

SIGN PERMIT APPLICATION

ST. JOSEPH COUNTY/SOUTH BEND BUILDING DEPARTMENT

APPLICANT INFORMATION	DATE:
PROPERTY OWNER: _____	
PHONE: _____	EMAIL: _____
ADDRESS: _____	_____
Address	City State Zip
APPLICANT: _____	ORG/BUSINESS: _____
PHONE: _____	EMAIL: _____
ADDRESS: _____	_____
Address	City State Zip
BUSINESS OWNER: _____	ORG/BUSINESS: _____
PHONE: _____	EMAIL: _____
ADDRESS: _____	_____
Address	City State Zip
PROJECT CONTACT (IF DIFFERENT THAN APPLICANT) _____	EMAIL: _____

PROPERTY INFORMATION			
ADDRESS: _____	_____	_____	_____
Address	City	Zip	Township
ZONING: _____	VARIANCE, SPECIAL USE/EXCEPTION APPROVAL (IF APPLICABLE)		_____
http://goo.gl/ORcUSH	Zoning		Approval Date
OVERLAY: _____	DESIGN APPROVAL (IF APPLICABLE)		_____
http://goo.gl/y3chB4	YES	NO	Approval Date

- Confirm if special exception in the CITY visit <http://www.stjosephcountyindiana.com/departments/areaplan/ordinancesb.htm>
- Confirm if special use in the COUNTY visit http://www.stjosephcountyindiana.com/departments/areaplan/new/ordinances_zoning_county.htm
- To confirm if you're in an overlay district visit <http://www.southbendin.gov/residents/content/overlay-districts>

SIGN INFORMATION**# OF SIGNS APPLIED FOR****OF**

- If applying for more than one sign fill out this page for each sign.

PERMANENT OR TEMPORARY:

PERMANENT

TEMPORARY

PURPOSE:

ON PREMISE

OFF PREMISE

- Note that in the City any sign which meets the Ordinance definition of an on-premise business sign or an outdoor advertising sign shall not be considered or allowed as a temporary sign. (Section 21-07.03(a)(12)(A)iii.b.) (<http://goo.gl/OUewS8>)

SIGN TYPE::

POLE

MONUMENT

FAÇADE

CANOPY

CHANGEABLE COPY (MANUAL)

EMC

AWNING

If EMC # of msg/min

*Awning Area (sq/ft)

Other (Explain)

- *Awning area includes all 2 dimensional sides of an awning.
- *In most cases the awning area can only be 10% of the building façade to which it is oriented, and the sign face can only be 50% of the awning.

LOCATION ON PROPERTY OR**BUILDING (e.g. north, south, NE, SW):****FRONTAGE****(Freestanding Signs Only):**

Front Lot Line (ft)

Second Front lot line if corner lot (ft)

Total Frontage if sign is oriented to both frontages (ft)

- Depending on location of freestanding sign 1 or both frontages may apply.

SETBACKS**(Freestanding Signs Only):**

Front (ft)

Side (ft)

Side (ft)

Back (ft)

Other (ft)

- Confirm with the corresponding ordinance if the set back is supposed to be from the property line, right of way or pavement edge. <http://www.stjosephcountyindiana.com/departments/areaplan/new/ordinances.htm>
- For variance information visit <http://www.southbendin.gov/government/content/area-board-zoning-appeals-abza>

BUILDING FAÇADE**(Facade/wall signs only)**

Height (ft)

Width (ft)

Area (sq/ft)

Height (ft)

Width (ft)

Area (sq/ft)

INDIVIDUAL TENANT SPACE IF APPLICABLE

- For free standing signs provide the dimensions for the building face the sign is oriented towards.
- For multi-tenant buildings provide the dimension for the entire façade, and for the façade of the individual unit.
- Note in the COUNTY that canopy signs can only be 8 sq/ft per side
- For variance information visit <http://www.southbendin.gov/government/content/area-board-zoning-appeals-abza>

SIGN SIZE:

Height/Clearance from ground (ft)

Height of Face Only (ft)

Width (ft)

Face Area (sq/ft)

