



Town of Winfield

June 10, 2010

Winfield/ LOFS Civic Organizations,

Effective earlier this year, the Town of Winfield annexed property both along 109th Avenue and Randolph Street. This property was previously considered unincorporated Lake County, but is now part of the Town of Winfield, under the jurisdiction of the Town's ordinances.

An area of special concern is the intersection of 109th and Randolph, which has historically been the site of many temporary special event signs and banners for various local civic organizations. As of this year, this corner is now under the jurisdiction of the Town of Winfield's Sign Ordinance. This change has caused some understandable turmoil and hard feelings as past procedures and practices have been replaced by the requirements and standards of our sign ordinance.

Under our sign ordinance, "off-premise signs" are prohibited. "Off-premise signs" advertise events that are not taking place on the property where the sign is located. Additionally, our ordinance restricts where a sign can be placed on the property and requires that the sign be put up in a manner that does not create a safety hazard.

Under our current ordinance, the only exception to the prohibition of off-premise signs is for "...Signs approved by the Town Council, announcing special programs or events, provided the signs shall be displayed not more than two weeks before the event and shall be removed within two working days after the event being advertised...". Therefore, in order for your group's temporary banner or sign to be permitted, an application needs to be made through the Building Department, which will include such items as contact information for the group, as well as **the permission and signature of the property owner on whose property the sign will be located**. The matter will then be referred to the Winfield Town Council, which meets on the 3rd Tuesday of every month, for consideration.

While we understand that these procedures are new and require extra work and advance preparations by your organization, we are asking for your cooperation in following the steps required by our ordinance as it stands today. If you have any questions, please contact the Building Department at 662-2665, ext. 301.

Sincerely,

Lance Ryskamp
Zoning Administrator- Town of Winfield



BANNERS AND/OR TEMPORARY SIGNS

Applicant: _____
Name Address

Applicant Address: _____

Owner of Property: _____
Name Address

Sign information:

Site address of sign: _____

How is sign secured to ground? _____

Height: _____ Width: _____ Depth: _____

Reason for sign: _____

Banner signs may be displayed for uses permitted in this chapter no more than two times per year for a combined total display period of 30 days or less. **156.96 (I)**

Date(s) sign will be used: start: _____ finish _____
start: _____ finish _____
start: _____ finish _____

I am in receipt of a copy of Section 156.082 and Section 156.095 of the Winfield Ordinances regarding design restrictions and prohibited signs and I agree to abide by those Ordinances.

Applicant Signature and Printed Name

Date:

Owner Signature and Printed Name

Date:

STATE OF INDIANA, COUNTY OF LAKE) SS:

Before me, a Notary Public in and for said County and State, personally appeared the above person(S) and acknowledged the execution of the above and foregoing instrument to be true voluntary act and deed for the use and purposes therein mentioned. Dated this _____ Day of _____, 20 _____.

Notary Public (Signature)

My commission expires: _____

Notary Public (Print)

Approved by: _____ Date: _____