



# City of South Bend Permit Application for Free Standing 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

\*Certificate of Appropriateness from the Historic Preservation Commission is required

Approval Date (if applicable): \_\_\_\_\_

## 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 with our department.

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

## Sign Information

For more than 3 signs, please attach additional pages or provide information on the artwork pages

Location on Property: \_\_\_\_\_ Illumination: \_\_\_\_\_ Separation: \_\_\_\_\_

(To which Street is the sign oriented?)

From another freestanding sign on site (ft)

Type: Pole Monument Yard Multi-tenant

Sign Size: \_\_\_\_\_

Height (ft)

Width (ft)

Sign area (sq ft)

Height from grade (ft)

Setbacks: \_\_\_\_\_ Clearance: \_\_\_\_\_

Front (ft)

Corner (ft)

Side (ft)

Rear (ft)

From Grade (ft)

Location on Property: \_\_\_\_\_ Illumination: \_\_\_\_\_ Separation: \_\_\_\_\_

(To which Street is the sign oriented?)

From another freestanding sign on site (ft)

Type: Pole Monument Yard Multi-tenant

Sign Size: \_\_\_\_\_

Height (ft)

Width (ft)

Sign area (sq ft)

Height from grade (ft)

Sign #1

Sign #2

**Setbacks:** \_\_\_\_\_ **Clearance:** \_\_\_\_\_  
 Front (ft) Corner (ft) Side (ft) Rear (ft) From Grade (ft)

**Location on Property:** \_\_\_\_\_ **Illumination:** \_\_\_\_\_ **Separation:** \_\_\_\_\_  
 (To which Street is the sign oriented?) From another freestanding sign on site (ft)

Sign #3

**Type:** Pole Monument Yard Multi-tenant

**Sign Size:** \_\_\_\_\_  
 Height (ft) Width (ft) Sign area (sq ft) Height from grade (ft)

**Setbacks:** \_\_\_\_\_ **Clearance:** \_\_\_\_\_  
 Front (ft) Corner (ft) Side (ft) Rear (ft) From Grade (ft)

**Free Standing Sign Permit Checklist:**

- 1. Completed Application
- 2. Artwork, including:
  - a. Sign Dimensions
  - b. Overall Height
  - c. Clearance
- 3. Site Plan including:
  - a. Property lines
  - b. Streets/alleys abutting property
  - c. Location of driveway
  - d. Dimensioned setbacks to sign
- 4. Foundation Detail

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](mailto: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.