



## Portable Sign Permit Application

All portable signs within the Town of Riverview must be approved for placement as of April 1, 2019. Prior to submitting a formal application, all applicants should familiarize themselves with the Town of Riverview Portable Sign By-law 700-60 which can be found on the town's website at [www.townofriverview.ca/town-hall/by-laws](http://www.townofriverview.ca/town-hall/by-laws).

*Town of Riverview Portable Sign By-law 700-60* defines a portable sign as any sign which is specifically designed or intended to be readily moved from one location to another and which does not rely on a building or fixed concrete foundation for its structural support, and includes sandwich signs and signs commonly known as a "mobile" sign and "inflatable" device tethered to any building, structure, vehicle or other device. Sandwich signs are exempt from the fee associated with the portable sign application.

Portable sign permits expire on March 31 of the year following the year it was issued, except for a special permit which expires 30 days from date of issuance. No more than two special permits per calendar year will be issued for one lot. Permit fees are not prorated. Non-profit organizations are exempt from permit fees.

Under no circumstances will any type of sign be permitted along the riverfront lands owned and administered by the Town as outlined in "Schedule 1-Riverfront Sign Restriction Area".

Portable sign permit applications can be found at [www.townofriverview.ca/signage](http://www.townofriverview.ca/signage).

For details respecting signs permitted on public properties please see the *Signs on Town Lands By-law 700-65* located on the town's website.

### Required Information to be Submitted with Application

- Sketch indicating dimensions and height of sign
- Plot plan/sketch of property indicating both the street line and/or other boundaries of the property and the location of the sign on the property
- Where the sign face exceeds three (3) square metres, a certificate from a professional engineer attesting to the structural integrity and stability of the sign
- Completed "Consent Agreement" (as attached) by owner/occupier

### Permit Fees

Annual Sign Permit (expires March 31<sup>st</sup> of following year) \$100.00

Special Permit (expires 30 days following date of issuance) \$25.00

*\*Permit fees are waived for non-profit organizations*

### Permit Processing and Turn-Around Time

A portable sign permit submission will be forwarded to and reviewed by the Town's Development Officer for completeness and compliance with the Town's by-laws. An application is considered "complete" if all required forms, documents and applicable information have been submitted and all permit fees have been paid. If an application is complete and complies with the Town's by-laws, the permit will be issued within five (5) business days. Applications that do not have all the required forms, documents and applicable information will require additional time for processing. Permit fees must be paid with the issuance of the permit, either in person by cash/cheque/credit or through our website as an online payment.

### Do I Need a Permit?

Any person, business or organization who places a portable sign within the Town of Riverview must complete a Portable Sign Permit Application.

Not for Profit organizations are exempt from any fees but still need a permit.

A permit is not required for a sign announcing a candidate for public office on town owned lands. These signs, however, must adhere to all other sign regulations contained in the Portable Sign By-law and the Zoning By-law and must be outside the riverfront restriction area

### Where to Apply

To apply for a portable sign permit please visit [www.townofriverview.ca/signage](http://www.townofriverview.ca/signage).

Applications can also be submitted to the *Municipal Payments* counter located at Riverview Town Hall (30 Honour House Court).

### Office Hours

Monday to Friday  
8:30 a.m. – 4:30 p.m.

### Questions?

Phone: 506-387-2256  
Email: [bylaw@townofriverview.ca](mailto:bylaw@townofriverview.ca)



Town of Riverview

<b>For Office Use Only</b>	
Date Received: _____	Receipt No: _____
Approval Date: _____	by: _____

## Portable Sign Permit Application

<b>LOCATION OF SIGN</b>	STREET NO.	STREET NAME	UNIT NO.
	OTHER DESCRIPTION		
<b>PORTABLE SIGN TYPE</b>	PORTABLE	ANNUAL	START DATE
	SANDWICH	SPECIAL	START DATE
<b>PROPERTY OWNER</b>	NAME		
	STREET NO.	STREET NAME	PHONE NO.
	CITY	PROVINCE	POSTAL CODE FAX NO.
	EMAIL ADDRESS		
<b>TENANT OR OCCUPANT FOR WHICH THE SIGN IS DISPLAYED</b>	BUSINESS NAME		PHONE NO.
	CONTACT NAME	EMAIL ADDRESS	
<b>PORTABLE SIGN SUPPLIER/CONTRACTOR</b>	NAME		
	STREET NO.	STREET NAME	PHONE NO.
	CITY	PROVINCE	POSTAL CODE FAX NO.
	EMAIL ADDRESS		

**APPLICANT'S DECLARATION**

<b>I, of</b>	LAST NAME		FIRST NAME		PHONE NO.
	STREET NO.	STREET NAME			FAX NO.
	CITY	PROVINCE	POSTAL CODE	MOBILE NO.	
	EMAIL ADDRESS				

**Do hereby declare the following:**

- THAT I am \_\_\_\_\_ the property owner as stated above  
 \_\_\_\_\_ the owner's authorized agent  
 \_\_\_\_\_ an officer/employee of \_\_\_\_\_ which is an authorized agent of the owner
- THAT the statements made and the information provided herein are true and correct and are made and provided with full knowledge of the circumstances relating to this application.
- THAT I know of no reason why a permit should not be granted pursuant to this application.

\_\_\_\_\_ Date

**OFFICE USE ONLY**

Issuance of Permit Authorized by: \_\_\_\_\_ Date \_\_\_\_\_

<b>EXPIRY DATE:</b>
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<b>NUMBER OF PERMITS ISSUED THIS YEAR:</b>
<b>NUMBER OF EXISTING SIGNS ON PROPERTY:</b>

<b>REVIEWED BY</b>
NAME:
DATE:



## CONSENT AGREEMENT FOR SIGN REMOVAL

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Pursuant to Section 6(e) of By-law 700-60 of the Town of Riverview, I hereby submit the following information stating that I, \_\_\_\_\_, am the owner/occupier of the property located at \_\_\_\_\_ in the Town of Riverview.

I hereby consent and authorize the Town of Riverview, their agent or designate to enter onto the above noted lands and remove any sign placed thereon where any provision of By-law 700-60 is being violated or where the sign permit for such sign has expired or is revoked by the Town of Riverview.

**Name (print):** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_



# Schedule 1: Riverfront Sign Restriction Area



\* Notwithstanding where the sign restriction area is shown to extend over privately owned land or beyond the shore of the Petlicodiac River into areas covered by water, the sign restriction area shall be taken as the area within the municipal boundary of the Town of RiverView which is within municipal jurisdictional control and solely includes lands owned and administered by the Town.

**Legend**  
Restriction Area

