



# Town of Shellbrook

Policy Title <b>Erection of Signs on Public Property</b>		Adopted By <b>Council</b>	Policy Number <b>5004</b>	
Origin/Authority	Jurisdiction		Effective Date	Page
Reviewed By	<b>Town of Shellbrook</b>		Amended:	1 of 1

## **Purpose**

In accordance with town regulations concerning the control of the erection of portable signs on Town-owned properties and highway rights-of-way; no person shall erect, place or otherwise locate an advertising device on any street within the Town without first having obtained written approval from the Town administrator or his/her authorized person.

## **Policy**

Signs can be placed on the signing board located in the Municipal Office parking lot or on private property as long as the property owner consents. These signs must be placed in locations on private property where they will not create a safety hazard.

Signs cannot be placed on public property unless council approval is received. This includes boulevards, curb-side trees, street light standards, and intersections.

Signs that are placed on public property or in locations that are hazardous to vehicles or pedestrians will be removed and will be subject to a \$25 seizure fee per sign.

Therefore, any person wishing to locate a portable sign on Town property or highway rights-of-way must complete the "Application for Erection of Portable Signs on Public Property."

## **Removal of Signs**

Signs must be taken down three (3) days after every sale or event whether they are posted on private property or on the signing board at the Municipal Office.

**APPLICATION FOR ERECTION OF  
PORTABLE SIGNS ON PUBLIC PROPERTY**

Date of Application: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Type of Event Advertised: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Location of Sign: \_\_\_\_\_

Person or Company Erecting Sign: \_\_\_\_\_

Signature of Organization or Agent: \_\_\_\_\_

Fee: \$50.00 plus GST

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**APPROVAL FOR ERECTION OF PORTABLE SIGNS ON PUBLIC PROPERTY**

Date of Approval: \_\_\_\_\_

Date Sign Can Be Erected: \_\_\_\_\_ (30 days prior to event)

Date Sign Must Be Removed: \_\_\_\_\_ (3 days after the event)

\_\_\_\_\_  
Town of Shellbrook Authorized  
Signature