



Date: November 15, 2021

To: Munster Businesses

From: Town of Munster Department of Community Development

Re: Reinstatement of Temporary Sign enforcement begins November 29, 2021

In May of 2020, as a response to the COVID-19-related state restrictions on business hours and operations, the Town of Munster Community Development Department suspended enforcement of temporary sign restrictions. The suspension was intended to allow businesses to respond to the changing pandemic situation by advertising to their customers their hours, contactless pick-up procedures, and other modified business practices without having to obtain a permit. The state-mandated restrictions have since been lifted and the Town is returning to normal practices as well.

**Normal enforcement and restrictions on temporary signage shall resume on November 29, 2021.**

At this time, the Town asks that all businesses remove any un-permitted temporary signage from their windows and property.

If you wish to install a temporary sign after this date a temporary sign permit will be required and the time counted against the yearly allowance.

In addition to temporary signage, the Town also permits a certain amount of window signage and sidewalk signs. These sign types would require a sign permit and would have to meet the sign standards for each sign type.

The following standards apply to these types of signs.

#### **TEMPORARY SIGNS**

- Temporary sign permits are \$50.00.
- A sign permit is required for all temporary signs in any non-residential zone.
- A business/institution may only have one (1) temporary sign per location.
- Temporary Signs are to be ground installed only, provided this requirement may be waived by the Zoning Administrator if there is no suitable ground location.
- The maximum sign area is 32 sq. ft.
- The maximum height from grade is 5 ft.
- The sign is to be setback a minimum of 5' from the public right-of-way.
- The signposts are to be wood or metal and they 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.

**Window Sign Standards:**

**Description:** A Sign that is professionally painted or professionally cut vinyl, consisting of individual letters and designs, applied directly on the window or hanging inside a window.

**Dimensions:**

Area: max 25% of glass onto which it is applied, if made up of individual letters; max 15% of glass if on an opaque background

**Additional Standards:**

In addition to all other applicable standards, each Window Sign allowed under this Article:

- a. shall be of one of the following types:
  - i. Professionally painted or cut vinyl letters
  - ii. Hanging Sign that hangs parallel to the window and may not be made of paper or cardboard
  - iii. Neon Sign
  - iv. Door Sign applied to or hanging inside the glass portion of an entrance doorway;
- b. shall not interfere with the primary function of windows, which is to enable passersby and public safety personnel to see through windows into premises and view product displays; and
- c. in addition to one (1) door sign, there shall be no more than one (1) Window Sign per Facade.

**Sidewalk Sign Standards:**

**Description:** A free-standing, double-sided Sign with lettering painted or applied to the surface, placed at the entrance to a Building in a primarily pedestrian environment.

**Dimensions:**

Quantity: (max) 1 per business

Area: max 10 sf

Width: max 30 in

Height: max 48 in

**Additional Standards:**

In addition to all other applicable standards, each Sidewalk Sign allowed under this Article:

- a. shall be located directly in front of the space occupied by the sign permit holder;
- b. shall not be placed so as to cause the width of the sidewalk to be reduced below five feet in width, nor shall they be erected or maintained in a manner that prevents free ingress or egress from any door, window, or fire escape;
- c. shall not be illuminated or have any moving parts;
- d. shall only be displayed between 9:00 a.m. and 11:00 p.m. and shall be removed from public rights-of-way in the event of snow accumulation until such time that accumulation is removed;

e. frame shall be made of wood or metal and sign face shall be made of chalkboard, dry-erase board, letterboard or aluminum with copy either handwritten, professionally painted/printed or changeable copy; and

f. may be removed by the Town from the right-of-way for municipal purposes.

The temporary sign permit and sign permit may be obtained from our website at <https://www.munster.org/egov/apps/document/center.egov?view=item&id=185>

For any additional questions, please contact the Community Development Department at 219-836-6990 or [communitydevelopment@munster.org](mailto:communitydevelopment@munster.org).