

Portable Signs

This Application Package Includes:

1. Information Sheet
2. Application Checklist
3. 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.

It is recommended that all applicants engage in a pre-application consultation to discuss any proposed development. Consultations can be done over the phone, digitally via email or a video consultation, or in person.

For any additional questions please contact Planning Services at 780-874-3700, permits@lloydminster.ca, or in person at the Lloydminster Operations Centre located at 6623 53 Street.

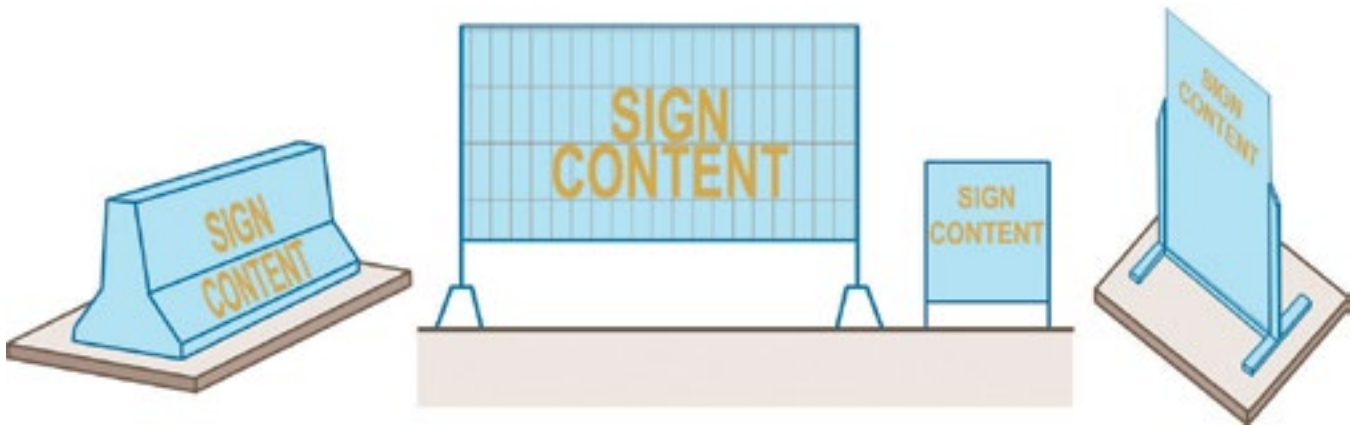
All development regulations can be found in Land Use Bylaw 05-2025.

Disclaimer: This information is for reference only. Refer to the complete Land Use Bylaw for all provisions. In the event of any discrepancy the provisions of the Land Use Bylaw 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 DO require a development permit.
- All portable signs must conform to all regulations within Land Use Bylaw 05-2025. The regulations included in the Land Use Bylaw 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

- Development permit applications can be found at www.lloydminster.ca/permits, or at the Lloydminster Operations Centre located at 6623 52 Street.
- The 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.
- The fees for Portable Signs are indicated in the City's *Fees and Charges Bylaw* as amended.
- If you apply for a development permit after placing a portable sign without first obtaining development approval, you will be charged double the permit fee.
- If your development permit application is refused or you do not agree with conditions within your approval you may appeal the decision to the Subdivision and Development Appeal Board within twenty-one (21) days of the decision being rendered.



Application Checklists

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, pre-application consultation is recommended, which can be in person or over the phone. 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.



Sign Permit Application

Applicant Information

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

Are you the landowner? ☐ Yes ☐ No

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

Sign Owner Information

Name:	Contact Name:	Contact Phone:
Contact Address:	Contact Email:	
City:	Postal Code:	

Site Location

Address of Property:	Lot:	Block:	Plan:
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Type of Sign (select all that apply)

- | | | | |
|---------------------------------------|---|--------------------------------------|-------------------------------------|
| ☐ Fascia | ☐ Freestanding/Pylon | ☐ Roof | ☐ Projecting |
| ☐ Billboard | ☐ Portable/Temporary | ☐ Illuminated | ☐ Digital |
| ☐ Other: _____ | | | |

Requested Permit Duration for Temporary Signs

- ☐ 30 Day ☐ 1 Year ☐ 5 Years

Proposed Installation Date:

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

agent or company name

and/or its

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*.