

PORTABLE SIGN GUIDE

PLEASE NOTE CITY STAFF WILL WORK WITH APPLICANTS TO ENSURE PORTABLE SIGNS MEET EXISTING REGULATIONS AND ARE PLACED IN APPROPRIATE LOCATIONS.

For more information please contact:
COMMUNITY DEVELOPMENT
DEPARTMENT

Box 640 | 715 Main Street
S0K 2A0

Phone: (306) 682-2525 ext. 304

Fax: (306) 682-3144

Email: planning@humboldt.ca
www.humboldt.ca



These pamphlets have no legal status and cannot be used as an official interpretation of the various codes, regulations or bylaws currently in effect. Users are advised to contact City Hall for assistance as the City of Humboldt accepts no responsibility to persons relying solely on this information. February 2017.

**Humboldt**

PORTABLE SIGNS

Humboldt citizens value the city's appearance and attractiveness. To maintain this, the City regulates signs to avoid visual clutter, ensure traffic and pedestrian safety and enhance property values and business identity.

Various types of signs are regulated by the City through the Sign Bylaw. This document is available online at HUMBOLDT.CA/BYLAWS.

A portable sign means a moveable, free-standing sign, mounted on a wide-based frame, which can be readily transported to various locations.

Portable signs require a permit. The cost of this permit is a flat fee of \$30, payable to City of Humboldt.

GENERAL REGULATIONS

- No sign is to be placed on City-owned or controlled property, including ditches, boulevards, parks, road right-of-ways, etc. Contact the Planning Coordinator if you are unsure of property boundaries.
- All portable signs must be located on private property.
- All portable signs must be registered within the City of Humboldt.
- The sign face must not be larger than 6m² per side.
- Portable signs must not be higher than 3m from the ground.
- Portable signs must be set back a minimum of 0.3m from any property line.
- Portable signs must not take up any parking

spaces required by the Zoning Bylaw.

- If the property width is larger than 100m, two portable signs are permitted on this site. Portable signs must be located a minimum of 30m from any other portable sign on the same lot.
- Portable signs that do not display a message are not permitted.

PERMITTING REGULATIONS

- Portable signs are to be registered within the City of Humboldt. The cost of a Portable Sign Permit is a flat fee of \$30, payable to City of Humboldt.
- Portable Signs must be registered on an annual basis, with the start of the permit year on July 1.
- Portable sign registration stickers are issued with a permit. All portable signs must have current registration stickers affixed to the top one-third of the sign, on the end or face closest to the street.
- Registered portable signs may be re-located to multiple sites within the City.



PORTABLE SIGN PERMIT PROCESS

STEP 1

Submit a completed Portable Sign Registration Form, with any supporting documents, to the Community Development Department, Box 640, Humboldt SK, S0K 2A0 or at City Hall, 715 Main St.

STEP 2

The Community Development Department determines whether the proposed sign meets the regulations set out in the City of Humboldt's Sign Bylaw.

STEP 3

Applicant is informed whether Portable Sign(s) are registered as approved or denied.

STEP 4

If approved, registration stickers will be issued to be affixed to all portable signs currently in use.