

TOWN OF COLLIERVILLE



The Avenue Carriage Crossing Tenant Elevations and Signage

Submittal Date to Town of Collierville: ____/____/____

Store Name and Carriage Crossing Address/Suite #: _____
Owner/Business Name and Address: _____ _____
Telephone Number: _____ Fax Number: _____
Carriage Crossing/Landlord Tenant Coordinator Approved by: _____
Date approved: _____

<u>Request Details</u>	
What is the purpose of this request? (check all that apply): Storefront elevations: _____ Exterior lighting: _____ Signage: _____ (No. of signs requested: _____) Is this request a re-submittal? Yes: _____ No: _____	FOR STAFF USE Date rec'd by Town: _____ Case No.: _____ Review fees: Elevation: _____ Lighting: _____ Signage: _____ Total fees: _____

<u>Certification of Completeness</u>
The applicant verifies by signature that the submittal to the Planning Division is complete and complies with the Carriage Crossing Tenant Manual or Comprehensive Sign Plan. All required materials are provided and complete.
Signature: _____ Date: _____

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Submission Requirement - Checklist for Planning Staff review and approval

The request shall be submitted to the Planning Division for review with the required information included with the submittal form in order for staff to review the request.

The Planning Division will review the request for compliance with the approved Avenue Tenant Manual and Comprehensive Sign Manual. Additional information may be required as determined by Staff to adequately evaluate the proposed elevations and signage.

****IMPORTANT NOTICE****

Design Review Commission Review

Those submittals that do not meet the requirements of the approved Tenant Manual and Comprehensive Sign Policy will require review and approval of the Town of Collierville Design Review Commission (DRC). The DRC will review the request based on the Town of Collierville Design Standards, Zoning Ordinance and Carriage Crossing Tenant Manual. The Design Standards were created as a tool intended to balance the welfare of the public with the interest of the individual property owners. Chapter 151.240 of the Zoning Ordinance establishes the Design Review Commission and its powers. Chapter 151.170 of the Zoning Ordinance provides the regulations regarding signage.

The DRC application, deadlines, fees and meeting dates are available on the Town's website www.collierville.com.

Tenant Elevation Details

Check as submitted:

- Completed submittal form.
- Location of Tenant shall be noted on a Key Plan.
- Three (3) copies of storefront rendering, elevation plan, and section of the storefront (***NOTE: Only those plans/sheets which apply to the storefront elevation and signage will be accepted.***)
 - Plans drawn at 1/4" = 1' minimum and larger scale including (as applicable):
 - Storefront materials noted
 - Glass system and framing
 - Door Covering(s) canopies
 - Window Canopies
 - Projected Display Windows
 - Window Landscape Box(es)
 - Large Scale details of the molding, trim, architectural elements
- Photos of similar storefront design existing at a different location, and/or color rendering of storefront elevation
- Letter or stamp indicating approval from the Landlord Tenant Coordinator
- 8 1/2" x 11" material sample board of exterior materials, labeled and containing separate color chips and samples of the storefront materials
- Exterior light fixture cut sheets as required by the Carriage Crossing Tenant Manual

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STOREFRONT REQUIREMENTS

Refer to Tenant Manual.

Carriage Crossing Tenant Coordinator to check as submitted/approved.

- Written approval from the Owner/Landlord.
- Storefront design considers and relates to the character of downtown Collierville and to the development's Main Street design character, to the extent possible.
- Storefront construction shall extend from the floor slab to the underside of the neutral band (see Tenant Storefront sections for height) and shall extend horizontally to the neutral piers at each side of the Demised Premises.
- All storefront glass must be tempered.
- Storefront opening heights shall be no less than 8'-0" above finish floor.
- Swinging doors shall not project beyond the Tenant lease line.
- Thresholds shall maintain a flush elevation with the Landlord's sidewalks and any necessary recessing shall be installed in a manner that will not damage the sidewalk.
- The following materials are **prohibited** on the storefronts:
 - a. Simulated Versions of brick, stone, or wood except cast stone or GFRC molding.
 - b. Plastic laminates
 - c. Fiber board
 - d. Pegboard walls and pegboard fixturing systems.
 - e. Vinyl wall covering or wall paper.
 - f. Painted gypsum board, plaster and similar materials
 - g. Plastic, vinyl or reflective material
- All Tenant storefronts shall be structurally independent when practical, and shall not be suspended from the Landlord's neutral band, bulkhead, roof structure, or attached to the metal roof deck. If support is required by building frame, complete structural drawings are to be submitted with all structural design criteria, calculations, notes, etc. shown on drawings and sealed by a registered structural engineer in the State of Tennessee. (See "Store Front Requirements") Any modification to the Landlord's structural system, including additions, alterations or otherwise is not permitted without specific written approval from the Landlord and from The Town of Collierville.
- Storefronts shall be constructed of noncombustible materials as required by code. Where fire resistant treated materials are permitted as approved by jurisdictional authorities they also may be used when accompanied by U.L. label and appropriate treatment certificate. (NOTE: To be approved by Collierville Firm Marshall)

COMMENTS: _____

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STOREFRONT CONFIGURATION

All storefronts shall incorporate items from the following list.

