



## SIGN GUIDELINES

**Sign:** any device, letters, figures, symbols, emblems, or pictures which are affixed to, or represented directly or indirectly upon a building or structure, which identify or advertise any object, product, place, activity, person, organization or business; and which is visible on or from a street or public thoroughfare.

### REQUIRED PERMITS

Development permits are required for all signs, excluding temporary signs for election, sales, lease, or other temporary information. Building permits are required for all free-standing signs. Applicants must complete a Development Permit Application, Building Permit Application (if required) and submit a site plan, structural drawings, and construction details. **A development permit is valid for 12 months.** If the sign has not been erected within 3 months from the date of issue, a new permit **must be obtained**, unless prior written approval has been granted. **All contractors are required to be licensed with the Town and should be listed on the permit.**

### PLOT PLANS

Submit **in ink**, a **plot plan drawn to scale on an 8 1/2" x 11" paper (use a ruler) or PDF** indicating the direction (north) or use area provided on the Development Permit Application. Show the lot size, locations of all existing and proposed buildings and signs, and all setbacks. Date and sign the plot plan, include street address and legal description. Pictures or pamphlets can be submitted in addition to permit and plot plan. Submit a copy of a surveyor's certificate if available. **All measurements are to be done in metric.**

### INSPECTIONS

**Please contact the Town's Building Inspector, Ryan Shepherd, CCA at 306-441-3989. Allow 2 business days' notice before inspections are required.**

### SIGHT TRIANGLES

Signs are not to be located in any sight triangle (see Figure 1 below) or in a manner that is visually obstructing or that jeopardizes public safety.

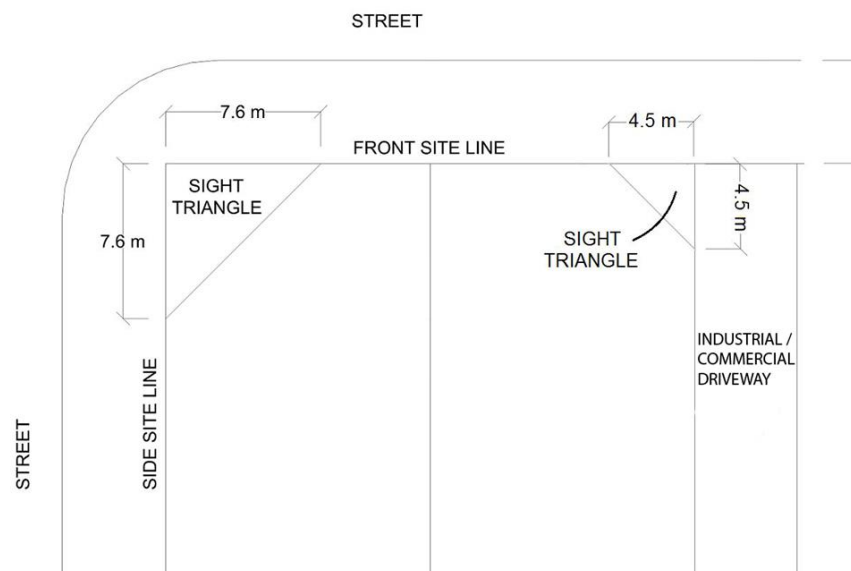


Figure 1 Sight Triangles

**CONTINUED ON REVERSE →**

## SIGN REGULATIONS

### Residential, Restricted Development, and Future Urban Development Districts:

Uses:	Residential	Commercial	Community Service
Max. # of Signs	1 <sup>(1)</sup>	2	2
Max. Total Sign Face Area (m <sup>2</sup> )	0.4 <sup>(1) (2)</sup>	6	10
Max. # of Freestanding Signs	0 <sup>(1)</sup>	1	1
Max. Height of Freestanding Signs (m)	n/a	2.5	3
Max. Per Face Area for Free Standing Signs (m <sup>2</sup> )	n/a	2	2.5
Max. Total Face Area for Freestanding Signs (m <sup>2</sup> )	n/a	4	5

- (1) Multiple unit dwellings and dwelling groups are permitted one additional sign, up to 1.5m<sup>2</sup> area, showing the name of the building or group
- (2) In the R4 and R4A residential districts, the maximum total face area is 0.75m<sup>2</sup> provided the sign does not exceed 1.2 metres in height.

