



CITY OF SOUTH BEND

BOARD OF PUBLIC WORKS



July 14, 2026

Doug Merritt
Lang Lab/US Signcrafters
Langlab.admin@gmail.com; dmerritt@ussigncrafters.com

RE: Encroachment into Public Right-of-Way – 1302 High St.

Dear Doug:

At its July 14, 2026 meeting, the Board of Public Works approved your request for the installation of a blade sign at 1302 High 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.

Sincerely,
/s/Hillary Horvath
Hillary Horvath, Clerk



**INTEROFFICE MEMORANDUM
BOARD OF PUBLIC WORKS**

DATE: September 18, 2025

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

FROM: Hillary Horvath, Clerk; PWengineering@southbendin.gov

SUBJECT: **ENCROACHMENT RECOMMENDATION**
Revocable Encroachment – Lang Lab

LOCATION: **1302 High Street (Sidewalk)**

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: Engineering Favorable (Recommendation provided after consulting with Streets Department – Coby Deal) Favorable.

COMMUNITY INVESTMENT: favorable recommendation

FIRE: Favorable



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: LANG LAB
Address: 1302 High Street
City/State/Zip: South Bend, IN 46601
Phone: (574) 395-3247 Email: langlab.admin@gmail.com

ENCROACHMENT INFORMATION:

Location of Encroachment: 1302 High Street (Sidewalk)
Encroachment Description: Blade sign projecting over public sidewalk.
CL Road to R/W Line: 24' Size of Encroachment: 36"
Distance of R/W: 55' Amount in R/W: 36'

INSTALLER'S INFORMATION:

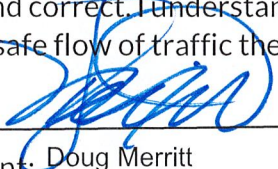
Business Name: US Signcrafters % Doug Merritt
Address: 216 Lincolnway East
City/State/Zip: Osceola, IN 46561
Phone: 574.286.8749 Email: dmerritt@ussigncrafters.com
Signature: _____
Printed Name: Doug Merritt

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: 09/18/25
Printed Name of Applicant: Doug Merritt



REVOCABLE PERMIT

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

Company/Homeowner Name LANG LAB, 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, except that APPLICANT shall not indemnify CITY for any damage or expense caused by the sole negligence of the CITY.

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

ACCEPTANCE OF TERMS AND CONDITIONS

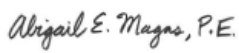
I accept and agree to be bound by all of the terms and conditions of this permit.

