prior offenses, rights, or acts committed or established before the creation of this document.

# Table of Contents

<b>Purpose and Application</b> .....	i
<b>Review and Approval Process</b> .....	1
<b>Design Specifications and Requirments</b> .....	2
General On-Site Sign Guideline .....	2
Priority of Signs .....	2
Standards and Specifications for On-Site Monument and Building Facade Signs .....	3
Monument Sign Height .....	3
Monument Sign Size .....	3
Monument Illumination .....	3
Sign Placement .....	3
Signs for Multiple Tenants within a Building .....	3
Multiple Buildings on a Single Parcel .....	4
Options for Displaying Company/Building Name or Logo .....	4
Address Font Size and Mounting Standards .....	4
Auxiliary Signage .....	5
Exterior Directory Signage .....	5
Standards for Temporary Signs .....	5
Temporary Signs for Public and Semipublic Events or Functions .....	5
Temporary For Sale or For Lease Signs .....	6
Temporary Signs for Construction .....	6
Temporary Signs for New Tenant or Name Change .....	6
<b>Standard Signage Detail Figures</b> .....	7
Figure 1a - Raised Lettering Monument Sign .....	8
Figure 1b - Lettering with Logo Monument Sign .....	9
Figure 1c - Plaque with Screen Print .....	10
Figure 2 - Monument Sign - Side Elevation .....	11
Figure 3 - Auxiliary Signage .....	12
Figure 4 - Directory Signage .....	13
<b>Nonconforming</b> .....	14
<b>Variences</b> .....	14
<b>Maintenance</b> .....	14
<b>Sign Definitions</b> .....	15

## Review and Approval Process

All requests to remodel or alter the property or the exterior of the building must be discussed with the Park Director before any further actions are made. All signage plans are required to be submitted to the DRC upon the submittal of associated building plans.

Approval will be based upon conformity and harmony of external design with the design standard specifications outlined in this document. Improvements or alterations of any site will not commence prior to compliance with the review process and submittal requirements outlined in Article X of the Covenants.

Once all required documentation has been collected, consistent with Article X of the Covenants and the Park Director has reviewed each proposal, the tenant shall submit five (5) copies of all material to the Park Director for DRC to review. The applicant is responsible for the safety, structural and electrical (if applicable) quality of the proposal and must show verification by a licensed professional that the final design meets all design requirements, including wind load requirements set forth in the City's Code as well as in the Florida Building Code. It is also the responsibility of the applicant to obtain all necessary permits needed before construction can be initiated.

## Design Specifications and Requirements

The objective of this section is to ensure conformity with design, construction and placement of all future building related signage within Innovation Park to create and maintain a uniformed appearance. This document provides further guidance of standards outlined in the Covenants for the fabrication, erection, and use of signs, symbols, and marking devices within Innovation Park. The design specifications apply to all building sign proposals except those associated with commercial land uses, i.e. hotels, restaurants, daycares, or conference centers which are intended to support the research and development uses in Innovation Park. For commercial facilities, sign design and construction proposals are required to follow the regulations and standards set forth in the City of Tallahassee Land Development Code, Chapter 7 Sign Code and will be subject to approval by the DRC to insure conformity. All other proposals must follow the design standards outlined in Article IX, Architectural and Aesthetic Standards of the Covenants.

### General On-Site Sign Guidelines

- 1) Only signs indicating the name of the building or tenant and the persons or entities occupying the building shall be permitted.
- 2) Building facade signs shall generally be placed on the outside wall or walls of the building but shall not extend above the line of the roof line or extend beyond the sides of the building.
- 3) No sign shall be placed or externally illuminated in such a manner as to cast a glare on neighboring sites or in such a manner as to impede the safe movement of traffic.
- 4) All signs shall be designed, erected, altered, moved and maintained in accordance with plans and specifications submitted to and approved by the DRC.
- 5) Exterior colors and materials used for the design and construction of the monument signs should be stucco like or consistent with the building materials used on the associated building.
- 6) Billboards or other advertising signs are prohibited. A billboard is defined as a sign which directs attention to a business, profession, commodity, service or entertainment conducted, sold or offered outside the boundaries of Innovation Park. Signs larger than 50 square feet in overall area are considered to be billboards with the exception of temporary construction signs and building facade signs.

