

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 \$150.00 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