

1316 COUNTY-CITY BUILDING  
227 W. JEFFERSON BOULEVARD  
SOUTH BEND, INDIANA 46601-1830



PHONE 574/ 235-9251  
FAX 574/ 235-9171

CITY OF SOUTH BEND JAMES MUELLER, MAYOR  
**BOARD OF PUBLIC WORKS**

September 24, 2024

Mr. Doug Merritt  
U.S. Signcrafters, Inc.  
216 Lincoln Way East  
Osceola, Indiana 46617  
[dmerritt@ussigncrafters.com](mailto:dmerritt@ussigncrafters.com); [info@accessimprinted.com](mailto:info@accessimprinted.com)

RE: Encroachment into Public Right-of-Way – 714 E. LaSalle Ave.

Dear Mr. Merritt:

At its September 24, 2024 meeting, the Board of Public Works approved your request for the installation of a Blade mounted illuminated cabinet sign at 714 E. LaSalle Ave. This encroachment was approved subject to the improvements not becoming a safety hazard. Enclosed please find copies of the permit and application.

The encroachment will be permitted to remain and continue until such time as the Board of Public Works of the City of South Bend shall determine that such encroachment is in any way impairing or interfering with the highway or with the free and safe flow of traffic thereon. Said encroachment shall not in any way prejudice or preclude the City's rights with respect to the future use of that portion of the right-of-way.

If you have any further questions, please call this office at (574) 235-9251.

Sincerely,

/s/ Theresa Heffner

Theresa Heffner, Clerk

Enclosures  
TH/hh



**INTEROFFICE MEMORANDUM  
BOARD OF PUBLIC WORKS**

**DATE:** August 28, 2024

**TO:** Kyle Ludlow, Engineering Department  
Derek Erquhart, Fire Department  
Chris Dressel, Community Investment

**FROM:** Theresa Heffner, Clerk [theffner@southbendin.com](mailto:theffner@southbendin.com)

**SUBJECT:** **ENCROACHMENT RECOMMENDATION**  
**Revocable Encroachment – Access Imprinted**

**LOCATION:** 714 E. LaSalle Ave.

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**PLEASE INSERT YOUR RECOMMENDATIONS IN THE APPROPRIATE FIELD BELOW,  
BASED ON THE FOLLOWING CRITERIA:**

1. It has been determined that this encroachment in no way impairs the highway or with the free and safe flow of traffic thereon, and it is recommended that the encroachment be permitted to remain.
2. Said encroachment shall not in any way prejudice or preclude the City's rights with respect to the future use of the portion of the right-of-way.

**PUBLIC WORKS: (Favorable with T&L) Favorable Recommendation**

**COMMUNITY INVESTMENT: Favorable Recommendation**

**FIRE: Favorable Recommendation**



## ENCROACHMENT APPLICATION

City of South Bend – Board of Public Works  
227 W. Jefferson Boulevard, Ste. 1316  
South Bend, IN 46601

### PROPERTY OWNER INFORMATION:

Name of Business/Homeowner: Access Imprinted  
Address: 714 E. LaSalle  
City/State/Zip: South Bend, IN 46617  
Phone: (574) 232-1231 Email: info@accessimprinted.com

### ENCROACHMENT INFORMATION:

Location of Encroachment: 714 E. LaSalle  
Encroachment Description: Sign overhanging right-of-way line  
CL Road to R/W Line: 50' Size of Encroachment: 4'  
Distance of R/W: 100' Amount in R/W: 4'

### INSTALLER'S INFORMATION:

Business Name: U.S. Signcrafters, Inc.  
Address: 216 Lincolnway East  
City/State/Zip: Osceola, IN 46617  
Phone: 574.286.8749 Email: dmerritt@ussigncrafters.com  
Signature: \_\_\_\_\_  
Printed Name: Doug Merritt

### INCLUDE THE FOLLOWING ITEMS WITH YOUR APPLICATION:

- Photos of the area where encroachment will take place.
- Plans and Specifications
- Completed Agreement

### AFFIRMATION

I, the undersigned do hereby certify and affirm that all the information given in this application is accurate and correct. I understand that encroachments must in no way impair the highway or free and safe flow of traffic thereon and may be revoked at any time.