Additional recommendations:

- 1) Landscaping around monument signage is permitted as long as the landscaping is sensitive to the context and ties into the surrounding scheme or design. No landscaping surrounding the perimeter of the monument sign shall extend more than 18 inches above the footer/base of the sign.
- 2) Monument signs shall not be placed within any right-of-way or easement requirements on any site, as outlined in the Covenants.

### Priority of Signs

Where the location of two or more signs conflicts under the requirements of this article, the sign meeting the requirements of this article and having the earliest dated permit for its erection shall have priority over other signs in conflict. If multiple types of signs are to be located in close

proximity of one another the monument sign's location will take priority over the other types of signs proposed for that particular site.

### **Standards and Specifications for On-Site Monument and Building Facade Signs**

Monument signs and building facade signs shall be allowed subject to the limitations in Article IX of the Covenants and in this document. Detailed drawings of these specifications are illustrated in Figures 1-4. The drawings in this document are not to be used for construction and shall only be used for illustrative purposes.

#### Monument Sign Height

The maximum height of all monument signs should not exceed 6'2", measuring from the top of the signs crown to the bottom of the base where it meets the ground plane. Refer to Figures 1 and 2. The alteration of the existing grade in an effort to increase the overall monument height is prohibited.

#### Monument Sign Size

Monument signs should not exceed the dimensions illustrated on the sign standard diagrams provided in this document. Sign sizes and dimensions can be seen in Figures 1-4.

#### Monument Sign Illumination

Monument signs may be externally illuminated after proper approval by the DRC. No sign shall be illuminated in such a manner as to cast a glare on neighboring sites or in such a manner as to impede the safe movement of traffic. The following lighting is not permitted for use within Innovation Park:

1. Flash or strobe lighting
2. Neon lighting
3. Signs with backlighting\*

\*Signs associated with commercial facilities (i.e. hotels, restaurants, daycares, convention centers) may use backlit signs after written approval by the DRC.

#### Sign Placement

Only one monument sign and one building facade sign shall be allowed for each premise. Lots that have frontage on more than one street, under the discretion of the Authority may install additional signage after approval has been awarded by the DRC.

- 1) Setback
  - a. Monument signs shall not be placed within any right-of-way or easement requirements on any site, as outlined in the Covenants. Signs shall be visible to traffic but must not interrupt the safe movement of traffic by obstructing sightline views.
- 2) Building Facade signs
  - a. May not project more than 12 inches from the building wall to which they are attached.
  - b. May not exceed past the top of the roof or be mounted on the roof in any way or extend beyond the sides of the wall.

#### Signs for Multiple Tenants within a Building

Where a single building or a complex of buildings on a site contains two or more separate tenants, such buildings shall be permitted one monument sign to display the building name(s). Directory signs shall be used to display the name and location of all tenants located within the appropriate buildings.

### Multiple Buildings on a Single Parcel

Where more than one building exists on a single parcel of land and each building is provided separate and distinct parking facilities and entrances to the property from other properties or roads, each building shall be permitted one monument sign no closer than 150 ft to the nearest erected or approved proposed sign located on the same side of the street.

### Options for Displaying Company/Building Name or Logo

There are three (3) options for displaying the company/building name or logo within the designated sign area on a monument sign (See Figures 1A – 1C). All options must be displayed within the designated sign display area of 6'4" x 1'8". This area depicts the extreme limits of the lettering, logo, trademark, or other graphic representation used to differentiate the sign from the background against which it is placed.

#### 1) Block Text Lettering

Companies choosing to use standard block text lettering for their monument sign to display their company name shall follow the font style detailed below and shall be mounted no more than 3/16" off the face of the sign. Material used to attach the lettering as well as the type of material used for the lettering must also be detailed.

- a. Company name lettering shall be at minimum 2" high but shall not exceed a maximum of 6" high. All signage text shall be located within its designated display area. Refer to Figure 1A for appropriate positioning requirements for lettering.

#### 2) Company name and/or Logo

Companies choosing to use their logo in conjunction with or in place of the solid block text lettering must provide design drawings to scale illustrating the logo placement and size on the sign. Material used to attach the logo as well as the type of material used for the logo must also be detailed. Refer to Figure 1B for appropriate positioning requirements for lettering. The placement of the logo is not limited to the placement illustrated in Figure 1B but it must fit within the designated sign display area as described above.

