

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 23, 2025

Ms. Carmen Pruitt  
North American Signs  
3601 Lathrop Street  
South Bend, IN 46628  
[cdp@northamericansigns.com](mailto:cdp@northamericansigns.com); [casandra.teague@gmail.com](mailto:casandra.teague@gmail.com)

RE: Encroachment into Public Right-of-Way – 1109 Fellows St.

Dear Ms. Pruitt:

At its September 23, 2025 meeting, the Board of Public Works approved your request for the installation of a Freestanding Monument Sign at 1109 Fellows St. 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, at any time, the City of South Bend determines that it is necessary to revoke the encroachment permit, you, or the future property owner will be responsible for any and all costs associated with the removal of the encroachment and returning your property to its pre-existing state.

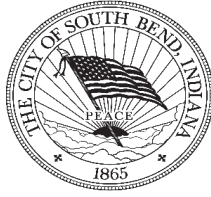
If you have any further questions, please call this office at (574) 235-9251.

Sincerely,

/s/ Hillary Horvath

Hillary Horvath, Clerk

Enclosures  
HH



**INTEROFFICE MEMORANDUM  
BOARD OF PUBLIC WORKS**

**DATE:** August 1, 2025

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

**FROM:** Hillary Horvath, Clerk

**SUBJECT:** **ENCROACHMENT RECOMMENDATION**  
**Revocable Encroachment – Southeast Organized Area Residents**

**LOCATION:** 1109 Fellows St.

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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.

**ENGINEERING:** **Favorable** Recommendation, Traffic & Lighting has no issues per Coby Deal.

**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: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### ENCROACHMENT INFORMATION:

Location of Encroachment: \_\_\_\_\_

Encroachment Description: \_\_\_\_\_

CL Road to R/W Line: \_\_\_\_\_ Size of Encroachment: \_\_\_\_\_

Distance of R/W: \_\_\_\_\_ Amount in R/W: \_\_\_\_\_

### INSTALLER'S INFORMATION:

Business Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Signature: Carmen Pruitt

Printed Name: \_\_\_\_\_

### 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: Carmen Pruitt Date: \_\_\_\_\_

Printed Name of Applicant: \_\_\_\_\_



## 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: \_\_\_\_\_

Signature: \_\_\_\_\_

*Carmen Pruitt*

Date: \_\_\_\_\_

CITY OF SOUTH BEND, INDIANA  
BOARD OF PUBLIC WORKS

*Elizabeth A. Maradik*

Elizabeth A. Maradik, President

*Gary A. Gilot*

Gary A. Gilot, Member

*Murray L. Miller*

Murray L. Miller, Member

*Joseph R. Molnar*

Joseph R. Molnar, Vice President

*Breana Micou*

Breana Micou, Member

*Hillary R. Horvath*

Attest: Hillary R. Horvath, Clerk

Date: September 23, 2025

Revised on 9.14.21

# IMPROVEMENT LOCATION PERMIT

(This is NOT a permit. Building Permits must be obtained from the Building Department prior to construction.)

## Project information

**Tax Key Number:** 018-7007-0251

**Address:** 1109 Fellows Street

**Owner:** ST. JOSEPH COUNTY, IN

**Business:** Southeast Neighborhood

**Zoning:** C DISTRICT

**Sign Installer:** North American Signs

## Sign Information –Freestanding Sign

**Sign 1:Sign Type:** Monument

**Sign Location:** East Facade

**Sign Size:** 20.625 sq.ft.

**Lighting:** None

**Sign Setback:** 15' Corner yard

**Sign Height:** 5.5'

Upon the authority granted by the respective Zoning Ordinance, I hereby issue the Improvement Location Permit (ILP) for the property listed above based on the plans attached.

This Improvement Location Permit may be rescinded if the information provided by the applicant is discovered to be false, or new information is brought forward. The above approval does not limit or restrict the right of the Zoning Administrator to initiate zoning enforcement if in the future the property does not conform to the development standards of the respective Zoning Ordinance or the conditions are not met.

**Conditions of approval:** County Approval Provided

**THE INFORMATION AND APPROVAL GRANTED SHALL BE NULL AND VOID IF A BUILDING PERMIT IS NOT ISSUED BY, OR THE PROJECT DOES NOT BEGIN BY, JUNE 9, 2026.**



Tim Staub, Zoning Specialist

June 9, 2025

Date



# City of South Bend Permit Application for Off-Premise Sign

## Property Information

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

Property Address: 1109 Fellows Street

Parcel ID: 018-7007-0251

Zoning: Commercial

Northeast Neighborhood Overlay:

☐

Yes

☒

No

Historic District:

☐

Yes\*

☒

No

Variance Approval Date: \_\_\_\_\_

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

## Applicant Information

Contact Person: North American Signs

Phone Number: 574-234-5252

Email: cdp@northamericansigns.com

Mailing Address: 3601 Lathrop St South Bend, IN 46628

## Business Information

Business Owner: Southeast Neighborhood

Phone Number: 5743094449

Email: casandra.teague@gmail.com

Mailing Address: 704 Roland Ct South Bend, IN 46601

## Contractor Information

Contact Person: Carmen Pruitt

Company Name: North American Signs

All Contractors must be licensed and/or registered.