Submitted By: Doug Merritt
Signature: 
Date: 09/18/2025

CITY OF SOUTH BEND, INDIANA BOARD OF PUBLIC WORKS


Elizabeth A. Maradik, President


Murray L. Miller, Member

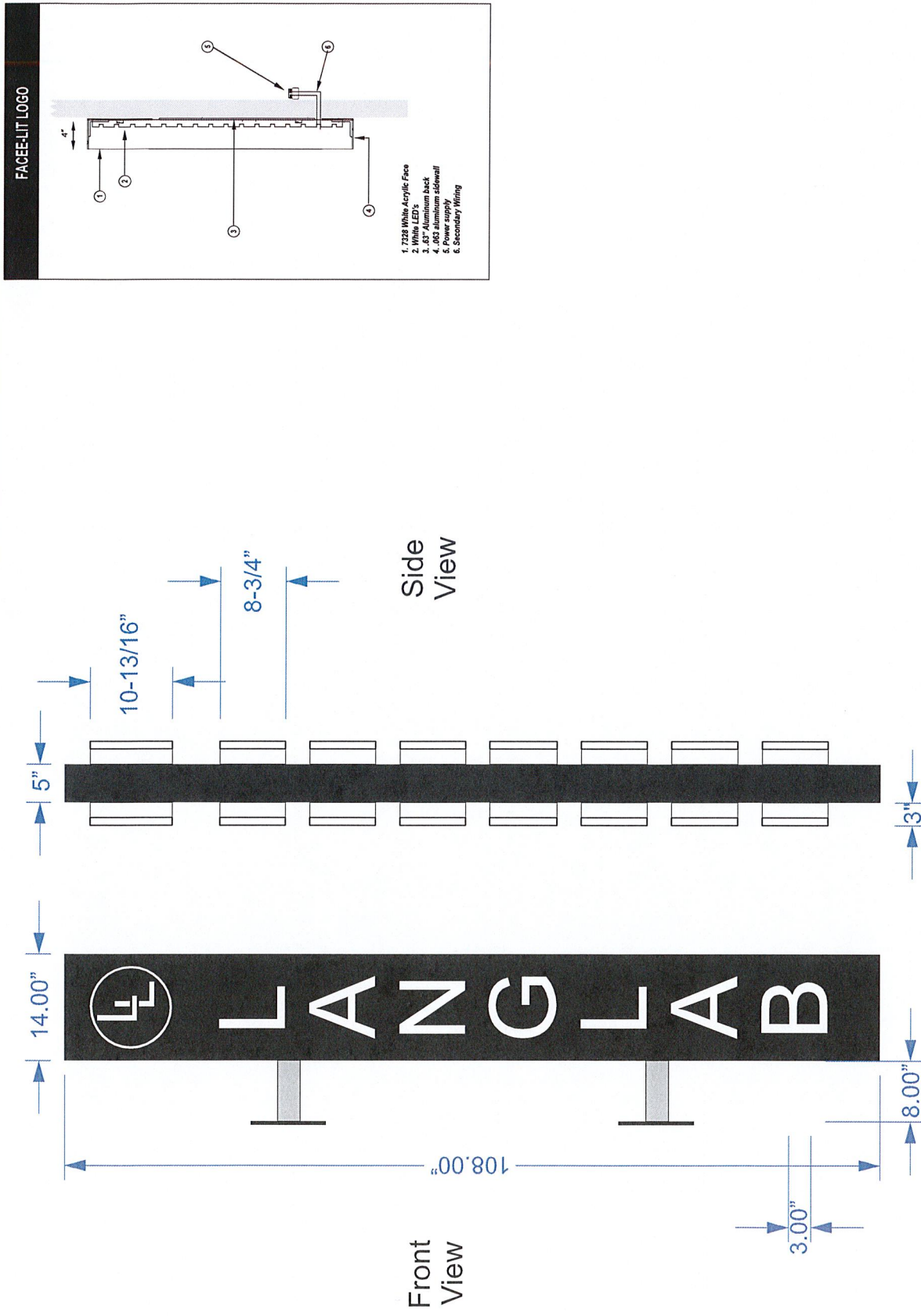

Abigail E. Magas, Member


Joseph R. Molnar, Vice President

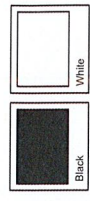

Breana N. Micou, Member


Attest: Hillary R. Horvath, Clerk

Date: July 14, 2026



One (1) D/S blade sign painted black 108" tall x 14" wide x 5" d with 8-3/4" face lit channel letters and 10-13/16" face lit channel logo's. Channel letters / logos have 3" white returns with 1" white trim cap and white faces. Letters are illuminated using white LED's.



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216 LINCOLNWAY EAST

OSCEOLA, IN 46581

US@SIGNCRAFTERS.COM

INFO@SIGNCRAFTERS.COM

Design Created For:

Lang Labs

Scale - 1:19

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9/05/2025

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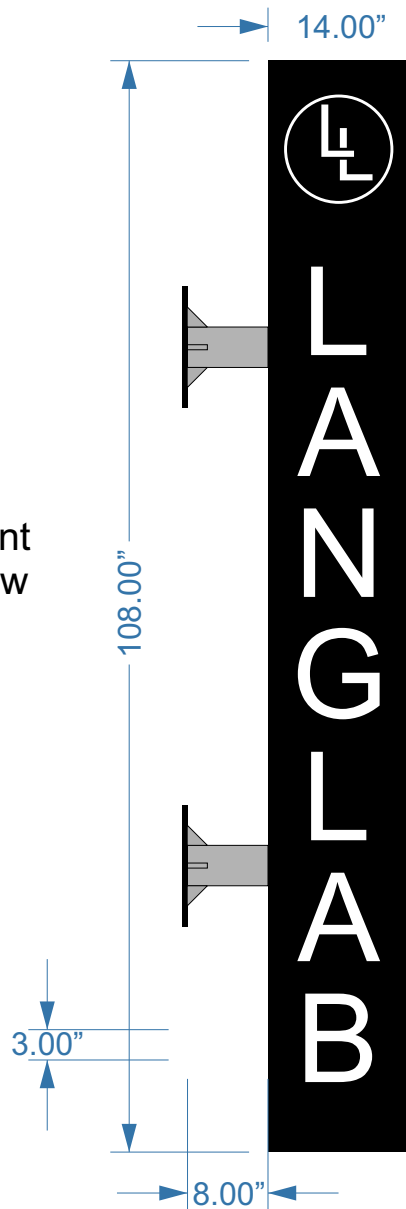


SINCE 1993
THIRTY-ONE YEARS

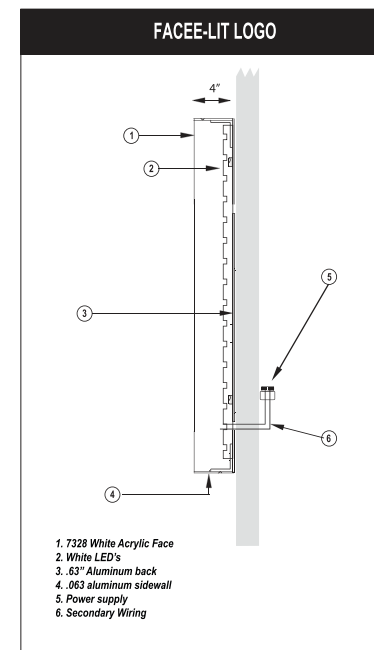
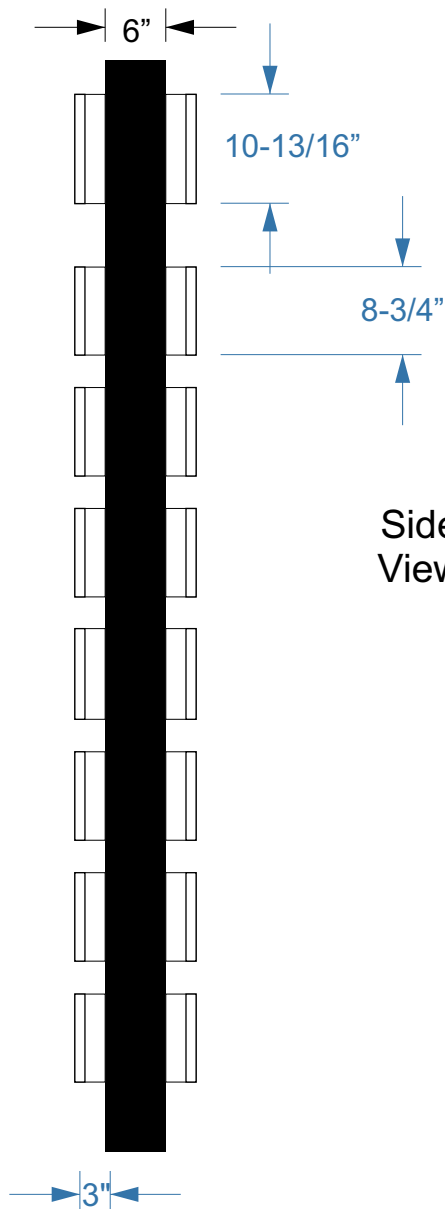
VALUE
INNOVATION
COMMUNICATION
EXPERIENCE