- a. A single plaque, 6'4" x 1'8" may be used to display company information and logo. The plaque is to be centered vertically and horizontally with a 2" space around the perimeter of the plaque and placed within the designated area illustrated in Figure 1C. Plaques must be constructed using a durable material suitable for outdoor use. Wood plaques or other non-durable materials that require continual upkeep maintenance are not allowed.

#### 3) Building Name

This option may be used for buildings with multiple tenants. The monument sign display area will display the building name and directory signs will be used to display the building's tenant company names. Refer to Directory Signs for further details.

### Address Font Size and Mounting Standards

- 1) The standard address text font style shall be Optima, black.
- 2) The address can be displayed as either a full address, which includes the building number and street name or a partial address which consist of only the building number.

- 3) A standard font size for the full or partial address shall be 4" high. Refer to Figure 1a for placement of address on the monument.
- 4) Material used for the block lettering must be approved prior to its installation and shall be mounted no more than 3/16" off the face of the sign.

### **Auxiliary Signage**

Auxiliary signs, such as shipping and delivery signage are to be used for directing vehicles to specific areas of a site. These signs shall be designed in accordance to the following guidelines and is illustrated in Figure 3.

- 1) Overall size of auxiliary signs shall be 5' in height and 4'6" wide (width includes both side poles measuring 3" in diameter).
- 2) Information shall be displayed within the designated 4'x 2'3" area of the sign.
- 3) No information shall be placed outside of the designated area (illustrated in Figure 3).
- 4) The auxiliary signs color shall be consistent with the building color.
- 5) No more than one auxiliary sign per building shall be visible to the street.

### **Exterior Directory Signage**

Exterior directory signs are suggested, but not required for sites with multiple buildings or tenants that are located in close proximity to each other, sharing either the same parking facilities or main entrance. These signs shall be made visible to visitors walking from the surrounding parking facilities, directing them to the desired company or building's main entrance. An example of the size and shape of these signs is illustrated in Figure 4. The following are the standards required for approval of directory signs.

- 1) Overall size of the directional sign shall not exceed 5' in height or 4'6" wide (width includes both side poles measuring 3" in diameter)
- 2) Information shall be displayed within the designated 4'x 3'10" area of the sign.
- 3) It is the responsibility of the tenant to whom the Site has been leased to keep all tenant information up to date and maintained on the directory sign(s) in accordance to Section 5 of the Covenants.
- 4) No information shall be placed outside of the designated area (illustrated in Figure 4).
- 5) These exterior signs shall be located close to the main entrance of the corresponding buildings, visible to the surrounding parking facilities from approaching automobile and pedestrian traffic.

### **Standards for Temporary Signs**

#### Temporary Signs for Public and Semipublic Events or Functions

A non-illuminated temporary sign announcing an event to be held at a location in the Park may be allowed on the site of the sponsoring institution and on the site of the event. Temporary directional signs may be placed near the right-of-way, upon approval by the Park Director.

- 1) Standard size for temporary signs shall be 18"x 24" in size and shall not exceed three (3) feet in height. Signs needing to be larger than the standard size must get approval from Park Director before posting.
- 2) Temporary signs can be displayed on the day of the event (one day) without formal approval from the Park Director. Signs needing to be displayed longer than one day must be approved by the Park Director.



- 3) Political signs are not permitted within Innovation Park.

#### Temporary For Sale or Lease Signs

Signs designed and intended to advertise and promote the sale, rental or lease of lots and/or structures within Innovation Park shall be permitted as follows:

- 1) Signs shall not exceed 32 square feet in area and shall not exceed six (6) feet in height.
- 2) Signs shall not be placed within the right-of-way of any site and shall not obstruct the visibility of permanent signs (e.i. monument, auxiliary, directory).
- 3) Such signs shall be permitted only within the confines of the site being advertised, unless permission to install additional signs has been approved by the Park Director.

#### Temporary Signs for Construction

One temporary construction sign shall be allowed per site where construction is taking place. The sign may include the identification of the new building and the names of persons and firms performing services or labor or supplying materials to the premises. Such signs must be removed within 30 days of the issuance of a certificate of occupancy or certificate of completion.

#### Temporary Signs for New Tenant or Name Change

A new business or a business relocating to a new location with no permanent signs may obtain approval through the Park Director to erect a temporary sign to display tenant information for a period of not more than 60 days or until installation of permanent sign, whichever shall occur first. A temporary ground sign shall not exceed four (4) feet in height and have a display area no larger than 6 ½'x 2' in area.