### Community Service District:

Uses:	Residential	Commercial	Community Service
Max. # of Signs	1 <sup>(1)</sup>	3	3
Max. Total Sign Face Area (m <sup>2</sup> )	0.4 <sup>(1)</sup>	18	18
Max. # of Freestanding Signs	0	1	1
Max. Height of Freestanding Signs (m)	n/a	3	3
Max. Per Face Area for Free Standing Signs (m <sup>2</sup> )	n/a	6	6
Max. Total Face Area for Freestanding Signs (m <sup>2</sup> )	n/a	12	12

- (1) Multiple unit dwellings and dwelling groups are permitted one additional sign, up to 1m<sup>2</sup> area, showing the name of the building or group

### Commercial & Industrial Districts:

Uses:	C1 – Commercial	C2 – Commercial M - Industrial	Community Service	Residential
Max. # of Signs	n/a	n/a	3	1 <sup>(1)</sup>
Max. Total Sign Face Area (m <sup>2</sup> )	n/a	n/a	18	0.4 <sup>(1)</sup>
Max. # of Freestanding Signs	1 (min site width 20m)	1	1	0
Max. Height of Freestanding Signs (m)	6	10	4	n/a
Max. Per Face Area for Free Standing Signs (m <sup>2</sup> )	5	13.5	6	n/a
Max. Total Face Area for Freestanding Signs (m <sup>2</sup> )	10	27	12	n/a

- (1) Multiple unit dwellings and dwelling groups are permitted one additional sign, up to 1m<sup>2</sup>, showing the name of the building or group.

### Portable Signs:

Max. Per Face Area (m <sup>2</sup> )	6
Max. Total Face Area (m <sup>2</sup> )	12
Max. Height (m)	3
Distance from Other Portable Signs (m)	20

This is to use as a quick reference only. More information may be required depending on the type of development. Please refer all your questions to Town Hall at 937-6200.



# TOWN OF BATTLEFORD

Application #: \_\_\_\_\_

## APPLICATION FOR A DEVELOPMENT PERMIT

**THIS IS NOT A DEVELOPMENT PERMIT**

You are advised to check the regulations in the Town of Battleford Zoning Bylaw that govern the type of development being proposed prior to completing this application. Fill out only those sections of the application which are relevant to your proposal. Attach additional sheets if necessary.

### 1 Applicant Information

Full Name \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
Phone \_\_\_\_\_  
Fax \_\_\_\_\_  
Email \_\_\_\_\_

### 2 Registered Owner Information (if different from applicant)

Full Name \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
Phone \_\_\_\_\_  
Fax \_\_\_\_\_  
Email \_\_\_\_\_

### 3 Property Information (include any applicable)

Civic Address \_\_\_\_\_  
Lot \_\_\_\_\_ Block \_\_\_\_\_ Registered Plan No. \_\_\_\_\_ Parcel No. \_\_\_\_\_  
LSD \_\_\_\_\_ ¼ \_\_\_\_\_ Sec. \_\_\_\_\_ Twp. \_\_\_\_\_ Rge. \_\_\_\_\_ Mer. W3M

### 4 Proposed Development Information

a) Existing use of land and/or buildings: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ **EXISTING SIZE:** \_\_\_\_\_

b) Proposed use of land and/or buildings: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ **PROPOSED SIZE:** \_\_\_\_\_

c) Proposed construction and alteration of buildings: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

d) List any adjacent or nearby land uses: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

e) Any additional information which may be relevant: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

f) Proposed date of start: \_\_\_\_\_ g) Proposed date of completion: \_\_\_\_\_

**CONTINUE →**

## 5 Development Context

Consult the Town of Battleford Official Community Plan Bylaw, Map 1 – Future Land Use Concept, and indicate with ☐ whether the proposed development site is located within any of the following areas:

<b>Existing</b> Residential .....	<input type="checkbox"/>	<b>Future</b> Industrial .....	<input type="checkbox"/>
<b>Existing</b> Mixed-Use .....	<input type="checkbox"/>	<b>Future</b> Community Service .....	<input type="checkbox"/>
<b>Existing</b> Commercial .....	<input type="checkbox"/>	<b>Future</b> Parks & Recreation .....	<input type="checkbox"/>
<b>Existing</b> Industrial .....	<input type="checkbox"/>	<b>Future</b> Utilities & Infrastructure .....	<input type="checkbox"/>
<b>Existing</b> Community Service .....	<input type="checkbox"/>	-----	
<b>Existing</b> Parks & Recreation .....	<input type="checkbox"/>	<b>Potential</b> Residential.....	<input type="checkbox"/>
<b>Existing</b> Utilities & Infrastructure .....	<input type="checkbox"/>	<b>Potential</b> Mixed-Use .....	<input type="checkbox"/>
Vacant & Agricultural Land .....	<input type="checkbox"/>	<b>Potential</b> Commercial .....	<input type="checkbox"/>
-----		<b>Potential</b> Industrial .....	<input type="checkbox"/>
<b>Future</b> Residential.....	<input type="checkbox"/>	<b>Potential</b> Community Service .....	<input type="checkbox"/>
<b>Future</b> Mixed-Use .....	<input type="checkbox"/>	<b>Potential</b> Parks & Recreation .....	<input type="checkbox"/>
<b>Future</b> Commercial .....	<input type="checkbox"/>	<b>Potential</b> Utilities & Infrastructure .....	<input type="checkbox"/>

## 6 Site Plan / Vicinity Map

On the last page of this application, or on an additional attached page, include a Site Plan of the proposed development that clearly shows:

- |  |   |
|--|---|
| a) boundaries and dimensions of the site and adjacent lots                 | d) treed areas, water courses or bodies, landscaping and proposed lot grade information |
| b) location and size of all existing and proposed buildings and structures | e) location of existing and proposed access points to streets and lanes                 |
| c) utility lines, easements, or topographic features                       |   |

## 7 Application Fees

As per the Town of Battleford Zoning Bylaw, Section 3.14 – Fees, the applicable fees for a development permit are as follows:

- |                                 |          |                                 |   |
|---------------------------------|----------|---------------------------------|---|
| a) Permitted principal use:     | \$100.00 | e) Discretionary accessory use: | \$200.00  |
| b) Permitted accessory use:     | \$100.00 | f) Discretionary ancillary use: | \$200.00  |
| c) Permitted ancillary use:     | \$100.00 | g) Development appeal fee:      | up to \$50.00                                   |
| d) Discretionary principal use: | \$200.00 |                                 | (as specified by the Development Appeals Board) |

These fees are in addition to any fees relating to a zoning amendment. All relevant fees must be included with this application.

