

Portable Signs

This Application Package Includes:

1. Information Sheet
2. Application Checklist
3. Building and Development Permit Application
4. Landowner Authorization Form

Developments listed in *subsection 3.2 of Land Use Bylaw 05-2025* do not require a Development Permit. All other types of development require a Development Permit.

Building Permits are subject to the regulations within the *National Building Code* and *National Energy Code*. For code related information and inquiries, please reach out to our contracted agency Superior Safety Codes at 780-870-9020.

Planning Services recommends that all applicants engage in consultation prior to starting any development project. To discuss your development, please contact Planning Services at 780-874-3700, permits@lloydminster.ca, or in person at the Lloydminster Operations Centre located at 6623 52 Street.

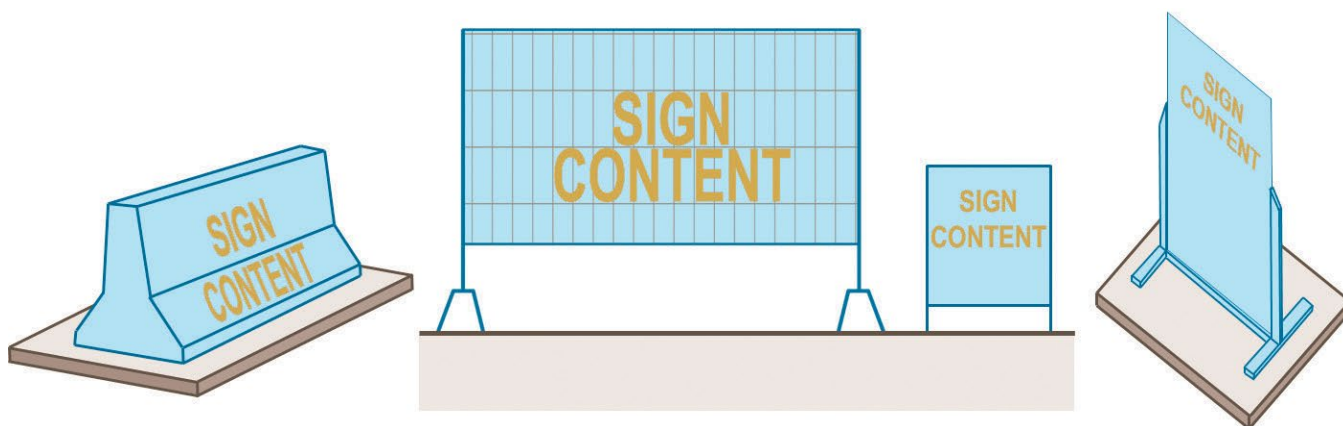
All development regulations can be found in *Land Use Bylaw 05-2025*.

Disclaimer: This information is for reference only. Refer to the complete *Land Use Bylaw 05-2025* for all provisions. In the event of any discrepancy the provisions of *Land Use Bylaw 05-2025* shall take precedent.

Information Sheet

Portable Signs

A portable sign is a standalone temporary sign mounted or painted on a frame, stand or similar structure that is easily transported and erected for a limited time. This use does not include decal vehicles, urban furniture or A-board signs, but does include magnet signs, painted concrete barriers and other similar signs.



Does a Portable Sign Require a Permit?

- All portable signs require a Building and Development Permit.
- All portable signs must conform to all regulations within *Land Use Bylaw 05-2025*. The regulations included in the *Land Use Bylaw 05-2025* include how long portable signs can be placed for, where they can be placed, how large they may be and more:
 - *Subsection 16.5.4 of Land Use Bylaw 05-2025* contains general provisions for portable signs.

Where Can I Place a Portable Sign?

- Areas of the City allowing portable signs are indicated in *subsection 16.5 of Land Use Bylaw 05-2025* in *Table 14: Signs Allowed by District*.
- *Table 14: Signs Allowed by District* designates portable signs as either permitted, discretionary or not allowed. Portable signs must adhere to the applicable permitted or discretionary use process depending on their designation.

Can I Place a Portable Sign in the Road Right-of-Way?

- Portable signs in the road right-of-way are only allowed in areas indicated within *Map 4: Right of Way Portable Sign Approval Map* in *Land Use Bylaw 05-2025*.

How Are Portable Signs Enforced?

- Portable signs are enforced in accordance with *subsection 16.9.2* of *Land Use Bylaw 05-2025*.

Application Information:

- The Building and Development Permit application process for signs can be found in *subsection 16.3* of *Land Use Bylaw 05-2025*.
- Portable signs require owner authorization from the landowners listed on the land title as part of the permit process.
- All permit fees are indicated in the City's *Fees and Charges Bylaw* as amended.
- If you apply for a Building and Development Permit after placing a portable sign without first obtaining approval, you may be charged double the permit fees.
- If your Building and Development Permit Application is refused or you do not agree with conditions of your approval you may appeal the decision to the Subdivision and Development Appeal Board within twenty-one (21) days of the decision being rendered. This only applies to the development portion of the application.