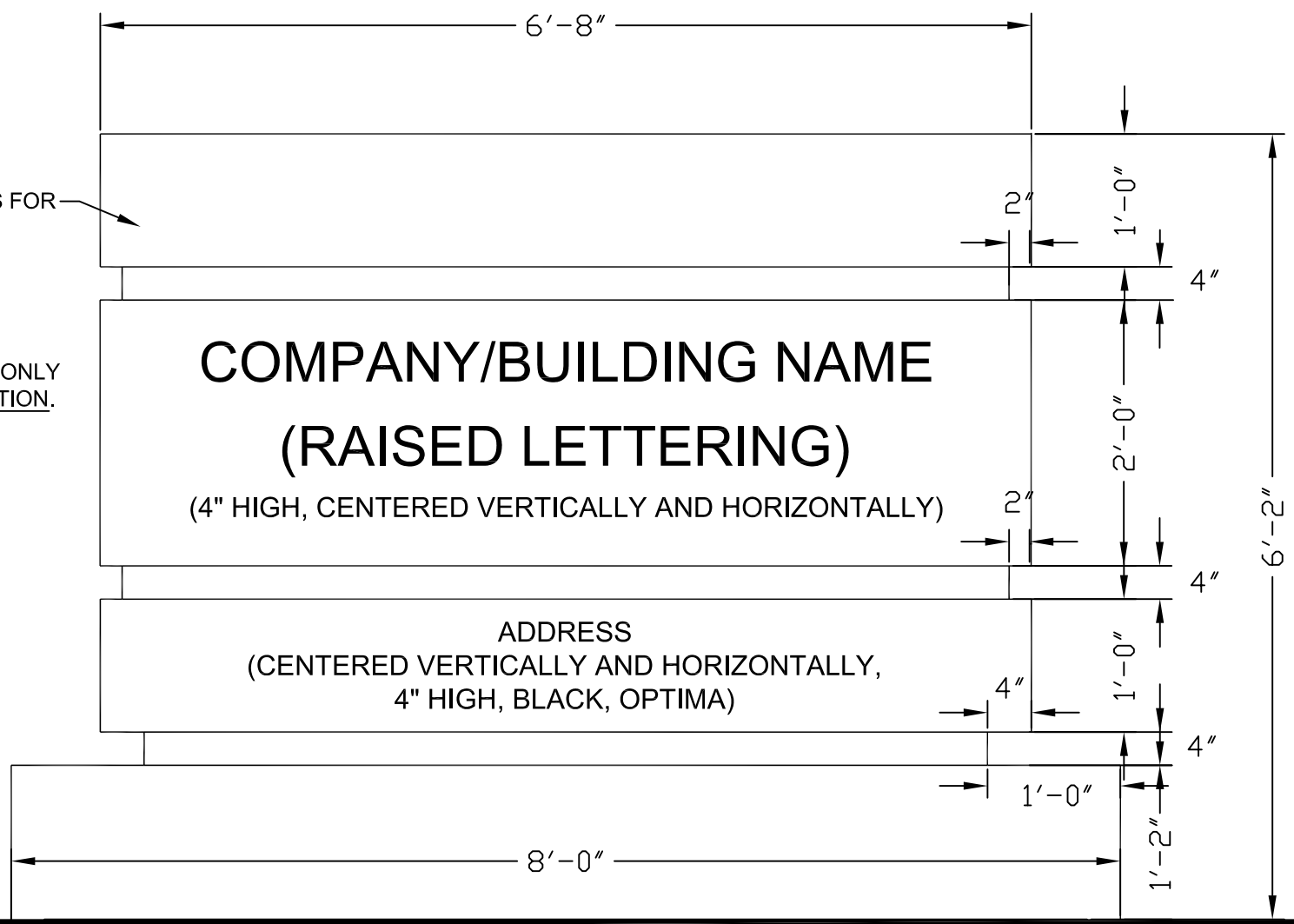
In locations where a permanent monument sign is located a temporary sign can be placed over the prior tenant's company name or logo, within the designated area, as illustrated in Figures 1A-1C.

## **STANDARD SIGNAGE DETAIL FIGURES**

FIGURES 1-4

SEE SIGN SPECIFICATIONS FOR FINISH DETAILS.