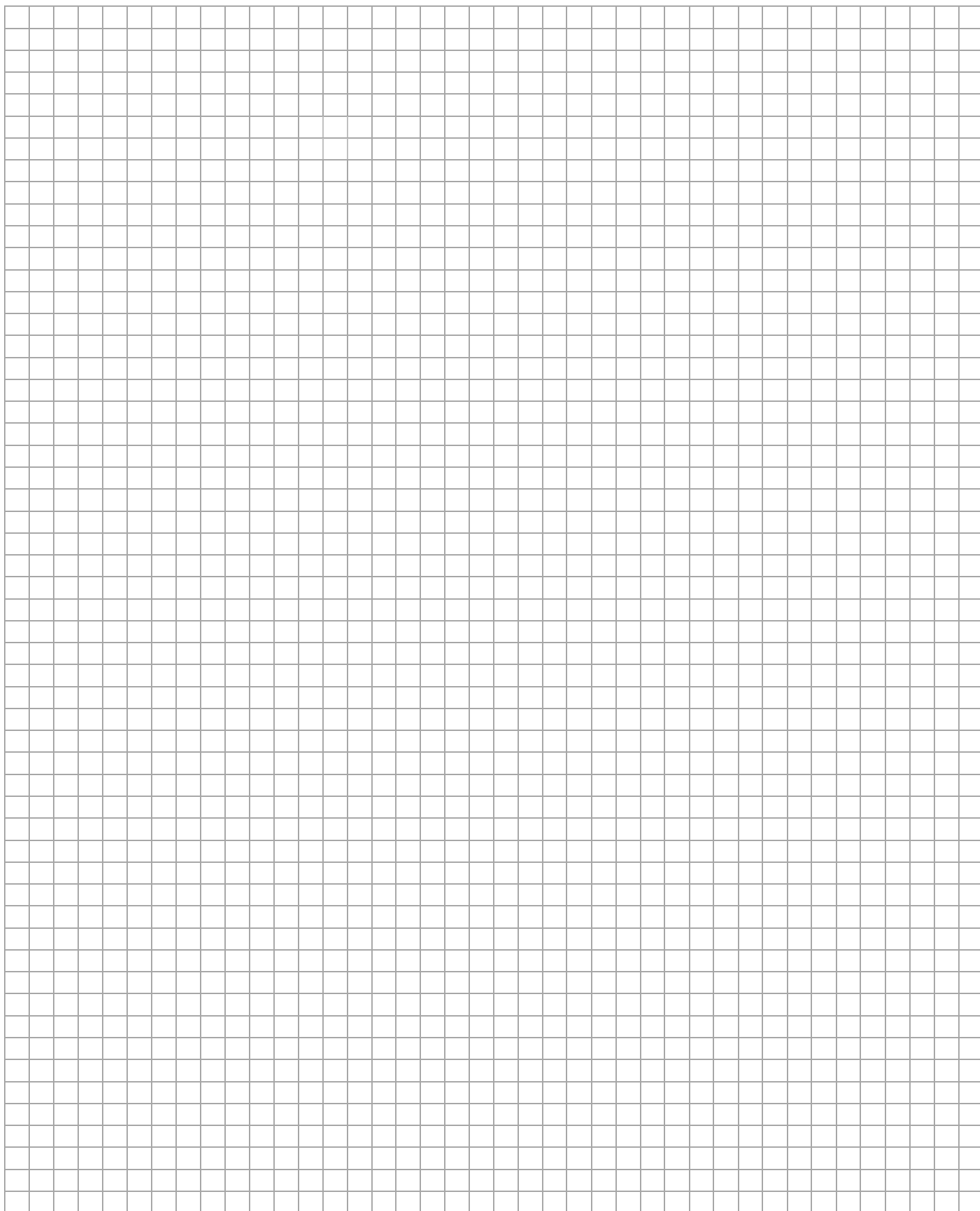
## 8 Declaration of Applicant

I, \_\_\_\_\_ of the \_\_\_\_\_ of \_\_\_\_\_ in the Province of Saskatchewan, solemnly declare that the above statements contained within this application are true, and I make this solemn declaration conscientiously believing it to be true, and knowing that it is of the same force and effect as if made under oath, and by virtue of the Canada Evidence Act. I have no objection to the entry upon the land described herein by the person(s) authorized by the Town of Battleford for the purpose of site inspections required for reviewing this application.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

## SITE PLAN / VICINITY MAP





TOWN OF BATTLEFORD  
APPLICATION FOR BUILDING PERMIT

FORM A PERMIT # \_\_\_\_\_

The undersigned owner or agent hereby applies for a permit to:

\_\_\_\_\_ construct; \_\_\_\_\_ alter; \_\_\_\_\_ re-construct; \_\_\_\_\_ move-in pre-built; \_\_\_\_\_ move-in existing,  
a building according to the information below and to the plans and documents attached to this application.