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

## Sign Information

Location on Property: Fellows

(To which Street is the sign oriented?)

Illumination: None

Separation: 100+

From another freestanding sign on site (ft)

Type:

☐

Pole

☒

Monument

☐

Yard

☐

Multi-tenant

Sign Size:

5.5

Height (ft)

5'6"

Width (ft)

11.25

Sign area (sq ft)

1.75

Height from grade (ft)

Setback:

15

Front (ft)

Corner (ft)

Side (ft)

Rear (ft)

Clearance: 0

From Ground (ft)

Distance To Nearest Off-

Premise Advertising Sign: 100+

Linear

Radial

Separation From  
Identified Uses\*:

Linear

Radial

\* Separation from districts and uses specified in Section 21-10.07(d)(6) of the Ordinance.

**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, Carmen Pruitt 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.

**Carmen Pruitt**

**Carmen Pruitt**

**5/9/2025**

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.





SITE MAP  
NTS



PROPOSED SIGNAGE -  
NTS

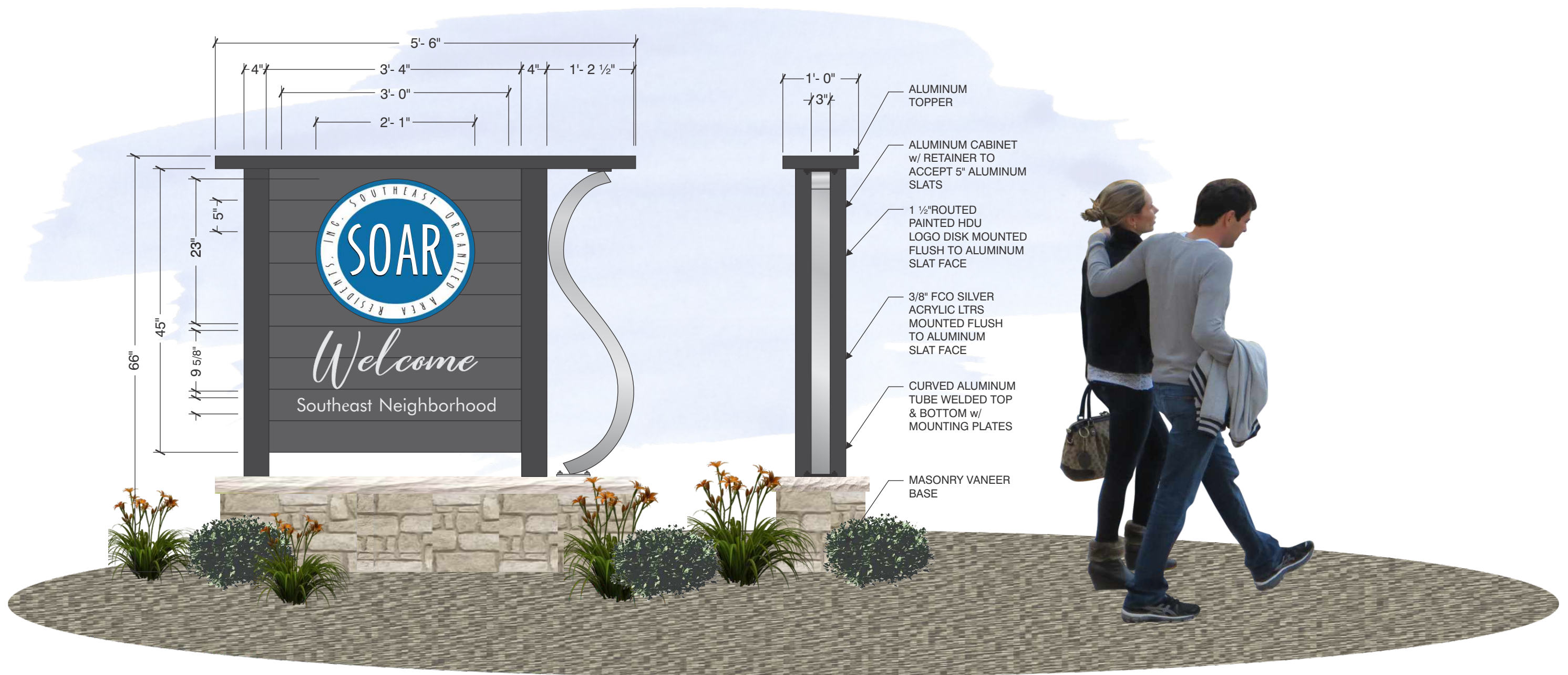
\* SEE PAGE 3 FOR SIGN DETAILS

	SALES:	ALAN EIKER	DWG # 2501011-00
	PM:		REVISION
	ART:	CAD 2.14.25	



SOUTH EAST NEIGHBORHOOD  
FELLOWS DEAN JOHNSON BLVD  
SOUTH BEND, IN





ONE (1) S/F NON-ILLUMINATED MONUMENT SIGN -  
SCALE: 3/4" = 1'- 0"

sign location

Dean Johnson Blvd

Wenger St

Wenger St

