

### 11.1 LESSEE Sign Submission Requirements

All signs proposed for installation on the exterior (or interior common areas) of CPL properties must have written approval before installation. Exterior sign standards vary by building and facade. There are three different types of exterior building mounted client signs:

- Vinyl letters on glass entry doors or sidelights.
- Channel letter signs.
- Internally Illuminated channel letter signs.

For the latest standards or questions on the submission process please contact design representatives Tom Mulcare, (phone: 781-932-7091, email: [tcm@cummings.com](mailto:tcm@cummings.com)) or Sarah Carroll-Coelho (phone: 781-932-7058, email [sec@cummings.com](mailto:sec@cummings.com)). Submissions must include the following information:

1. Sign Company Information and Sign Location:
  - Building Name and Suite Address.
  - Contact Name.
  - Phone Number.
  - Fax Number.
  - Sign *installer* information (if different from primary contractor).
  - Electrical contractor (if any).
2. Scale drawing of sign elements (with scale noted on drawing) including the following:
  - Color of sign elements.
  - Construction of sign elements.
  - Height and depth of letters and symbols.
  - Overall Dimensions of sign.
  - Mounting method.
3. Completed CPL sign construction compliance checklist for channel letter, illuminated channel letter or cluster signs (available on website [www.cummingsproperties.com](http://www.cummingsproperties.com)).
4. An orthogonal drawing of the facade or photo montage perpendicular to the facade area where sign is to be mounted, showing position of sign in relation to building features and other signage.  
Note: Also include wide angle photos that include any other building signage.
5. Copy of permit(s) if required.
6. Confirmation that sign contractor will patch holes to match exterior building finish after removal of previous sign if any.
7. Temporary signs or banners will be reviewed for possible approval subject to compliance with the following:
  - CPL receipt of the building sign consent memo with client signature.
  - Contractual agreement between client and their sign vendor for fabrication/installation of building sign.
  - Temporary signs or banners shall be the same size as the approved building sign and shall be allowed for a period of 30 days or upon installation of the approved building sign – whichever is sooner.
  - Approved temporary sign shall be mounted directly to a building façade are to be constructed of “Coroplast” and secured to the building within the “footprint” of the proposed permanent sign raceway location.
  - Temporary signs or banners may cover an existing building sign scheduled for removal and may be fabricated of sheet vinyl and secured to said sign – not the building.

NOTE:

- Following approval, notify CPL 48 hours in advance of installation.
- Submissions, which do not include the requested information, will not be approved.
- Subject to sign change with future building upgrades.
- Telephone numbers and web or other electronic addresses are not allowed.