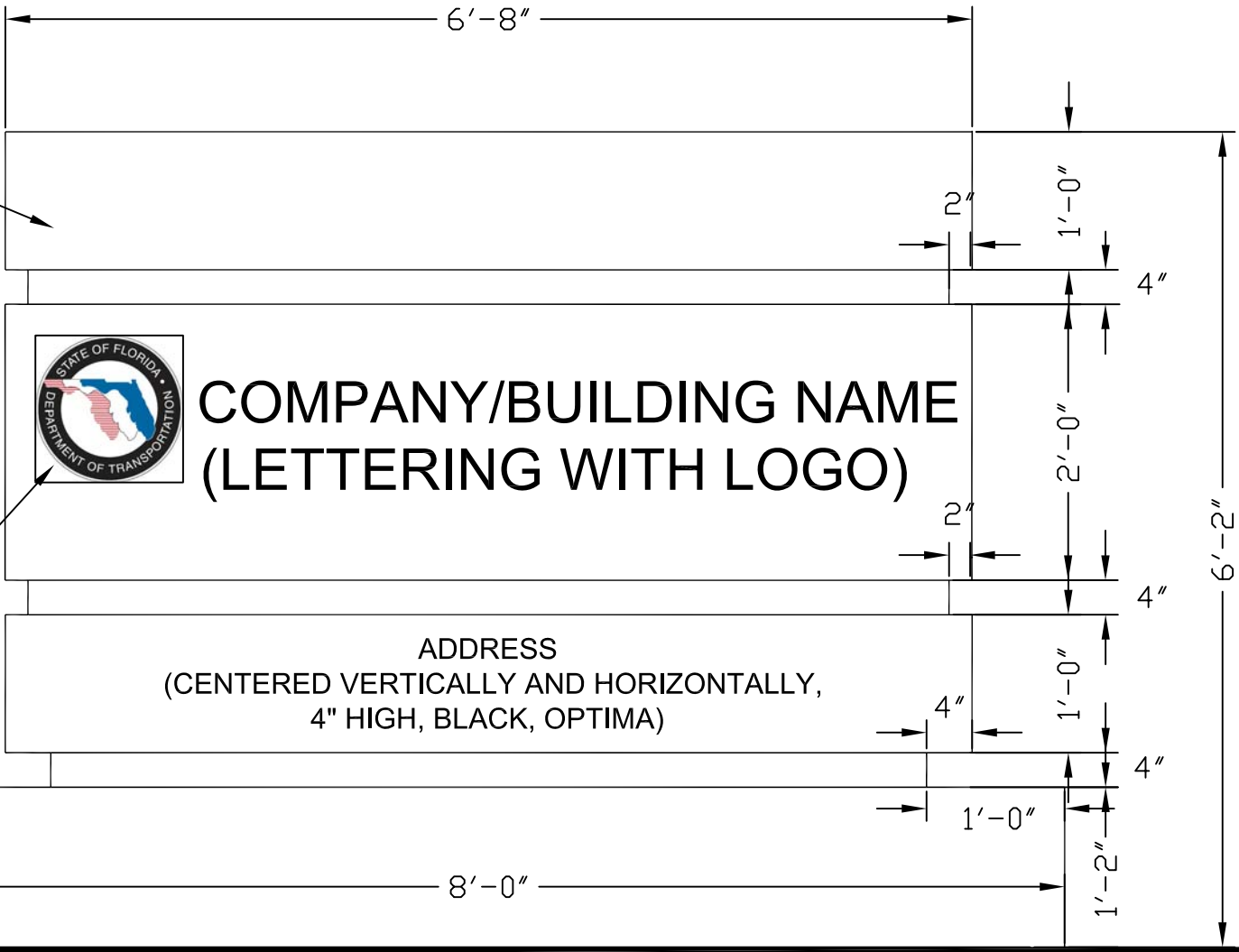
THIS DRAWING IS FOR ILLUSTRATIVE PURPOSES ONLY AND NOT FOR CONSTRUCTION.



1A

RAISED LETTERING MONUMENT SIGN - FRONT ELEVATION (TYP.)

SCALE: NTS



SEE SIGN SPECIFICATIONS FOR FINISH DETAILS.

THIS DRAWING IS FOR ILLUSTRATIVE PURPOSES ONLY AND NOT FOR CONSTRUCTION.