Type of Building: \_\_\_\_\_ One-Unit Dwelling \_\_\_\_\_ Two-Unit Dwelling  
\_\_\_\_\_ Other \_\_\_\_\_

Intended Use: \_\_\_\_\_

Civic address of construction: \_\_\_\_\_

Owner: \_\_\_\_\_ Telephone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Designer: \_\_\_\_\_ Telephone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Contractor: \_\_\_\_\_ Telephone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Zoning District: \_\_\_\_\_

CONSTRUCTION DETAILS

Building Size: \_\_\_\_\_ Length: \_\_\_\_\_ Width: \_\_\_\_\_ Wall Height: \_\_\_\_\_

No. of Storeys: \_\_\_\_\_ Fire Escapes: \_\_\_\_\_ No. of Stairways: \_\_\_\_\_

Width of Stairways: \_\_\_\_\_ No. of Exits: \_\_\_\_\_ Width of Exits: \_\_\_\_\_

If moved in, year built: \_\_\_\_\_ (include exterior and interior pictures)

Route: \_\_\_\_\_

Mover: \_\_\_\_\_ Date of Proposed Move: \_\_\_\_\_

ITEM:	MATERIAL:	SIZE:	SPACING:	OTHER DETAILS:
Footings:				
Mobile Homes:				
* Blocking:				
Foundation:				
Ext. Walls:				
Int. Walls:				
Roof:				
Studding:				
Floor Joists:				
Beams:				
Rafters (Truss):				
Chimney:				
Other:				

Heating: Type: \_\_\_\_\_ Size: \_\_\_\_\_

Plumbing: No. Baths: \_\_\_\_\_ Sinks: \_\_\_\_\_ W.C.'s: \_\_\_\_\_ Urinals: \_\_\_\_\_

Lighting: \_\_\_\_\_ Foundation Soil Classification and Type: \_\_\_\_\_

Continued on Reverse

**FORM A (contd)****CONTRACTORS**

NAME: \_\_\_\_\_ MAILING ADDRESS: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_

Structural: \_\_\_\_\_

Plumbing: \_\_\_\_\_

Electrical: \_\_\_\_\_

Painting &  
Decorating: \_\_\_\_\_Excavation &  
Trucking: \_\_\_\_\_

Roofing: \_\_\_\_\_

Masonry: \_\_\_\_\_

Estimated Cost of Building: (excluding site): \$ \_\_\_\_\_

Floor area of building: (excluding unfinished basement) \_\_\_\_\_ sq. ft. (m)

Building Permit Fee \$ \_\_\_\_\_ Receipt No. \_\_\_\_\_

I hereby agree to file with the municipality, a list of the tradesmen for licensing purposes and to pay their license fees to the Town of Battleford should I fail to provide the said list within **10 days** of the permit approval.

I hereby agree to comply with the bylaw of the municipality respecting building and acknowledge that it is my responsibility to ensure compliance with the building bylaw of the municipality and with any other applicable bylaws, acts and regulations regardless of any plan review or inspections that may or may not be carried out by the municipality or its authorized representatives.

\_\_\_\_\_  
Date\_\_\_\_\_  
Signature of Owner or Owner's Agent

---

**FORM B (completed by Building Inspector)**

Permission is hereby granted to \_\_\_\_\_ to \_\_\_\_\_

a building to be used as a \_\_\_\_\_ on civic address or location \_\_\_\_\_

Lot \_\_\_\_\_ Block \_\_\_\_\_ Plan \_\_\_\_\_

in accordance with the application dated \_\_\_\_\_.

This **permit expires 6 months from the date of issue** if work is not commenced within that period or if work is suspended for a period of 6 months, unless by prior written agreement from the municipality or its authorized representative. This permit is issued under the following conditions, any deviation, omission or revision to the approved application requires approval from the municipality or its authorized representative:

\_\_\_\_\_  
Estimated value of construction \$ \_\_\_\_\_

Permit fee \$ \_\_\_\_\_

\_\_\_\_\_  
Date  
zoning.building.permit.application.June/2013\_\_\_\_\_  
Signature of Authorized Representative