Working together to keep Hot Springs Village beautiful, the Architectural Control Committee (A.C.C.) and Community overall appreciate that any Signage is aesthetically pleasing and within procedures including illumination, size, location, color and quality.

Permits are valid for (6) six-months from the date of issue. There will be a re-filing fee for expired permits.

It is the responsibility of the owner and/or contractor to request inspections, call 501.922.5562.

**Signage Checklist:**

1. Application
2. Color Sample
3. Sign location Plan
4. Event Banner Information (when applicable)

**Signage General Procedures:**

1. No signage of any type will be allowed at the entrance gates to HSV including:
   - **West Gate:** On DeSoto Blvd., from Hwy 7 to San Fernando Road, and, on W. Villena Drive, sixty (60) feet from DeSoto Blvd.’s Stop Sign.
   - **East Gate:** On DeSoto Blvd., from Hwy 5 to El Cano Drive
   - **Balboa Gate:** On Ponce de Leon, from Hwy 5 to Entereza Way
   - **Glazier Peau Gate:** On Estrella Way, from Warren Watson Road to Mazarron Drive, and, on Mazarron Drive South to Pyrenees Way and North to Jalisco Circle
   - **Danville Gate:** On access road, from Balearic to the west side of Danville Road
   - **Cortez Gate:** On access road, from Cortez Road to Cortez Gate

2. No signs will be located in a way to cause a hazard to pedestrian or vehicular traffic. Any signs at a street intersection must be a maximum of thirty (30) inches high and within a thirty (30) foot triangle of the intersection.

3. No sign, once approved by the A.C.C. will be moved or altered without additional approval. This does not include the repainting or maintenance required to restore the sign to its original condition.

4. Every sign on private property, including support devices, will be kept in good repair and painted and/or restored at the expense of the sign owner as necessary to maintain a level of appearance acceptable to the A.C.C.
   a. The Committee **DOES** have the authority to require to have the sign removed, modified and/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 the Public Works Department prior to being submitted to the Permitting and Inspections Department.
   a. The A.C.C. is responsible for the final approval.

Prohibited Signs:

1. Illuminated signs are not allowed in general unless approved as a variance by the A.C.C.
2. Billboard signage is not allowed.
3. Any signs that are wind or power operated including flags, feather flags, streamers, pin wheels and/or balloons. Special event temporary signage on a case by case basis may be an exception pending A.C.C. agreement.
4. Signs on residential property advertising an in-home business.
5. Advertising signs for products or articles that are not manufactured, assembled, processed, repaired and/or serviced sold on the premises. Any sign advertising unlawful activities or containing scurrilous, scandalous and/or obscene matter as determined by the Committee.
6. A sign relating to the lease, hire and/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/or is a hazard to pedestrian or vehicular traffic as determined by the Permitting and Inspections and Public Works Departments. Corrective action shall be in accordance with Article XII of the HSV Covenants and Restrictions.

Exempted Signs:

1. Signs erected by the developer (Cooper Communities).
2. Community Association (P.O.A.) signs for facilities and/or events.
3. Public Works signs for traffic control, identification of streets and/or directional purposes.

Commercial Signs (Businesses & Churches):

A.C.C. approval is required for all signs under this Section. The following procedures are to assist in sign design:

1. **Colors**: Earth tone colors are required. All colors in the sign including logo, background, Trademark colors, lettering, etc. require approval. An actual color sample must accompany the permit application. *Note*: Color rendering, computer generated color pictures and/or other representations are not acceptable.
2. **Size**: The maximum size for signage is five (5) feet high from finished grade and it cannot exceed 25% of lot frontage wide. On sloping lots the height is measured from the end nearest to grade.
3. **Location**: The location of the sign must be identified on a plot plan submitted along with the permit application.
   a. Any signs to be attached to a building must be indicated on a scale drawing of both the sign and the elevation of the building face which it is to be attached.
   b. Sign locations cannot create or contribute to a safety hazard for pedestrian or vehicular traffic.
c. Ground signage may not be located in road right-of-ways without specific approval by both the A.C.C. and Public Works Department.

