



TOWN OF MUNSTER

TEMPORARY SIGN PERMIT APPLICATION

Community Development Department – 1005 Ridge Rd., Munster, IN 46321 – Ph. 219-836-6990 Fax 219-836-6542

E-mail: communitydevelopment@munster.org

TYPE OR PRINT IN INK

Permit # _____

The undersigned certifies that the owner of record authorizes the proposed work and that the undersigned has been authorized by the owner to make this application as the authorized agent and agrees to conform to all applicable laws of this jurisdiction.

Applicant's Signature: _____ Date: _____

Applicant's Name: _____ Email: _____
(Email used for all official correspondence)

Name of Business/Institution: _____ ☐ check if non-profit

Address: _____ Phone: _____ Email: _____

Contractor Name (if applicable): _____

Address: _____ Phone: _____ Email: _____

Temporary signs shall comply with Section 26-6.701.B.3 of the Town of Munster Character Based Code. The fee for the Temporary Sign Permit is fifty dollars (\$50.00). Violations may result in citations being issued daily. Each citation is punishable by a fine of two-hundred and fifty dollars (\$250.00).

-Additional Regulations-

- A business/institution may only have one (1) temporary sign per location.
- Signposts are to be removed at the completion of the permitted time.
- Temporary Signs must be made of waterproof materials and kept in good repair.
- Temporary Signs shall not obstruct the line of sight of any operator of a vehicle.
- Temporary Signs are allowed a maximum of sixty (60) days per calendar year, which may be divided into more than one (1) period, provided each such period shall require a separate permit.
- If there are more than two (2) violations of the provisions of the regulations governing temporary signs in any single calendar year by an owner or tenant with respect to a lot or parcel of land, no temporary sign may be placed or displayed by such owner or tenant or on such lot or land for twelve (12) months from the date of the most recent violation.

-DETAILED INFORMATION-

Number of Signs: 1 (max 1) Sign Size (not including post): _____ (height) X _____ (width)

Sign Area: _____ sq. ft. (max 32 sf) Overall height from grade: _____ (max 5 ft from grade)

Sign Material: _____

Post Material: ☐ wood ☐ metal Setback from Property Line: _____ ft. (min 5 ft)

Address of Display (if different than above): _____

Where sign will be located on the property: _____

Initial Date Displayed: _____ Number of Days Requested: _____ (allowance: 60 days total/calendar yr.)

☐ Approved ☐ Denied

Reviewed by: _____ Title: _____ Date: _____