

# Mobile Signs Development Permit Application Form

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

## General information

Address (location of sign):	Property Owner/Tenant name:
Property Owner/Tenant email:	Applicant's name:
Applicant's email:	Applicant's telephone:
Duration of installation: <input type="checkbox"/> 14 days <input type="checkbox"/> 30 days <input type="checkbox"/> 60 days <input type="checkbox"/> 90 days	Mobile sign contractor:
Start Date:	End Date:

## Zoning By-law Requirements

Mobile signs are subject to the following regulations:

- minimum setback from any and all property lines
- 10 ft. from any entrance/exit driveway
- 65 ft. from any other mobile sign
- electrical connections to comply with the Winnipeg Electrical By-law
- not permitted on landscaped areas
- no flashing or scintillating lights
- permit must be renewed prior to expiry date
- sign must be removed upon expiry date

## Required documentation – one copy

- Letter of Authorization from building owner/property manager (if owner is not the applicant)
- Site plan
  - property address, north directional arrow, sign location, all buildings, all roadways (i.e. streets/avenues and back lanes), approaches

## How to apply

Submit your application package to the Zoning & Permits Branch using one of the following options:

- Email [mobilesignpermitapplications@winnipeg.ca](mailto:mobilesignpermitapplications@winnipeg.ca) (PDF attachment or link to online file transfer)
- One paper copy package – drop off or mail (Unit 31-30 Fort Street, Winnipeg, MB R3C 4X7)

## Digital submission requirements

To submit your application via email, provide a separate PDF file, named as indicated, for each of the following groups of documents that are applicable to your application:

- PDF 1**    Application Form (Letter of Authorization)
- PDF 2**    Site Plan

Your personal information is being collected consistent with the requirements and limitations set out under *The Freedom of Information and Protection of Privacy Act (FIPPA)*. This collection of personal information is authorized by section 36(1)(b) of The FIPPA for permit management and administration. Your information is protected by FIPPA's privacy provisions and will not be used or disclosed for any other purpose, except as authorized by law. Contact the City of Winnipeg's Corporate Access and Privacy Officer by mail (City Clerk's Department, Susan A. Thompson Building, 510 Main Street, Winnipeg MB, R3B 1B9) or by telephone (311) if you have questions about this collection of your personal information.