4. **Illumination procedures:**
   a. External illuminated signage must be shrouded to minimize light spill over and glare.
   b. Internally illuminated signage includes: Light Emitting Diodes (LED), Fluorescent letters, cut out letters, borders and/or back lit letters.

5. **Temporary Commercial:**
   Lease, Build to Suit, For Sale Signs and Future Development requires a new permit every six (6) months.
   a. Aluminum Swing Post (24”x24”) not to exceed five (5) feet tall and may hold one (1) panel (600 sq. inches).

6. **Menu signs:**
   On private property, a maximum of sixty (60) inches high (above grade) by up to ninety-six (96) inches wide, is allowed at each drive that serves multiple tenants accessible from either one or two streets, (i.e. a corner retail development).

**Construction Signs – Residential**

A.C.C. approval is not required for Residential Construction Signs as long as they meet the procedures below:

1. The permitted contractor is allowed one (1) sign with a maximum size of six hundred (600) square inches (24”x24”) to identify himself/herself as the contractor and his/her license number.
2. Signs by subcontractors (600 square inches – 24”x24”) may be displayed to identify the contractor’s name, address and license number, (as required by the code).
3. Signs may only be erected after a building permit has been issued.
4. Signage must be removed within a five (5) day period after the final inspection of the home.

**Construction Signs – Commercial**

A.C.C. approval is required for all Commercial Construction Signage.

To assist, ‘Under Construction’ a pre-approved sign template is available. Inquire with the Permitting and Inspections Department. Complete the template and submit the artwork to Permitting and Inspections for a quicker permitting process.

1. **Colors:** Earth tone colors are required (white backgrounds are not allowed). All colors in the sign including logo, background, Trademark colors, lettering, etc. require approval. An actual color sample must accompany the permit application. **Note:** Color rendering, computer generated color pictures and/or other representations are not acceptable.
2. **Size:** The maximum size for signage is four (4) feet high from finished grade by eight (8) feet wide. On sloping lots the height is measured from the end nearest to grade.
Sign Procedures (cont.)

3. **Duration**: No sign may be erected until after a building permit has been issued and must be removed with a five (5) day period after the final inspection.

4. **Location**: The location of the sign must be identified on the plot plan submitted along with the permit application and approved by the ACC Committee.

5. **Units**: Only one (1) 4’x8’ sign is permitted per construction site identifying the architect, contractor, sub-contractor, landscaper and financier.

**Special Event Signs (Temporary Signage) Commercial, Church, & Non-Profit Organizations**

A.C.C. requires an annual permit, by January 31st, listing all anticipated events for the coming calendar year and submit changes during the year for ACC approval.

The procedures to advertise special events hosted by a business, profit or non-profit organization and/or property owner include permit submission, temporary usage (time limitations per sign: signs are allowed to be erected three (3) days before the event and must be removed within twenty-four (24) hours after the completion of the event), and are limited to Banners and/or Ground Signs.

**Banners**:

1. Banner signs must be made of flexible materials such as cloth, canvas, vinyl, etc. They may be hung on the side of a building and/or suspended from a portion of a building structure.
2. All Banners must be located on the property where the event is being held. No off-site banners are allowed.
3. Banner size, color, verbiage as well as the length of time the banner will be displayed shall be included with permit application.

**Ground Signs**:

1. Ground Signs must be free standing and constructed using solid materials to prevent the sign from being destroyed or blown away by the elements.
2. Signs may be one-sided or two-sided. Either type is considered as one (1) sign.
3. Ground Signs may not impede pedestrian and vehicular traffic or visibility. Maximum size is twenty-four (24) inches wide by thirty-six (36) inches high.
4. A total of five (5) Ground Signs are allowed per event; one (1) of the five (5) signs should be erected on the property where the event is being held.

**For Sale Signs**:

A.C.C. approval is required for all Sale signage. Please note the procedures below regarding For Sale Signs:

**Vacant Lots and New Homes**:

1. **Size**: Four hundred and thirty-two (432) square inches maximum (18” x 24”)
2. **Height**: Sixty (60) inch maximum above grade if post is mounted with an optional pamphlet holder.
Sign Procedures (cont.)

