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**PORTABLE SIGN PERMIT APPLICATION INFO**

Owen Sound City Council passed Sign By-law 2014-001 on January 13, 2014.

This information sheet is meant to help you understand the Portable Sign Permit Application process.

**1. Definition:**

“Portable Sign” means a single or double faced sign which is free standing and moveable and is not permanently anchored to the ground or any structure.

**2. Regulations in Zones C2, M1, M2:**

Maximum number: one per 100 m of street frontage or part thereof  
Maximum sign area: 3.75 m<sup>2</sup>  
Shall be permitted for a maximum of 21 days. Once a Portable Sign has been displayed for 21 days, a Portable Sign shall not be displayed on the same property for a minimum of 6 weeks.

**3. Regulations for Community Event Portable Signs:**

Locations permitted: City park, open space, property or facility where the event is taking place  
Maximum number: 1 per existing entrance or one per 200 m of street frontage or part thereof  
Maximum sign area: 3.75 m<sup>2</sup>  
Shall be permitted only during the setup and for the duration of the event and shall be removed within 24 hours of the end of a community event.  
Minimum \$2 million liability insurance required naming the City as an additional insured relating to the placement of the sign(s).

**4. Applying for a Portable Sign Permit:**

A Sign Permit is required for a Portable Sign. Applicants shall provide the following:

- a. a complete application in the form provided by the City;
- b. all plans, drawings and other materials as required by the City;
- c. a non refundable permit fee as set out in the City's Fees and Charges By-law;
- d. written authorization of the property owner where the applicant is not the owner of the property where the sign will be displayed; and
- e. proof of approval for the proposed sign from all governmental authorities having jurisdiction where required.

All signs must comply with the Sign By-law, by-laws passed by County of Grey, the Ontario Building Code and any federal or provincial act or regulation.

**5. Portable Sign Permit Fees:**

Portable Sign Permit	Permit Fees
a) Portable Signs in Zones C2, M1, M2	\$100.00
b) For-profit Community Event Portable Signs	\$50.00
c) Not-for-profit Community Event Portable Signs	\$0

**6. Location on a corner lot:**

A Portable Sign must not be placed in the sight triangle, formed by connecting two points extending equidistant 5.0 m along each lot line from the point of intersection of the said lot lines, as illustrated at right.