Carriage Crossing Tenant Coordinator to check classification that applies.

- General Rental Tenants *without owner-provided canopies or covered walkway* shall comply with two (2) items selected by the Tenant from Items A, B, C or D below, in addition to items E, F and G.
- General Rental Tenants *with owner-provided canopies or covered walkway* shall comply with items E, F and G below.

Carriage Crossing Tenant Coordinator to circle letters selected as submitted/approved.

A. Door Covering/Canopy

1. Door may be behind the lease plane if sufficiently deep to provide covering for the door/doors.
2. Door covering may not:
 - a. Extend more than 4'-0" in front of lease plane.
 - b. Extend lower than 8'-0" above finished sidewalk.
 - c. Cover more square footage than linear footage of the front lease line.
 - d. Extend above the top of the storefront area except for ornamentation which may be above but not attached, connected or supported in any way by anything outside of the storefront areas.
3. Door covering may be constructed of permanent materials unless it is part of a canopy design similar to window canopies.
4. Entrance elements surrounding the door and incorporating the tenant signage will be allowed to project into the signage area.

B. Window Canopies:

1. May not extend continuously from neutral column to neutral column.
2. Must be totally within the storefront area and not less than 8'-0" above the finished sidewalk.

C. Projected Display Windows:

1. May be bow/bay/box individual display/highlight window.
2. May extend in front of the storefront plane but not more than 3'-0".
3. May not be continuous along storefront nor encompass a total plan area greater than 50% of the front lease line linear footage. (i.e. 40' lin. ft. of Tenant Lease Front will allow 20 SF of projected display windows.)
4. May not extend closer to floor than 16" nor more than 12'-0" above finished floor.

D. Window Landscape Boxes:

1. Design must be integral with the total design.
2. Must be supported by the storefront structure, waterproofed and provide for adequate drainage (including porous drainage material and filter fabric) if not covered by canopy.
3. May be supported by the sidewalk in front of the lease plane if the planter is not attached to the storefront.

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4. Must be adequately maintained (planting, flowers, etc.) by the Tenant.
5. May not extend more than 3'-0" in front of the lease plane (inclusive of display window projection).

E. Blade Sign:

See the criteria for Blade Sign under the section entitled Sign Criteria for additional descriptions.

F. Entrance Doors that are Distinctive by Design, Materials, Construction, Finish, Hardware, etc.

G. Distinctive Lighting (for visibility, accent and safety) at the Tenants entrance.

1. Time Clock: A seven calendar-day, 24 hour time clock shall be provided by Tenant for illumination of Tenant's storefronts, show windows, and signs during the required hours of dusk to 12:00 a.m.

H. Lighting Criteria: (*NOTE: Illumination levels and ratios must be clearly stated on the plans*)

General Criteria:

1. All lighting shall be a minimum of 80 cri (Coloring Rendering Index)
2. All lighting shall be a maximum of 3200K (Color Temperature)

Specific Criteria for Storefront/Display Windows:

1. Light levels (illuminance levels) shall be between 40 foot-candles minimum and 100 foot-candles maximum at storefront display windows.
2. Light levels at jewelry store display windows and other similar specialty Tenants Requiring greater highlighting of merchandise will be reviewed on an individual case Basis but shall not exceed 250 foot-candle maximum at the storefront display window.

Specific Criteria for Storefront Exteriors:

1. Contrast ratios (luminance ratios) between any part of the store and the adjacent public surfaces and/or adjacent storefronts shall not exceed 15:1.
2. All exterior lighting fixture lamps shall be shielded from direct view. Directional lighting fixtures shall be installed such that they illuminate only the intended object (s) and the lamps of such fixtures shall be shielded from direct view.

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STOREFRONTS

Carriage Crossing Tenant Coordinator to circle letters/numbers as submitted/approved.