Front View

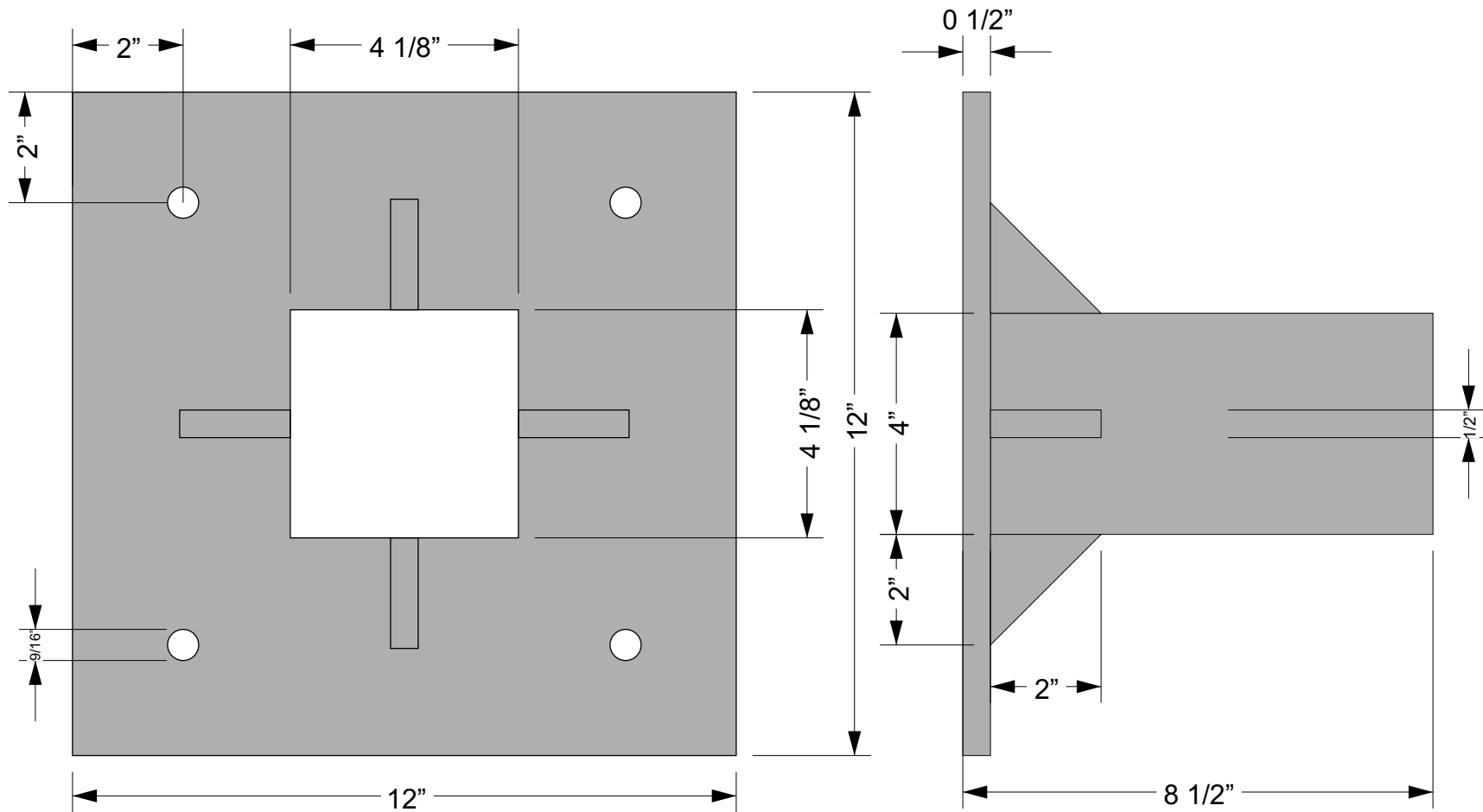


Side View



One (1) D/S blade sign painted black 108" tall x 14" wide x 5" d with 8-3/4" face lit channel letters and 10-13/16" face lit channel logo's. Channel letters / logos have 3" white returns with 1" white trim cap and white faces. Letters are illuminated using white LED's.





Sign is to be installed on the building as depicted and is to be secured to the corner column with Four (4) 3/8" diameter 4" long tapcon concrete screws treated with construction adhesive on each of the 12" x 12" mounting plates as required.