



PROCEDURE

PROCEDURE NO: 605•2

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TITLE: Boulevard Use Permit
Placement of Public Notification Signs

APPROVAL DATE: July 11, 2011

POLICY: 605, Boulevard Use - Permitting

REVISION DATE: January 18, 2021

SECTION: Lands, Roads and Buildings

RESPONSIBLE

DEPARTMENT: Infrastructure & Economic Development - Planning & Development

When considering an application for a “Boulevard Use Permit - Placement of Public Notification Signs” the following procedures shall occur:

1. Boulevard Use Permit applications for the Placement of Public Notification Signs will be accepted after February 1st of each year. Associated fees for the permits will be received by Development Permitting. The monies are to be deposited in the Boulevard Rehabilitation Trust Account.
2. Boulevard Use Permits for a portable advertising sign on a City Boulevard will be reviewed annually with notification of approvals made by February 28th of current permitting year.
3. The City will regulate the number and location of “Permitted Sites” that are available for placement of portable signs to be located on City Boulevards.
4. Permitted Sites shall be sequentially numbered. The total number of Permitted Sites will be distributed proportionately amongst the companies involved. Permitted Sites will be allocated and distributed to each sign company by way of a lottery for each specific location.
5. Boulevard Use Permit for each location will be effective for period of one (1) year commencing July 1st of the permitting year. After the annual allocation and distribution of the lottery of the Permitted Sites, the sign companies will have period of not more than fourteen (14) days (by July 14th) to remove the sign from a specific location (unless that location is reassigned to the company).
6. Boulevard Use Permits will be issued to sign companies providing there is no outstanding compliance issues for that company relating to permits issued in the previous permit year.
7. Permitted Sites shall be demarcated by a permanent marker installed at each location by Development Permitting.

8. At no time shall a portable sign be placed at a distance of less than 90 metres (linear separation) from another portable sign when located on a City Boulevard.
9. At no time shall a portable sign be placed within six (6) metres of the roadway (from face of curb). Setbacks from the intersection of roadways will be at the discretion of the City and may vary from location to location and shall be a condition outlined in the permit.
10. Upon receipt of the Boulevard Use Permit application, Development Permitting staff will inspect the site prior to and after placement of each sign. Development Permitting staff will ascertain site conditions and note any pre-existing damage prior to placement of the sign.
11. Access to boulevards for the placement or servicing of a sign will be suspended when Environment Canada forecasts significant amounts of precipitation (greater than 25mm/day) to occur or when prolonged precipitation has occurred. In these cases, the City has the right to postpone the placement/servicing of the sign upon 24 hours notice to the applicant.
12. The Infrastructure & Economic Development Director will apply appropriate conditions to the Boulevard Use Permit - Public Notification Signs.
13. A copy of the permit shall be forwarded to Grande Prairie Enforcement Services, and where applicable, to the Provincial Transportation Department.
14. Enforcement of the conditions of a permit issued shall be pursuant to the [Use of Public Lands Bylaw C-1078](#).