Signature of Applicant:  Date: 08/26/2024  
Printed Name of Applicant: Doug Merritt

RECEIVED

AUG 28 2024

City of South Bend  
Div. of Engineering



# REVOCABLE PERMIT

## RECOGNITION OF ENCROACHMENT UPON CITY OF SOUTH BEND-CONTROLLED PROPERTY AND PROVISIONS ALLOWING TEMPORARY CONTINUANCE OF SAME

Company/Homeowner Name \_\_\_\_\_, hereafter, the "APPLICANT."


The encroachment will be permitted to remain and continue under the following terms and conditions:

- 1) Until such time as the BOARD OF PUBLIC WORKS ("BOARD") of the CITY OF SOUTH BEND ("CITY") shall determine that such encroachment is in any way impairing or interfering with the highway or with the free and safe flow of traffic thereon;
- 2) Said encroachment shall not in any way prejudice or preclude the CITY'S rights with respect to the future use of the portion of the right-of-way;
- 3) The encroachment as it now exists shall in no manner be added to or enlarged in its present scope or dimensions;
- 4) In the event of change of ownership of the fixture or any other item of personal property which constitutes the aforesaid encroachment, this permit shall become null and void;
- 5) The CITY shall not be liable to APPLICANT for any damages caused to APPLICANT that arise out of or is incidental to any activity and/or incidences authorized by this permit;
- 6) In consideration of the granting of this Permit by the BOARD, APPLICANT shall indemnify, hold harmless and defend the CITY from and against any and all actions or causes of action which the CITY may suffer or incur by reason of bodily injury, including death, to any person or persons, or by reason of damage to or destruction of any property, including the loss thereof, arising out of or in any manner connected with any activity and/or incidences authorized by this permit and/or any activities and/or incidences incidental thereto, or which the CITY may sustain or incur in connection with any litigation, investigation, or other expenditures incidental thereto, including any suit instituted by the CITY to enforce the obligation of this agreement of indemnity.  
It is the intent of the parties hereto that the APPLICANT shall indemnify the CITY under this indemnification clause to the fullest extent permitted by law.

This approval shall be binding upon everyone past or present, claiming any interest in and to the aforementioned encroachment.

### ACCEPTANCE OF TERMS AND CONDITIONS

I accept and agree to be bound by all of the terms and conditions of this permit.

Submitted By: Doug Merritt  
 Signature:   
 Date: 08/26/2024

CITY OF SOUTH BEND, INDIANA  
BOARD OF PUBLIC WORKS

  
Elizabeth A. Maradik, President

  
Gary A. Gilot, Member

  
Murray L. Miller, Member

  
Joseph R. Molnar, Vice President

  
Briana Micou, Member

  
Attest: Theresa M. Heffner, Clerk

Date: September 24, 2024



SINCE 1993  
THIRTY-ONE YEARS

VALUE  
INNOVATION  
COMMUNICATION  
EXPERIENCE



Scale - 1:80

Existing

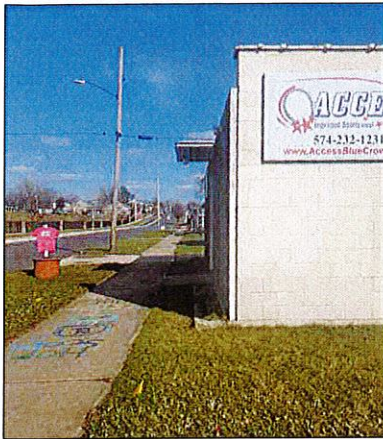
Proposed

One double face (1) 36" x 48" x 11-3/4" blade mounted illuminated cabinet sign as seen above. The cabinet is illuminated using white LED's.

