

Portable Sign Permit Process

Submit your completed application with any supporting documents to the Planning Department, Box 970, Martensville SK, S0K 2T0. Or drop your submission off at 37 Centennial Dr. S..



The Planning Department determines whether the proposed signage meets the regulations set out in Martensville's Zoning Bylaw.



Applicant informed whether permit is granted or denied.

In the case of approval, a license sticker will be issued and fees are owed to the City.

Permit and License Fees

Portable signs: The annual license fee is \$25.00; Or a temporary license fee (maximum 30 days) of \$10.00.

City of Martensville
Planning & Regulations

PORTABLE SIGN REGULATIONS

City of Martensville

Planning and Regulations Department
City Hall
37 Centennial Dr. S.

Phone: (306) 931-2166

Fax: (306) 933-2468

Email: planningclerk@martensville.ca

Website: www.martensville.ca



Phone: (306) 931-2166

Martensville residents and businesses place a high value on the community's appearance. To maintain an attractive appearance, the City regulates signs to avoid visual clutter, ensure traffic and pedestrian safety, enhance property values and business identity, and prevent the accumulation of litter and debris.

Various types of signs are regulated by the City, as per the **Martensville Zoning Bylaw**. For further information, please consult the bylaw document which is available online at www.martensville.ca or from the City Hall.

For purposes of definition, a **Portable Sign** indicates a portable and free-standing sign that is mounted on a wide-based frame. It features a single sign face area that is no greater than 6 square metres, which can be readily moved or transported to various locations.

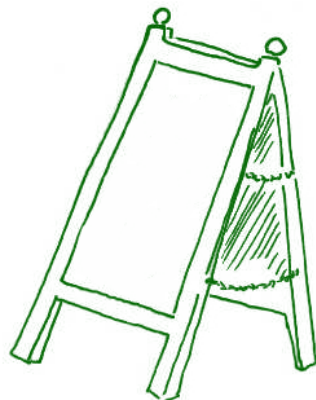
This brochure contains information regarding Portable Signage *only*.

A separate brochure exists with guidelines for **Permanent Signs**.

Please refer to Martensville's Zoning Bylaw for further regulations pertaining to additional sign types. The Bylaw also contains information about Sign Permit Denial and Revocation.

Licensing Portable Signs

- A development permit application is not required for portable signs. However, Portable Signs require a licensing fee.
- A portable sign must be licensed when intended for rental or lease at multiple sites during a one-year period. Licensing also applies if the sign will be located at more than one site throughout a one-year period.
- An annual license is issued in the form of a license sticker. It must be affixed anywhere on the top one-third of the sign, on the end or face closest to the street.
- A license sticker is not transferable from one portable sign to another.



Portable Sign Regulations

- No portable sign may have a single **face area** greater than 6 square metres.
- No portable sign may have a **height** greater than 3 metres above grade.
- No portable sign may occupy any space required for off-street parking. An *exception* exists where a site contains more parking spaces than required in the Zoning Bylaw.
- On any single site, no portable sign may be located closer than 20 metres from any other portable sign.

Please see the reverse side of this brochure for information regarding the application process and fees.

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