



8-14-09

At Your Service

Dear Business Owner(s),

Over the past several years we have seen an increase in the amount of illegal signage installed throughout the Town. Usually in the form of banners installed without a permit or Town approval. In the past, when this was discovered we would contact the owner to remove the signage and apply for a temporary sign permit. If cooperative we would forego a citation and fine. It has become apparent that many of the same business owners have repeatedly abused our temporary sign ordinance and as a result we will now be enforcing a zero tolerance policy when an illegal sign is discovered which will result in a citation being issued and a \$250.00 a day fine until the signage is removed. We ask that you and/or your vendors refrain from installing such signage unless a permit is obtained from the Town.

Included with this letter is a copy of our temporary sign ordinance. We realize that signage for your business is important especially in these tough economic times but illegal signage is unfair to the majority of businesses that comply with the code. The Town council members receive many complaints a year from residents about the appearance and in some cases danger these signs cause due to there location.

This letter is being sent out to all registered businesses in the Town. We realize that most business owners are aware of our sign ordinance and abide by it. For those of you that do not, let this letter serve as your notice. Your cooperation in this matter is appreciated.

If you have any questions or need further information please call the Building Department at (219) 836-6990 during normal business hours.

Town of Munster
Building Department
Ph: (219) 836-6990
Fax: (219) 836-6542



- lic restroom" signs, shall be permitted, each not to exceed one square foot in gross area.
 - f. Window promotional signs shall be permitted, with the total gross area of all such signs not to exceed 30 percent of the total glass surface area of that wall or not to exceed one square foot for each one foot of business frontage, to a maximum of 100 square feet total gross area.
 - g. Streamers and pennants, except as noted in this subsection, shall be permitted only upon the occasion of a bona fide opening shortly after the erection or extensive remodeling of a building, or shortly after a change of form or ownership of the business there. They may be displayed for a period not to exceed 14 days during the event and they are to be permanently removed within three days after the end of such occasion. A business may display temporary promotional signs, including banners, for a maximum of 30 days in a calendar year. Such signs shall not exceed a total of one square foot of area for each one foot of building frontage occupied by the business, to a maximum of 40 square feet in gross area displayed at any one time. A permit shall be required.
 - h. Drive-in or drive-through merchandising businesses shall be allowed one informational (menu, price, etc.) sign not exceeding 15 square feet in gross area.
 - i. A sign bearing the name and/or type of business of the principal tenants occupying space in the rear or upper floors of a building shall be allowed at the principal structure entrance to such occupied space, and the area of such signs devoted to each such occupant shall not exceed two square feet in gross area.
 - j. A business with an attached parking lot may erect two freestanding traffic directional signs, each not to exceed four square feet in gross surface area and not higher than three feet. Such signs may be illuminated. Additional traffic directional signs may be allowed for the safe and orderly flow of traffic, upon the written approval of the town building inspector.
 - k. If a building has a rear and/or side parking lot that adjoins a public street, an additional sign developed to the same restrictions noted in this section shall be permitted on only one side or the rear of the building, provided the total square footage for the additional sign does not exceed 50 percent of the permitted area of the principal business sign. If adjacent to a residence district, a sign, if illuminated, shall be indirectly lighted in such a manner as not to be disturbing to the adjoining residence district.
 - l. Vacant property zoned C-1 may display one promotional sign referring only to the sale, lease or rental availability of the lot. Net surface area shall be limited to 20 square feet per face, with a maximum of two faces, and the sign shall not exceed six feet in height.
- (2) *Permitted signs, conditional.*
- a. *Businesses set back from street.* The following regulations shall apply to businesses in buildings which are situated 35 feet or more from a public right-of-way:
 - 1. A business (one building, one business) set back 35 feet or more may have one wall-mounted, roof-mounted or projecting sign plus a freestanding sign. The gross area for such wall-mounted, roof-mounted or projecting sign shall not exceed