Application Checklist

Applications for portable signs may require the following:

- ☐ Completed application
- ☐ Application fee
- ☐ Landowner authorization
- ☐ Site plan

The site plan should show the following information:

- Proposed sign location
- Location of existing portable and freestanding signs on the site
- Distance the sign will be to property lines, existing signs, and buildings
- Dimensions of the proposed sign, including copy area

Additionally, consultation is recommended prior to starting any development project. To discuss your development, please contact Planning Services at 780-874-3700, permits@lloydminster.ca, or in person at the Lloydminster Operations Centre located at 6623 52 Street.

Additional information may be required by the Development Authority or contracted agency.



Building and Development Permit Application

Applicant Information

Name:	Contact Name:	Contact Phone:
Contact Address:	Contact Email:	
City:	Postal Code:	Date (MM/DD/YY):

What is this application for? ☐ Building Permit ☐ Development Permit ☐ Both

Are you the landowner? ☐ Yes ☐ No

If you selected No, has the attached Landowner Authorization Form been completed? ☐ Yes ☐ No

Development Information

Address of Property:	Lot:	Block:	Plan:
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Nature of Development

☐ Residential ☐ Industrial ☐ Commercial ☐ Institutional ☐ Multi-family/hotel/mixed use: No. of Units: _____

Proposed Development (select all that apply)

☐ New Construction ☐ Interior Renovation ☐ Addition ☐ Foundation
☐ Accessory Building ☐ New Dwelling ☐ Detached Garage ☐ Secondary Suite
☐ Additional Dwelling Unit ☐ Deck, Covered ☐ Deck, Uncovered ☐ Stripping and Grading Only
☐ Use Approval, Type of Use: _____ ☐ Other: _____
☐ Home Based Business, ☐ Major or ☐ Minor, Type of Business: _____

Construction Information

Value of Construction: \$ _____ No. of Stories: _____ Main Floor Area: _____ 2nd Floor Area: _____
Basement Area: _____ ☐ Developed ☐ Undeveloped Garage Area: _____ ☐ Developed ☐ Undeveloped

Describe the work and/or intended use of the building:

I hereby declare (select one) ☐ I am ☐ I represent the owner of the property on which the work identified in this application will be conducted in accordance to the plans submitted, and upon approval will adhere to the conditions/terms of the Notice of Decision and Land Use Bylaw 05-2016. I/We will notify the Development Authority of any proposed changes to the plans submitted within this application.

By signing below, you confirm that all information submitted in this form is true and accurate.

Signature of Applicant Date of Application

Important Notice: This application does not permit you to commence construction until such time a development permit has been issued by the development authority and all other permits (if required) are approved. If a decision has not been issued within 40 days of the date the application is deemed complete, you have the right to file an appeal to the subdivision and development appeal board. Appeals to the subdivision and development appeal board. Appeals to the Subdivision and Development Appeal Board can also be filed in regard to permit refusals and/or conditions within 21 days of a decision.

Collection and Use of Personal Information: The personal information being collected on this form is for the purposes of processing and acting upon this application in accordance with the Municipal Government Act and is protected by the privacy provisions of the Freedom of Information and Protection of Privacy Act (FOIP). The City will not share your personal information for purposes outside of those stated without your permission in writing, unless there is a specific exemption stated in the Municipal Government Act.

CITY USE ONLY

Application No.: _____
Permit No.: _____
Receipt No.: _____
Tax Roll No.: _____
Land Use District: _____
Permitted or Discretionary: _____

Landowner Authorization Form

Landowner Information

Name(s):	Contact Name:	Contact Phone:
Contact Address:		Contact Email:
City:	Postal Code:	Date (MM/DD/YY):

To Whom it May Concern,

With regards to _____
property address

please be advised that I, _____
full name

- ☐ am the owner of the above mentioned property and that I authorize
- ☐ am an officer or director of the owner(s) of the above mentioned property and that I am authorized by the owner to authorize

_____ and/or its _____
agent or company name applicant, consultant, contractor (if applicable)

to apply for any and all _____
permit type

for the above mentioned property.

I further agree to immediately notify the City of Lloydminster, in writing, of any changes regarding the above information.

_____ date signed _____ signature of landowner

name of landowner (printed)

Collection and Use of Personal Information: The personal information being collected on this form is for the purposes of processing and acting upon this application in accordance with the *Municipal Government Act* and is protected by the privacy provisions of the *Local Authority Freedom of Information and Protection of Privacy Act (LAFOIP)*. The City will not share your personal information for purposes outside of those stated without your permission in writing, unless there is a specific exemption stated in the *Municipal Government Act*.