Verify PMS #



Scale - 1:66

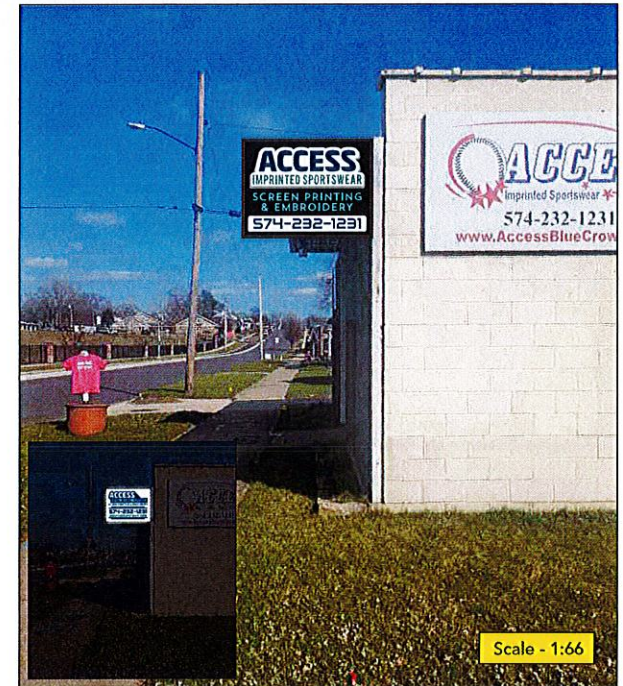


Existing

Proposed

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Verify PMS #



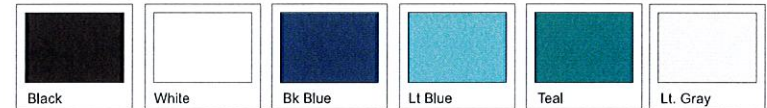


1/2" through rod bolts  
(Minimum 4)

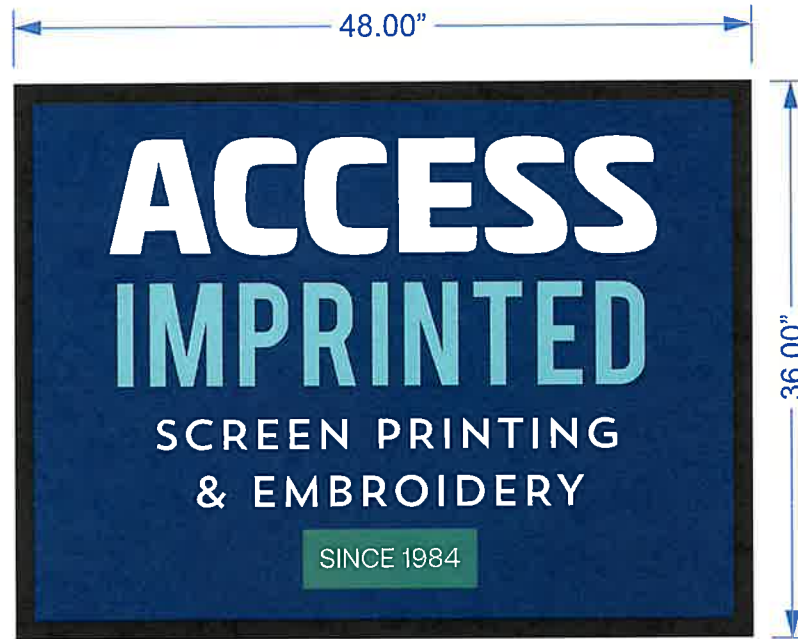
**SPECIFICATION FOR FABRICATION AND INSTALLATION:**

- Double face blade mounted cabinet
- Quantity: 1
- Overall height: 36" - Overall length: 48"
- Total square feet: 12'
- Faces: White Plex
- White LED's
- Primary electric requirement: 20 am 120v installed within 6' of sign

Verify PMS #







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800.659.8319  
574.674.5055  
216 LINCOLNWAY EAST  
OSCEOLA, IN 46581  
USIGNCRAFTERS.COM  
INFO@USIGNCRAFTERS.COM



Design  
Created For:

**Access Imprinted Sportswear**

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Scale - 1:12

4 of 4  
07/11/2024