



City of South Bend Permit Application for Temporary Sign

Property Information

Information can be found on the Zoning Map at: <https://southbendin.gov/zoning>

Property Address: _____

Parcel ID: _____ Zoning: _____

Northeast Neighborhood Overlay:

Yes No

Historic District:

Yes* No

Variance or special Exception

Approval Date (if applicable): _____

*Certificate of Appropriateness from the Historic Preservation Commission is required

Applicant Information

Contact Person: _____

Phone Number: _____ Email: _____

Mailing Address: _____

Business Information

Business Owner: _____

Phone Number: _____ Email: _____

Mailing Address: _____

Contractor Information

Contact Person: _____ Company Name: _____

All Contractors must be licensed and/or registered.

For more information visit: <https://southbendin.gov/departments/community-investment/building/>

Sign Information

For more than 1 sign, please attach additional pages, or provide information on the artwork sheets.

Location on Property: _____ Sign Type: _____

Duration of Install: _____ Sign Size: _____
Height (ft) Length (ft) Area (sq ft)

Building or Freestanding Sign: _____

If Attached to Building, which facade: _____

If Freestanding Sign: _____
Height Setback

Temporary Sign Permit Checklist:

- 1. Completed Application
- 2. Artwork including:
 - a. Sign Dimensions

I, _____ have read and agree to the following:

1.The City of South Bend (the "City") shall be indemnified and held harmless by the Owner from any claims, damages, liabilities, losses, actions, suits, or judgments which may be brought, presented, sustained, or obtained against the City or its officials because of negligence of the sign hanger, contractor, or its 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 location; however, this will not apply to periodic changing of the sign faces for present or future tenants or owners. If the Owner is not the owner of the real property on which the sign will be placed, the Owner represents that the installation of the sign is authorized by the property owner.

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 City shall remove the sign after first giving the owner of the sign thirty (30) days written notice of its intent to do so.

Applicant/Owner/Leasee

Name Printed

Date

Completed applications should be submitted via one of the following:

Email: zoning@southbendin.gov or

Mail: to 227 W. Jefferson Blvd., Suite 1400S, South Bend, IN 46601

*Total fees are based on sign size and will be provided at approval.