3. **Number/Location**: No off premises For Sale Signs are allowed
   - **Internal Lots**: One (1) sign per lot visible from the street
   - **Lake or Golf Course Lots**: One (1) sign per lot visible from the street plus another sign visible from the Lake or Golf Course.

**Garage, Yard and Moving Signs**:

A.C.C. approval is required for all Sale signage.

Signs and stakes will be provided by the Permitting & Inspections Department (no cardboard boxes, buckets and/or sign nailed or stapled to street signs or light poles – these types of signs will be removed).

1. **Size**: Four hundred and thirty-two (432) square inches maximum (18” x 24”).
2. **Duration**: Signs may be erected within one (1) day prior to the sale and must be removed within five (5) hours after the sale is concluded.
3. **Number/Location**: Five (5) signs will be furnished with the permit.

**Open House, Estate Sale and Model Home Signs**:

An annual permit is required for Open House, Estate Sale and/or Model Home signage.

To assist, ‘Open House’ and ‘Model Home’ pre-approved sign templates are available. Inquire with the Permitting and Inspections Department. Complete the template and submit the artwork to Permitting and Inspections for a quicker permitting process.

Signs must be free standing on a stake or frame (no cardboard boxes, buckets and/or sign nailed or stapled to street signs or light poles – these types of signs will be removed). Balloons, streamers and/or other type of decoration may not be used to draw attention to signage.

1. The business name must be identified on signs, (two (2) inch letter minimum).
2. **Purpose**: Signs may be used when showing a particular house or estate that is for sale. Open House signs will not be permitted until after the final inspection of the home, and, the house must be open for viewing.
3. **Size**: Four hundred and thirty-two (432) square inches maximum (18” x 24”); signs shall not exceed thirty (30) inches above grade.
4. **Duration**: Signs may be displayed for three (3) consecutive days per week maximum.
5. **Number/Location**: Five (5) signs are permitted including one (1) on the property of the home being advertised.

**Political Signs**:

A.C.C. approval and permitting is not required for Political Signs.

1. **Size**: Four hundred and thirty-two (432) square inches maximum (18” x 24”); signs shall not exceed thirty (30) inches above grade.
2. **Duration**: Signs may be erected twenty-five (25) days prior to an election and must be removed with five (5) days after the election. This period shall also include any campaign requiring a run-off election or recount.
3. **Number/Location**: One (1) sign per candidate or referendum item is permitted per location. Two (2) identical signs attached back-to-back on one (1) post shall count as
Sign Procedures (cont.)

one (1) sign. A maximum of three (3) total signs may be placed on posts located on properties with houses. No sign may be placed on a road right-of-way, intersection, common property and/or vacant lots.

Rental Signs:

A.C.C. approval and permitting is not required for Rental Signs.

1. **Size**: One hundred and forty-four (144) square inches maximum (12” x 12”).
2. **Duration**: Rental Signs may remain permanently attached to the house. The additional sign allowed for Golf Course or Lake Front properties shall be removed in the case the house is rented for a sixty (60) day period or longer.
3. **Number/Location**: One (1) sign may be attached to the house or fastened to a stake mounted in the yard. Golf Course or Lake Front houses may have one (1) additional sign located at the rear of the property facing the amenity.

Commercial Rental Signs:

A.C.C. approval is required for all Commercial Rental Signage. Permits will be issued by the Permitting and Inspections Department.

Residential Address or Name Markers:

Professional prepared plaques indicating the address of the residence or occupant’s name may be mounted on the house, masonry piers and/or other permanent structures near the street in accordance with the Arkansas Fire Prevention Code Volume III.

1. **Size**: Twenty-four (24) inches wide by sixteen (16) inches high.
2. **Duration**: Residential Address or Name Markers may remain permanently attached to the house.

Enforcement: Any sign under this procedure that is not in compliance can be removed by the Permitting and Inspections Department.

Disclaimer: No warranty is made or implied to any individual property owner that the actions of the A.C.C. 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.

Administration Fines: Fines will be imposed by the Hot Springs Village POA for failure to obtain the proper permit (prior to any work being performed) of $150.00 for any single incident infraction with a $25.00 per day fine for ongoing infractions.

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