

# CITY OF ESTEVAN-DEVELOPMENT INFO-SHEET

## \* Sign Permits

Sign permit procedures are established and used by the City of Estevan in order to evaluate sign development proposals. A sign permit authorizes a recipient to proceed with the erection, alteration, or continuance of sign at a specified location in accordance with the provisions prescribed in the sign bylaw, and in compliance with the conditions of permit. Sign application review is intended to:

-ensure that sign proposals will be undertaken in accordance with the City's processes, procedures, and standards established in the City sign bylaw

## Application Requirements

In order to obtain a sign permit, an applicant must complete and submit a prescribed sign application form, accompanied by support documentation. The applicant must provide adequate details regarding the proposed sign development including a detailed site plan and related information which will allow the City to properly evaluate the proposal in accordance with its bylaw and regulatory requirements. Proponents should reference the City of Estevan Sign Bylaw prior to submitting a formal sign permit application.

Where a sign is proposed for placement or encroachment onto City owned or controlled lands, City Council approval will be required, and pending approval, the proponent will be required to enter into a requisite ground rental/encroachment agreement with the City of Estevan.

## Fees

There is a \$30.00 non-refundable application fee associated with a sign permit application. This fee must accompany the complete application submission.

Signs approved for placement on City-owned or controlled properties, are subject to a \$150.00 annual ground rental fee.

Signs approved for encroachment onto City-owned or controlled properties, are subject to a \$50.00 annual encroachment fee.

## Decisions & Timing

The time period for processing a sign permit application will depend on the type and location of the sign intended. A complete sign permit application that does not involve City owned or controlled lands will be processed in approximately a 1-2 day period. Sign Permit applications involving City owned or controlled lands will take approximately 2-3 weeks to process.

For Further Information, please call the Land Development Services Manager at 634-1821 or City Building Official at 634-1819

**CITY OF ESTEVAN**  
**SIGN APPLICATION PERMIT**

Name of Applicant: \_\_\_\_\_ Phone No. \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City \_\_\_\_\_ Postal Code \_\_\_\_\_

Name of Legal Sign Owner: \_\_\_\_\_

Name of Registered Property Owner: \_\_\_\_\_

Sign Location: Lot \_\_\_\_\_, Block \_\_\_\_\_, Plan No. \_\_\_\_\_ Address: \_\_\_\_\_

Type of Sign proposed (as defined in City of Estevan Sign bylaw): Ground Sign  Projecting Sign

Bench Sign  Roof Sign  Portable  Other (please specify): \_\_\_\_\_

Size of Sign: Height: \_\_\_\_\_ m Sign Face Area: \_\_\_\_\_ sqm Ground Clearance (where applicable) \_\_\_\_\_ m

Projection from Building (where applicable) \_\_\_\_\_ mm

Setbacks from Property line (where applicable):

(the application is required to be accompanied by a site plan showing the proposed location of the sign on the site including proposed distances of the sign from the legal property boundaries and other site features.)

Design & Material Specifications (please specify and/or submit plan details):

\_\_\_\_\_

Is the Sign Electrified? yes  no

Does the Sign have mechanical parts? yes  no

Foundation/Structural support Specifications: (please specify plan details):

\_\_\_\_\_

I herein agree that the information herein provided is true & accurate, and that I am aware and will abide by the regulations contained in the City of Estevan Sign Bylaw. As applicant, I further accept all responsibility for the proper construction, operation, and maintenance if the sign including any associated liability arising therefrom.

Dated this \_\_\_\_\_ day of \_\_\_\_\_

\_\_\_\_\_  
Applicant-Name in Print

PERMIT FEE \$ \_\_\_\_\_

\_\_\_\_\_  
Applicant- Signature

<b>For Office Use Only</b>		
Permit Fee Paid <input type="checkbox"/>		
Permit Approved <input type="checkbox"/>	Permit Approved Subject to the following conditions <input type="checkbox"/>	Permit Denied <input type="checkbox"/>
Dated at the City of Estevan this _____ day of _____, 20____		
City Approving Authority: _____		
Pink Copy: Applicant	Green Copy: Engineering Department	White Copy: Treasury Department