

Application Checklist

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

- Applicant's name & contact information (if the applicant is not the property owner, a letter from the owner authorizing the application);
- Civic address & legal description of the property on which the sign will be located;
- Name of business or development where the sign is to be located;
- Two sets of drawings for the proposed sign showing:
 - Dimensions of the sign
 - Description or illustration of the copy to be displayed on the sign
 - Method of illumination, if applicable
 - Materials from which the sign will be constructed
 - Method of construction/support/anchoring of sign;
- Site plan showing proposed setbacks between signage and property lines;
- Location of sign on building, including clearance from grade to lowest portion of the sign, maximum extension and/or projection from building walls/roof and any public areas the sign will extend over, if applicable; and
- Department of Infrastructure and Transportation approval is required if the sign is to be placed within 125 feet of any Provincial Highway right-of-way.

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

Planning Department Office Hours Monday to Friday 8:30am to 5:00pm



RM of East St. Paul
Unit 1 - 3021 Birds Hill Road
East St. Paul, Manitoba
R2E 1A7

Ph. (204)663-0618
Fax (204)668-1987

Email:
planning.department@eaststpaul.com

Web:
www.eaststpaul.com

This pamphlet provides general guidance only. For definitive requirements and procedures, please consult The Planning Act, the East St. Paul Development Plan, the East St. Paul Zoning By-Law or the Manitoba Department of Local Government.

Please consult the RM of East St. Paul Planning Department for further information or to make an application.

Signs



Rural Municipality of
EAST ST. PAUL
Planning Department

Do I need a permit to put up a sign?

YES. A permit must be obtained prior to any sign being erected. You can apply for a permit at the municipal office (Unit 1 - 3021 Birds Hill Road).

Where can I place my sign?

A sign is considered an accessory use and must comply with the yard requirements of the zone within which it is located.

Signs cannot be located on a public right-of-way or sidewalk. Permission is required from the Manitoba Department of Infrastructure and Transportation for the placement of any sign within 125 feet of a Provincial Highway right-of-way.

Are there design regulations?

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;
- Display lights resembling the flashing lights usually associated with emergency vehicles;
- Allows a swinging motion;
- **Notwithstanding Community Service Clubs and Religious Assemblies, 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.

Quality, aesthetic character, and finishing of sign construction shall be to the satisfaction of the Designated Officer or Council. Please consult the RM of East St. Paul Zoning By-law or Planning Department staff for additional sign regulations.

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

Signs on private property must comply with zone-specific regulations. Unauthorized signs are not permitted on public property and may be confiscated by the By-Law Enforcement Officer if placed in a public right-of-way.

Signs shall be developed in accordance with the following:

Zoning	Type	Maximum Area	Maximum Height
Residential, Residential Related & Agriculture Use Classes	Identification Real Estate	0.37 sq.m. (4 sq.ft.) for identification 1.49 sq.m. (16 sq.ft.) for real estate	Height of building
Multiple Family	Identification Real Estate	3.25 sq.m. (35 sq.ft.)	6.1 m. (20 ft.)
Commercial & Industrial Use Classes	Business Identification (attached to building)	20% of the front building face up to 9.29 sq.m. (100 sq.ft.) for a single occupancy site and 27.87 sq.m. (300 sq.ft.) for a multiple occupancy site of three or more businesses	Height of building
	Business Identification (free standing)	9.29 sq. m. (100 sq. ft.) for a single occupancy site and 18.58 sq. m. (200 sq. ft.) for a multiple occupancy site	7.62 m. (25 ft.)
	Business Identification (if both attached and free standing)	13.94 sq. m. (150 sq. ft.) for a single occupancy site. 27.87 sq. m. (300 sq. ft.) for a multiple occupancy site of two businesses and 37.16 sq. m. (400 sq. ft.) for a multiple occupancy site of three or more businesses	7.62 m. (25 ft.)
Basic Service & Community Educational, Recreational & Cultural Service Use Classes	Identification (attached to building)	2.32 sq. m. (25 sq. ft.) when in or abutting a Residential Zone or 4.65 sq. m. (50 sq. ft.) in other Zones	Height of building
	Identification (if free standing only)	2.32 sq. m. (25 sq. ft.) when in or abutting a Residential Zone or 4.65 sq. m. (50 sq. ft.) in other Zones	6.1 m. (20 ft.)

Are mobile signs allowed?

Mobile or portable signs are only allowed in Commercial, Industrial, Community Service, Rural Limited and Mixed Use Zones.

A mobile sign cannot have a surface area greater than 4.65 sq.m. (50 sq.ft.) or a height greater than 3.05 m (10 ft), and it must comply with the yard requirements of the zone within which it is located.

The maximum permitted duration for a mobile sign on a site is 90 consecutive days per calendar year (or 90 consecutive days for each business located on a site with multiple occupancy). The permit will outline the expiry date by which the sign must be removed.

There is a limit of one mobile sign per site, except for sites with multiple occupancy where two signs will be permitted with a minimum separation of 19.81 m (65.00 ft). Signs must also be located a minimum of 3.05 m (10.00 ft) from the nearest part of any exit or entrance driveway.

