

Portable Sign Application

Prior to submitting a formal application, you may wish to contact the Planning & Development Services Department for a preliminary consultation.

The City of Regina Zoning Bylaw defines a portable sign as a sign used for on-site or off-site advertising that is mounted on a trailer, stand or similar support structure, which is designed in such a manner that the sign can be readily relocated to provide advertising at another location and does not include signs painted directly on motor vehicles.

A sign permit issued for a portable sign shall be valid until June 30 of each year. Permit fees are not prorated if purchased mid-year.

Please consult Chapter 11 of the Zoning Bylaw for regulations on portable signs.

Application Requirements

Accuracy of information provided on the application form is critical to a legal and binding decision. Be as accurate as possible.

Application fees are required to be paid in full at the time of application.

Your application will be deemed incomplete and sent back to you in the event that any of the below required elements are missing from your submission.

The following is required:

- 1. A completed application form signed by the applicant; and
- 2. Payment reflecting the current application fee. Please see Regina.ca to obtain the current application fee. Application fee may be paid by cash, debit card, credit card, or cheque payable to the "City of Regina".

Submission

Submit the completed application form and required application fee to:

Planning & Development Services
City of Regina
9th Floor, City Hall
PO Box 1790
Regina, SK S4P 3C8

or by E-mail to:
proposeddevelopment@regina.ca

Zoning Regulations

Registration Stickers

- A sign permit issued for a portable sign shall be valid until June 30 of each year.
- Permit fees are not prorated if purchased mid-year.
- A current registration sticker provided by the Development Officer must be displayed on all portable signs and must be affixed in the top one-third (1/3) of the sign on the end or face closest to the street.
- A permit or registration sticker may be transferred to a subsequent owner of the sign to which the permit relates provided that the City is notified in the form prescribed by the Development Officer.

Location

Permitted Land Use Zones	Sign Standards	
<ul style="list-style-type: none"> • Mixed Low-Rise (ML) Zone • Mixed High-Rise (MH) Zone • Mixed Large Market (MLM) Zone • Downtown (DCD-D) Zone • All Special Zones* • All Industrial Zones 	Maximum Sign Surface Area	Maximum Height
	6.0 square metres	3.2 metres
<small>* Excludes contract zones except as permitted within a contract zone agreement.</small>		

- 1) Portable signs must be placed on private property.
- 2) Portable signs must not encroach onto any land owned or controlled by the City including any easement, buffer strip, a road right-of-way, a public reserve, a municipal reserve or an environmental reserve.
- 3) Portable signs must not be erected or displayed within any required vehicle parking space.
- 4) Portable signs must not to be placed in any Intersection Sight Line Controls set out in *The Traffic Bylaw No. 9900*.

Separation Distances

- 1) Where there is more than one portable sign on a lot, there must be a minimum distance of 20.0 metres separation distance between signs.
- 2) Two portable signs are permitted to be closer than 20.0 metres if they are located on a corner lot and are positioned at right angles to each other, so they face traffic flows on separate streets.
- 3) Portable signs must be located a minimum of 10.0 metres from any freestanding billboard sign.
- 4) One portable sign is permitted per lot where a business is located provided that:
 - a) the sign is erected for the purposes of advertising the business on the lot.
 - b) the sign is placed as far from the permanent billboard as the lot allows.
 - c) all other requirements of the Zoning Bylaw regarding signs are met.

Number of Signs

- 1) One secondary sign is permitted per lot line abutting a street. Where the lot line abutting a street exceeds 70.0 metres in length, one additional secondary sign is permitted for each additional 70.0 metres, or part thereof, of that lot line.
- 2) Secondary signs meeting the definition of portable signs, must conform to regulations as per Section 11E.12 of the Zoning Bylaw.



Portable Sign Permit Application

Sign Owner (Company Name): _____

Company Address: _____

City: _____ Province: _____ Postal Code: _____

Contact Person: _____

Phone Number: _____ E-mail: _____

Permit Fees

_____ Registration Sticker(s) at \$ _____ each = \$ _____
(Quantity) (Current Applicable Fee)

Total Fee Remitted = \$ _____

I hereby acknowledge that I have read and understood this application and I agree to:

- a) comply with all applicable City Bylaws including the Zoning Bylaw
- b) comply with all applicable Federal and Provincial statutes and regulations including *The Planning and Development Act, 2007*.
- c) adhere to all specifications and instructions issued by Development Officer in respect of work incidental to the sign in accordance of this application.

It is expressly understood that the issuance of a permit does not relieve the applicant from complying with all Bylaws though not called for in the specifications or shown on plans and/or applications submitted. I further agree to indemnify the City against all losses, costs, charges or damages caused or arising out of anything done pursuant to any permit issued under this application.

Signature of Applicant: _____ Date: _____

Name (Printed): _____