All storefronts must:

- A. Incorporate weather resistant materials such as:
 1. Wood: exterior grade wood, moldings and paneling shall be properly prepped, caulked, primed and painted or stained and sealed with highest quality UV inhibiting paints, stains and sealers.
 2. Ornamental/Detail molding such as GFRC
 3. Natural Stones
 - Marble
 - Slate
 - Granite
 - Limestone
 - Brick
 4. Cast stone (individual masonry units only).
 5. Terra Cotta or ceramic tiles.
 6. Architectural precast concrete
 7. Polished or sealed and painted ferrous metals
- B. Incorporate tarnish resistant polished brass or bronze (or acceptable equivalent) by use on objects such as, but not limited to the following:
 1. Signage
 2. Letter Trim
 3. Detail of ornamental trim.
- C. Storefront glass systems may be one or a combinations of:
 1. Anodized aluminum, Kynar finish aluminum or stainless steel frame systems but only if trimmed by items described in Section A. above. Submit factory finish sample for approval. Bright/primary colored aluminum finishes will be considered on a case basis, especially when those colors/finishes are recognized as part of Tenant's trademark identification.
 2. Painted or stained wooden windows/doors, as approved by Owner/Landlord on an individual basis.
 3. Steel or iron window/door systems with a factory finish.
 4. Butt joint (mullion less).
- D. Shall have minimum 8" high base of impervious materials such as listed in Item "A" above. Projected display windows shall have minimum 16" high base as described in the Storefront Configuration Section above (Section C. Projected Display Windows).

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Tenant Sign Details

Tenant size: _____ square feet Type of Tenant / Tenant Classification*: _____

Signs requested (check each that applies):

Storefront/Wall _____ Blade _____ Canopy _____ Window _____

Ground-Mounted (outparcels only) _____

Total allowable sign area: _____ square feet Total requested sign area: _____ square feet**

* *per Tenant Standard Sign Specifications in the Tenant Sign Criteria for The Avenue Carriage Crossing*

***The square footage of signs is calculated with the tight envelope method of a rectangle or square.*

Check as submitted:

- Location of Tenant shall be provided on a Key Plan.
- Scaled drawings of sign with elevations showing ALL sign(s) on elevation, sections, details, colors of letters, trim caps and returns. Measurements of sign must be provided.
- Color rendering of ALL signage.
- Written approval from the Landlord Tenant Coordinator.
- 8 ½" x 11" material sample board of sign materials, labeled, for all proposed sign materials.

NOTE: Signs MUST comply with the approved Comprehensive Sign Plan for the Avenue Carriage Crossing. Any sign which does not comply with the plan requires review and approval from the Town of Collierville Design Review Commission (DRC).

ALL signage requires Planning or DRC approval *prior* to the issuance of a sign permit. A sign permit is required *prior* to installation of any signage.

Sign Contractor Information

Name of Installer/Contractor _____

Address _____

Contact Person _____

Telephone Number _____ Fax Number _____

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SIGN CRITERIA

REQUIREMENTS

This Sign Criteria is designed to insure quality of signage within the Center. The requirements are intended to provide adequate exposure for the Tenant's merchandising and identification while maintaining the overall appearance critical to the success of the Center. **Note:** Refer to the Avenue Carriage Crossing Comprehensive Sign Plan for allowable sign area and sign requirements. Where the Tenant Manual and the aforementioned Sign Plan differ, the more stringent requirement shall prevail. Any proposed Tenant signage that varies from the Comprehensive Sign Plan, will be required to go through the Town of Collierville's Design Review Commission approval process.

To verify compliance with the design intent of these Criteria, the Owner/Landlord reserves the right to review and approve or disapprove all proposed signs and/or graphic treatment governed by these Criteria per the Owner/Landlords interpretation of these Criteria, and to require revisions of any sign design which the Owner/Landlord judges not in compliance. The Tenant's sign design will also comply with the Town of Collierville's comprehensive sign plan criteria approved for Carriage Crossing as a part of the Price Farms PUD. The approved comprehensive sign plan criteria is summarized herein.

NO animated components, flashing lights, exposed bulbs, colored lighting, formed plastic, injection molded, box type or solid panel signs are permitted

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Tenant Signage Detail Sheet

A separate Signage Detail sheet is required for each proposed sign. Copy and attach as necessary.

Sign Type (check one):

- Storefront/Wall Blade Canopy Window Ground-Mounted (Outparcels only)

Quantity of this sign type: _____

Sign:

Width _____ Height _____ Total Area _____ s.f.*

**Signage is measured with the tight envelope method of a rectangle or square.*

Content: _____

Logo: _____

Letter: Height _____ Width _____ Font _____

Materials: Sign Face _____ Color Pantone # (PMS) _____

Trim Cap Pantone # (PMS) _____ Return Pantone # (PMS) _____

Mounting structure: _____

Signage Lighting: Internal _____

External _____

Additional information:

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Tenant Review Fees – Planning Staff Review

Tenant Square Footage	Elevation	Signage	Lighting
100 to 11,999 sf	\$200	\$75 per sign*	\$75
12,000 to 19,999 sf	\$300	\$75 per sign*	\$100
20,000 to 44,999 sf	\$400	\$75 per sign*	\$125
45,000 to 79,999 sf	\$600	\$75 per sign*	\$150
80,000 sf +	\$750	\$75 per sign*	\$200

*In addition to the review fee, the Town of Collierville Sign Permit cost is \$1.50 per square foot, with a minimum cost of \$50.00.