

Application Checklist

Before submitting your required application, please confirm you have the following items:

- Completed Application Form, which includes the following:
 - Owner's Name and Mailing address/contact information
 - Tax Roll Number /Civic Address and/or Legal Description
 - Letter of Authorization
 - Site Plan showing setbacks between signage and property lines OR Location of Sign on Building,
 - Plan Review Fee
 - Two-sets of drawings showing:
 - Dimensions of the sign
 - Description or illustration of display
 - If applicable, method of illumination
 - Method of construction (Engineers seal may be required)
 - Proof of Ownership (may be required)

Do I require any other permits or approvals?

- Manitoba Department of Infrastructure and Transportation approval is required if any structure or use is located within a highway control corridor or intersection circle; and, for any planting within 50 feet of a Provincial Road or Highway Right-of-Way.
- Other permits or approvals may be required. Please discuss your proposal with RRPD staff for more information.

Don't forget to call before you dig:



Manitoba Hydro 1-888-624-9376
MTS (204) 941-7267
Shaw 1-866-344-7429

WEB: www.callb4udig.mb.ca

All fees and information are subject to change without notice, and should be verified by the Red River Planning District Office.

RED RIVER PLANNING DISTRICT

CONTACT: 806-A MANITOBA AVENUE
SELKIRK, MB
R1A 2H4
PH: (204) 482-3717
TF: (800) 876-5831
FX: (204) 482-3799

Method of payment: Cash, debit or cheque, payable to Red River Planning District.



E-MAIL: info@rrpd.ca

WEBSITE: www.redriverplanning.com

This Pamphlet provides general guidance only. For definitive requirements and procedures, please consult *The Planning Act*, the National Building Code, the Development Plan, the respective Secondary Plan, Zoning By-Law, Building By-Law and/or any other applicable By-Law, Agreement, or other piece of applicable legislation.

Please contact the Red River Planning District for further information or to make an application.

SIGNS



 **RED RIVER**
PLANNING DISTRICT
Guiding Development • Building Community

Planning and Development Services
Selkirk • St. Clements • St. Andrews
East St. Paul • West St. Paul • Dunnottar

Do I need a permit to put up a sign?

YES. Whether temporary, permanent, free-standing, fascia, projection, illuminated or other, a sign permit must be obtained by applying at the RRPD office.

Where can I place my sign?

The placement of signs is determined by the relevant zoning regulations, existing structures and location of utilities.

Signs typically cannot be placed on a public right-of-way or sidewalk. Additionally, there may be restrictions for the number of signs placed on a property and/or the distance between signs on a property.

When applying for a sign permit, you must provide us with a tax roll number or a proper legal description and the municipality or city in which you are building in order for our office to determine your zoning.

Permission may also be required to be obtained from the Manitoba Department of Infrastructure and Transportation or Highway Traffic Board if the sign is placed within a Highway Control Corridor or Highway Control Circle.

Are there design regulations?

Each Municipality may have somewhat different design regulations, but typically no sign shall be erected, operated, used or maintained which:

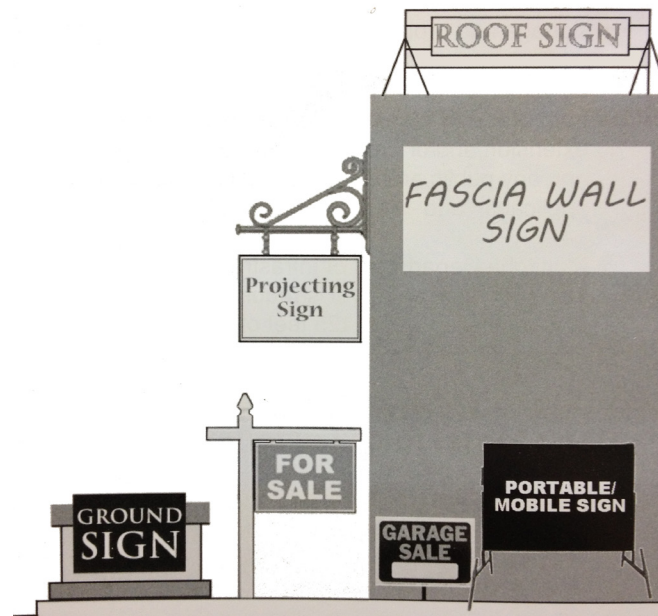
- Due to its position, shape, colour, format, or illumination obstructs the view of, or may be confused with, an official traffic sign, signal, or device;
- Flashing lights resembling those usually associated with emergency vehicles;
- Is not fixed;
- Except for specific provisions in Zoning By-Laws, is not related to any business upon the site where the sign is located;

- Contains a trademark or emblem other than a trademark or emblem that is registered or copyrighted in the name of the applicant.

Can I put up a sign advertising my garage sale or open house?

Signs on private property must comply with zone-specific regulations and may be placed on your property, in compliance with those regulations.

Placement of such signs on public boulevards and rights-of-way are not permitted and may be confiscated by the By-Law Enforcement Officer.



Are mobile signs allowed?

Some municipalities restrict the placement of mobile signs in residential areas. Please contact the RRPD office to inquire on placement restrictions for mobile signs.

Are there any exemptions?

Most municipalities do not require sign permits to be obtained for:

- real estate signs
- construction signs
- political campaign signs
- window signs
- home identification, home sale/lease/rent
- non-commercial memorial signs, commemorative plaques or building cornerstones
- municipal bulletin boards
- temporary event signs - civic, non-commercial health, safety or welfare,
- educational or religious signs
- municipal traffic control, parking, street name and direction signs
- official public notice signs
- municipal street decoration
- signs erected or maintained by law or government order, rule or regulation

Please contact our office to ensure your sign does NOT require a permit.

Signs that do NOT require permits must still comply with all zoning setback and height regulations.