- To ensure your calculating the size of the sign correctly refer to the corresponding ordinance section on how to calculate sign area. <http://www.stjosephcountyindiana.com/departments/areaplan/new/ordinances.htm>
- For variance information visit <http://www.southbendin.gov/government/content/area-board-zoning-appeals-abza>

LIGHTING:

INTERNAL

EXTERNAL

BACKLIT

NONE

EXISTING SIGNS**EXISTING FAÇADE SIGNS:****(On façade for which this application applies)**

of signs

Total Area (sq/ft)

EXISTING FREE STANDING:**(Free standing sign applications only)**

SIGN 1 (If applicable)

Type

Location

Area (sq/ft)

SIGN 2 (If applicable)

Type

Location

Area (sq/ft)

- If there are more than 3 existing signs submit specifications on a separate sheet.

ADJACENT PROPERTY SIGNS:**(Free standing sign applications only)**

SIGN 1 (If applicable)

Distance

SIGN 2 (If applicable)

Distance

- If you are applying for a freestanding sign and an adjacent property has an existing free standing sign confirm the proposed distance between the proposed sign and the adjacent property sign.

CONTRACTORS

All contractors must be licensed and registered with our department. For more information on this go to <http://www.southbendin.gov/government/content/contractor-licenses-0>

SIGN CONTRACTOR: _____ (REQUIRED ON THIS APPLICATION)

I certify the above to be a true and accurate to the best of my knowledge.

APPLICANT SIGNATURE

DATE

PRINT NAME

VERIFY CONTACT
IF DIFFERENT THAN APPLICANT

EMAIL

PHONE

SIGN PERMIT APPLICATION CHECKLIST

1. Completed Application (minimum 3 pages for 1 sign, additional page per additional sign)
2. Owner signed Affidavit
3. Site plan clearly indicating:
 - a. Location of sign(s) on lot
 - b. Location of sign outside of sight triangle (FOR FREESTANDING SIGNS)
 - c. Lot size (FOR FREESTANDING SIGNS)
 - d. Lot dimensions (FOR FREESTANDING SIGNS)
 - e. Any buildings on the lot and their dimensions
 - f. Location of any existing signs on the property or building
 - g. Existing signs, and distances between them and proposed signs (FOR FREESTANDING SIGNS)
 - h. Distance between proposed sign and adjacent property freestanding signs if applicable. (FOR FREESTANDING SIGNS)
4. Building elevation clearly indicating
 - a. Location of sign on elevation (FOR FAÇADE SIGNS)
 - b. In the case of free standing signs provide the elevation to which the sign is oriented (FOR FREESTANDING SIGNS)
 - c. Building Height
 - d. Building Width
 - e. Building Area
 - f. Sign dimensions (height, width, area)
 - g. Existing signs and their dimensions (height, width, area)
5. Sign elevations clearly indicating
 - a. Height(s)
 - b. Width(s)
 - c. Area(s)
 - d. For free standing signs include dimensions of support structure on all sides

**ST. JOSEPH COUNTY/SOUTH BEND
BUILDING DEPARTMENT**

SIGN AFFIDAVIT

DATE: _____

I, _____, have legal holdings at
PROPERTY OWNER

_____, _____, _____, _____.
ADDRESS CITY STATE ZIP

on which the proposed sign is to be erected; and have read and agree to the following:

1. St. Joseph County and City of South Bend shall be held harmless from any claims, damages, liabilities, losses, actions, suits, or judgments which may be brought, presented, sustained, or obtained against the County or City or its officials because of negligence of the sign hanger, contractor, or his agents, or by reasons of defects in the construction, or damages resulting from the collapse or failure of any sign.
2. The owner will guarantee removal of the sign when the use which it identifies, instructs, attracts, guides, or advertises is terminated at that particular location; however, this will not apply to periodic changing of the sign faces for present or future tenants or owners.
3. The owner shall maintain the sign by repainting peeled surfaces and replacing inoperative components. Should the owner fail to maintain the sign as outlined herein within forty-five (45) days after written notice, the County or City shall remove the sign after first giving the owner of the sign 30 days written notice of its intent to do so.

Signed this _____ day of _____, _____
DAY MONTH YEAR

SIGNATURE

MAILING ADDRESS

PRINT NAME

_____, _____, _____
CITY STATE ZIP

PHONE

EMAIL