



Zoning Review

Town of Whitestown | Planning Department

The following information will need to be submitted to initiate the temporary signage review process:

- Completed temporary signage application
- Survey, site plan, or plot plan with location of signage if placing in the ground
- Building façade dimensions if placing on a wall
- Graphic detail of the proposed sign including dimensions

Property owners planning to place temporary signs on site will need to obtain a Zoning Review Approval from the Town.

1. Temporary Sign Zoning Review Application. Submit the following information along with a temporary signage zoning review application:
 - a. Sign Details. Applicants must indicate specific details including height, width, and square feet.
 - b. Survey / Site Plan. Applicants must submit a property survey or plot plan that shows where the proposed sign will be located on the property. The submitted site plans must be scaled drawings. Proposed location of the sign shall include distance from property lines if on the ground. If the sign is placed on the wall, will need to include distance from ground.
2. Temporary signs shall not restrict drainage or be placed in the public right of way.
3. Blinking, flashing, inflatable, and manual changeable copy signs are not permitted. For a full list of prohibited sign types see UDO Section 8.3.
4. Time limits for temporary signs are based on calendar year. Applicable time limits per sign type are listed in UDO Table 8.1.

Applicable zoning review information can be submitted via email to planning staff at planning@whitestown.in.gov or brought to the Municipal Complex located at 6210 Veterans Drive.

Temporary Signage Zoning Review Application

Applicant

Name	
Street Address	
City, State, Zip	
Primary Contact Person for this Application	
Phone	E-Mail
Applicant is (circle one): Sole owner Joint Owner Tenant Agent Other (specify)	

Property Owner (if different than applicant)

Name	
Street Address	
City, State, Zip	
Phone	E-Mail

Premises Affected

Total Acreage	
Subdivision	Lot Number
10-digit Parcel Number	18-digit Parcel Number

Temporary Sign Details

Type (circle) <i>Banner</i> <i>Temporary Residential</i> <i>Other</i>
Length of time
Please provide additional details as needed:

Applicant Signature

Date

Consent of Property Owner

Complete and submit if applicant is different from property owner.

I (we)

NAME(S)

After being first duly sworn, depose and say:

- That I/we are the owner(s) of the real estate located at I (we)

ADDRESS

- That I/we have read and examined the Application and are familiar with its contents.
- That I/we have no objection to, and consent to such request as set forth in the application.
- That such request being made by the applicant (____ is) (____ is not) a condition to the sale or lease of the above referenced property.

(AFFIANT)

STATE OF INDIANA)

) SS:

COUNTY OF _____)

Subscribed and sworn to before me this ____ day of _____, _____.

, Notary Public

My Commission expires: _____ County of Residence: _____

Unified Development Ordinance

Section 8.7 Temporary Signs

Unless otherwise provided in sections B through H, temporary signs must meet the criteria below. A temporary sign may be displayed as a ground sign, wall sign, or a window sign.

- A. General Criteria for Temporary Signs. A temporary sign is unlawful unless it meets the criteria established for the Zoning District where it is located as described in Table 8.1. The general criteria and limitations in this section do not apply to A-Frame and T-Frame signs, banner signs, flying banner signs, flags and umbrella signs.
- B. A-Frame Signs and T-Frame Signs. A-Frame signs and T-Frame signs are unlawful unless they meet the criteria and limitations set forth in Table 8.1: Temporary Signs.
 1. A-Frame signs and T-Frame signs are permitted in all Zoning Districts but may be placed in single-family residential districts only in conjunction with non-residential uses.
 2. A-Frame Signs and T-Frame Signs must be located adjacent to the parcel or business advertised, supported by a base sufficient to withstand wind gusts, and maintained in good condition.
 3. A-Frame Signs and T-Frame Signs must be placed at grade level and not in medians, across the street from the business being advertised, or on multi-use pathways.
 4. The purchase and placement of A-Frame signs and T-Frame signs is not a substantial capital investment in the advertised business. Modification of the regulations resulting in further restriction or prohibition makes the signs illegal nonconforming signs that must comply with the new regulations.
 5. A-Frame Signs and T-Frame signs placed on a sidewalk must provide 4-foot walking clearance around the sign.
- C. Banner Signs. Banner signs are permitted in all Zoning Districts but may be placed in single family residential districts only in conjunction with non-residential uses. Banner signs must meet the criteria and limitations set forth in Table 8.1: Temporary Signs.
- D. Flying Banner Signs. Flying banner signs must meet the criteria and limitations set forth in Table 8.1: Temporary Signs.
 1. Flying banner signs are permitted in all Zoning Districts but may be placed in single family residential districts only in conjunction with non-residential uses.
 2. Flying banner signs must be located adjacent to the parcel or business advertised, supported by a base sufficient to withstand wind gusts, and maintained in a professional manner.
 3. Flying banner signs must be placed at grade level and must not be placed in medians, across the street from the business being advertised, on multi-use pathways.
- E. Sign Walkers. Sign walkers are permitted in all Zoning Districts. Sign walkers must comply with state law and meet the following criteria and limitations:
 1. Sign walkers must be located:
 - At grade level.
 - 30 feet from a street or driveway intersection measured from the back of the curb or edge of pavement if no curb exists.
 - 5 feet from the street measured from the back of curb or edge of pavement if no curb exists.
 - Sign walkers must yield right-of-way to pedestrians, bicycles and others on the sidewalks.
 2. Sign walkers must not be located:
 - In medians.
 - In parking aisles or stalls.
 - In driving lanes or driveways.
 - On multi-use pathways.

- Where less than 4 feet clear passage is provided on a sidewalk or pathway.
 - On fences, planters, other signs, vehicles, utility facilities, or any structure.
 - Within 20 feet from any other sign walker.
 - In a manner that results in sign walkers physically interacting with motorists, pedestrians, or bicyclists.
3. The sign must be displayed only when the business is open to conduct business and held, worn, or balanced at all times.
 4. The following are prohibited:
 - Any form of illumination, including flashing, blinking, or rotating;
 - Animation on the sign;
 - Mirrors or other reflective materials; or
 - Attachments including balloons, ribbons, speakers.
- F. **Flags.** Unless otherwise required by state law or specified in this chapter, no more than 2 flags may be displayed on a flagpole, from a flag bracket, or on a flag stanchion. The sign area of a flag displaying a commercial message is 24 square feet. In determining the sign area of a flag, only one side of the flag is counted. Flags on residential or nonresidential parcels may be externally illuminated. A sign permit is not required for a flag.
- G. **Umbrella Signs.** For each table in an outside seating area for a licensed business establishment, one umbrella sign per umbrella is allowed. An umbrella sign is 8 feet in height. An umbrella having an umbrella sign must be securely mounted. A sign permit is not required for an umbrella sign. Umbrella signs do not count toward the maximum sign area for any use.
- H. **Temporary Residential Subdivision Signs.** Temporary residential subdivision signs are permitted in single-family residential districts for each builder in a recorded subdivision plat. Temporary residential subdivision signs must meet the criteria and limitations set forth in the Table 8.1: Temporary Signs.

The referenced Tables 8.1 and 8.2 can be located in the [Whitestown Unified Development Ordinance](#).