COMPANY LOGO SHOWN FOR ILLUSTRATIVE PURPOSES ONLY. PLACEMENT OF THE LOGO AND THE TEXT MAY FIT ANYWHERE WITHIN THE DESIGNATED SIGN DISPLAY AREA AS MENTIONED IN THIS DOCUMENT.

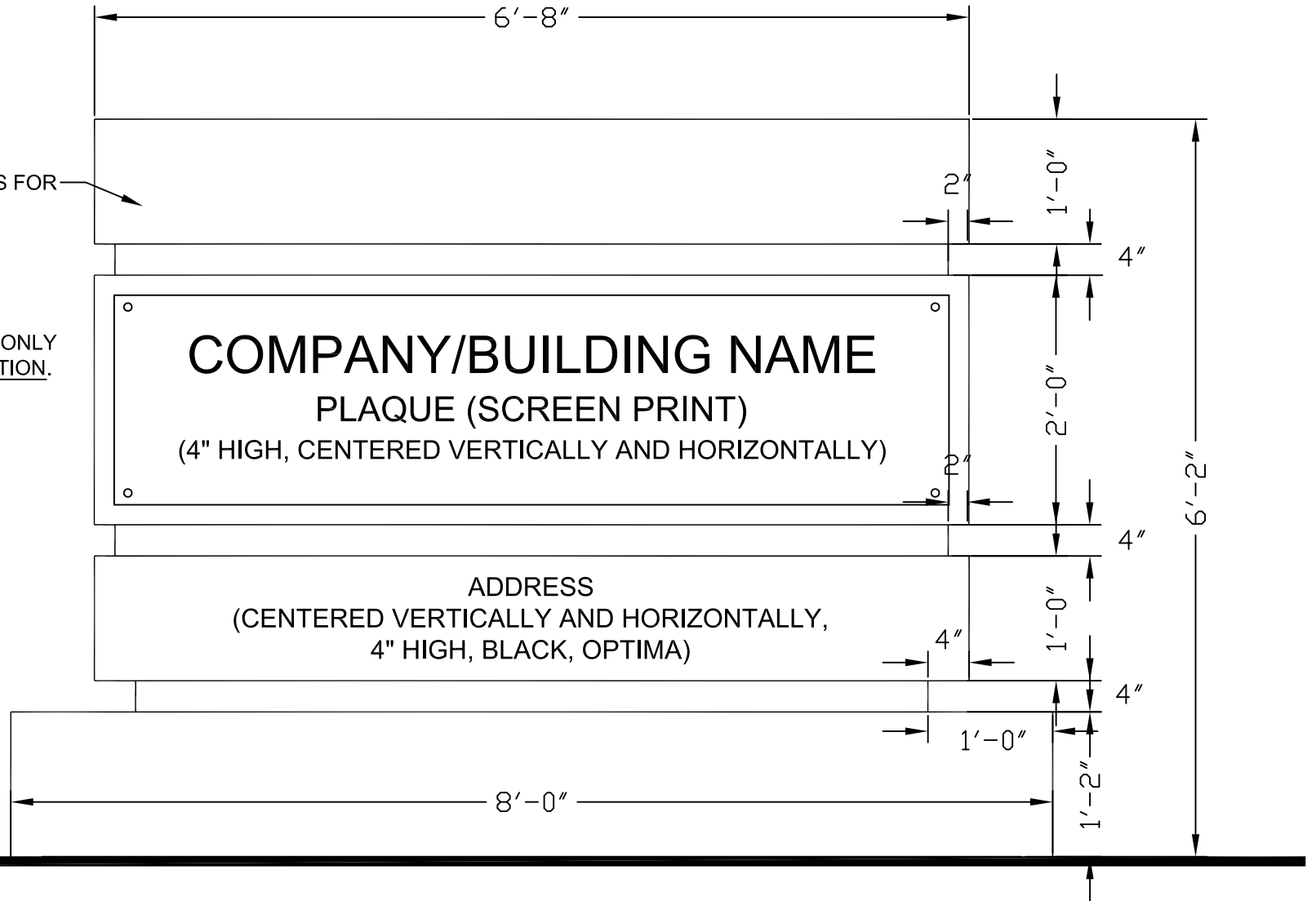
1B

LETTERING WITH LOGO MONUMENT SIGN - FRONT ELEVATION (TYP.)

