



ELISENHEIM OWNERS ASSOCIATION

SIGNAGE POLICY: NOVEMBER 2019

Here below are all the rules with regard to signage presently in our governing documents;

1 PRELIMINARY RULES OF THE ELISENHEIM OWNERS ASSOCIATION:

- 6.5 Ensuring a pleasing streetscape
- 6.5.3 No advertising sign boards shall be placed in the street or other areas without prior approval of the Trustees. Only accredited agents may erect specific OA approved signage. Building boards, as specified by the OA, are only permitted during the construction period.
- 9 Commercial Activity
- 9.1 The ASSOCIATION shall regulate commercial activity within the ELISENHEIM Township.
- 9.2 Any form of advertising may only be displayed with the written authority of the Elisenheim Owners Association. If the display of an advertising board in respect of a commercial activity is required then such display shall only be done after written approval has been obtained from the OA.

2 DESIGN MANUAL

- 8 Building Attachments
Intent: To remove visual clutter.
- All signage to be small and discrete (no signs larger than 300mm).
 - House numbers not to exceed 150mm in height.
 - Individual house names not to exceed 300mm in height.
 - No signage to overhang public space or public rights of way.

SIGNAGE POLICY FOR THE EOA

1. POLICY FOR BUILDING CONTRACTORS

- a. Each Construction site will have a sign board with the following information on:
- i. Client Name
 - ii. Erf Number
 - iii. Company / Contractor Name
 - iv. Company Cell Number
 - v. E-mail address
- b. The sign board will not exceed 1000 x 750mm in dimension.
- c. The sign board will be erected in front of the site at the onset of the building activities.
- d. Sign boards will not overhang public open spaces or public rights of way.
- e. Sign boards will be removed not later than one month after completion of the building activities.

2. POLICY FOR SIGNAGE ON HOUSES

- a. All houses must have a clearly visible Erf number attached to the front of the house.
- b. Erf numbers may be some kind of an architectural statement but signage that falls "out of the box" should be proposed to the DRC Officer for authority first.

3. POLICY FOR SIGNAGE/ADVERTISING ON THE ESTATE

- a. The ASSOCIATION shall regulate commercial activity within the ELISENHEIM Township.
- b. Any form of advertising may only be displayed with the written authority of the Elisenheim Owners Association.





ELISENHEIM OWNERS ASSOCIATION

- c. If the display of an advertising board in respect of a commercial activity is required then such display shall only be done after written approval has been obtained from the ELISENHEIM OWNERS ASSOCIATION.
- d. Estate agent's boards are allowed as per the rules of the Estate Agents Board and the City of Windhoek.
 - i. Estate Agent Boards are only allowed in front of the house it has a mandate to sell.
 - ii. Estate Agent Boards reading "sold" are to be removed within two weeks after the house is sold.
 - iii. All other "for sale" boards in front of houses that had been sold shall be removed immediately.
- e. General Residential Complex Developments may erect a large Billboard at the site to advertise their projects. An example of these Billboards shall also be presented to the DRC Officer for approval before the project starts.
- f. No mobile A-frame advertisement trailers may be displayed within the boundaries of the Estate.
 - i. This means that Advertising Agencies shall seek approval thereof directly from the City of Windhoek if the space before the Klein Windhoek River Bridge is requested.
 - ii. The Estate Office shall not grant such authority nor provide recommendations thereof.
- g. Public advertising campaigns for services e.g. Paratus Telecom shall be discussed beforehand with the ELISENHEIM OWNERS ASSOCIATION and approval obtained.
 - i. It is important to note that the necessary approvals of the City of Windhoek is also to be obtained when Public Open Spaces like the sidewalks and lamp poles are part of the project proposal.