SCALE: NTS

SEE SIGN SPECIFICATIONS FOR  
FINISH DETAILS.

THIS DRAWING IS FOR  
ILLUSTRATIVE PURPOSES ONLY  
AND NOT FOR CONSTRUCTION.



1C

PLAQUE (SCREEN PRINT) MONUMENT SIGN - FRONT ELEVATION (TYP.)

SCALE: NTS



SEE SIGN SPECIFICATIONS FOR  
FINISH DETAILS.

THIS DRAWING IS FOR  
ILLUSTRATIVE PURPOSES ONLY  
AND NOT FOR CONSTRUCTION.



3

AUXILIARY SIGNAGE - FRONT ELEVATION (TYP.)

SCALE: NTS





## Nonconforming

- 1) All nonconforming permanent on-site signage permitted before the effective date of this article are exempt from the regulations with the following exception:
  - a. Nonconforming permanent on-site signs may be maintained and repaired but shall not be structurally or mechanically extended or altered to further the nonconformance except as required by the building official in cases where it has been determined that there exists imminent danger to the public safety.
- 2) The following signs shall be removed or made to conform to this document:
  - a. Any nonconforming permanent on-site sign which is destroyed or damaged to the extent of 50 percent or more of its replacement value shall not be repaired or rebuilt except in conformity with this article, unless a variance is granted by the Authority.

Upon failure to comply within the time specified, the Authority is hereby authorized to cause removal of such sign and any expense shall be paid by the lessee of said sign or of the property upon which the sign is located.

## Variances

Any tenant desiring to make use of their site, or any portion thereof, other than in strict accordance with the restrictions and specifications set forth in the Covenants or in this Building Sign Specifications document may apply to the Authority for a variance. The formal process required for filing a variance is outlined in Article IV, Variances of the Covenants.

The Authority shall not approve any application for a variance unless it finds that denial of the application would result in an undue hardship upon the applicant and that the grant of variance will be in harmony with the general intent of the Covenants and the Building Sign Specifications document.

## Maintenance

It shall be the responsibility of all tenants or property managers within Innovation Park to keep their Site, Buildings and other improvements, including Building Signs, in a safe, clear, orderly and aesthetically pleasing condition, as outlined in Section 5 of the Covenants. The maintenance of individual Sites shall be at the expense of the Tenant to whom the Site has been leased. All landscaping and exterior portions of Buildings and other structures shall be maintained in order to present an attractive appearance. In the event of the Tenant's failure to properly discharge its responsibilities for maintenance, the Authority reserves the right to perform any necessary repairs and maintenance at the expense of the Tenant and the Authority shall have the right of access to the Sites for such purpose.

## Sign Definitions

### Billboard

A sign which directs attention to a business, profession, commodity, service or entertainment conducted, sold or offered outside the boundaries of Innovation Park. Signs larger than 50 square feet in overall area are considered to be billboards with the exception of temporary construction signs and building facade signs.

### Exterior Directory sign

A exterior sign which lists all tenants within a multiple tenant structure or structures available at a single site or location.

### Directional sign

Any sign which provides information relative to safely identifying vehicular entrances and exits to parking lots or traffic circulation areas for activities. Directional signs may include logo, symbols or a business name. Such signs shall be located on the private premises and must follow the guidelines outlined in the Innovation Park Master Plan Signage/Wayfinding Plan for guide and informational signs.

### Facade sign

A sign that is attached to the exterior wall of a structure with the display surface of the sign approximately parallel to the building wall.

### Monument sign

A permanent sign where the entire bottom of the sign is affixed to the ground, not to a building. A sign that serves to identify the name of the building, address, and logo is approved.

### Right-of-Way (ROW)

The strip of land between the site and the paved road that has been dedicated to the city for the purpose of maintaining the road and the installation and maintenance of utilities, drainage, sidewalks and other facilities. No permanent signs are permitted in the ROW.

### Sign area

The area defined on the sign depicting the extreme limits of the lettering, logo, trademark, or other graphic representation used to differentiate the sign from the background against which it is placed.

### Temporary sign

A sign that temporarily provides information regarding an event on the premises displayed no longer than 1 day.

### Tenant

A party to whom one or more Sites has been leased or to whom space within Innovation Park has been leased. (Refer to Article II(g) of the Covenants)