



Roadside Management Manual

Section:
OFF-PREMISE SIGNS

Subject:
ONE TIME EVENT SIGNING

INTRODUCTION

The Ministry recognizes that events that occur annually, or only once, may require signing to assist travelers in locating these events. To facilitate this information process, the Ministry may allow One Time Event Signing (OTES).

POLICY

A non-profit organization or agency hosting a major event of provincial, national, or international importance may apply for OTES.

APPLICATION

An agreement will be developed between the Ministry and the applicant.

The applicant will certify that permission to install the sign has been obtained from the owner, lessee, or administrator of the property on which the sign is to be installed.

CANCELLATION

Persons who hold an OTES permit will ensure that all of the conditions outlined in this policy are met. The Ministry may remove signs that do not meet these conditions, with all removal costs charged to the permit holder.

CONDITIONS

All signs installed for an OTES will be installed or caused to be installed by the same non-profit organization or agency connected with the event.

If official signs are installed to provide information concerning an event, then OTES's will not be allowed for that same event.

Signs will be installed only after being permitted by the Ministry. No fee will be charged for the permit.

One permit will cover all signs required for one event.

Signs will not be installed more than 21 calendar days prior to the event.

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Signs will be removed no later than three days after the event is completed.

If an event has been postponed, the holder of the permit will notify the Ministry of the postponement and the new date on which it is expected the event will be held. The Ministry may extend a permit or issue a new permit when an event has been postponed.

Trees or shrubs located in the right-of-way of a provincial highway will not be removed, cut or trimmed for the sole purpose of improving the view of the sign.

LOCATION

Signs will be installed on the right-hand side of the highway facing the motorist.

Signs will not be installed further than 40 km from the community where the event takes place, except in cases where the community is remote from other populated areas of the province (e.g. La Ronge, Creighton, Cumberland House).

OTES will not be placed within 200 m of any other permitted sign.

SIGN SPECIFICATIONS

All sign information must pertain to the event. Advertising of specific brands of products, goods, services or accommodations will not be permitted.

The bottom edge of the sign will be a minimum of one metre and a maximum of two metres above the ground.

All signs must be rectangular in shape with the horizontal dimension of the sign not less than the vertical sign dimension, or greater than four times the vertical sign dimension

NUMBER OF SIGNS

Only one sign will be permitted along any provincial highway leading to the event. The maximum number of signs allowed is ten for any one event.

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**APPLICATION FOR PERMISSION TO
INSTALL ONE TIME EVENT SIGNING**

Applicant: _____

(Enterprise)

Address: _____

Postal Code: _____ **Telephone No.:** _____

Contact Person: _____

Application to install _____ sign(s) within 400 metres of a Provincial Highway at the following locations:

(Hwy.) (Parcel) (Qtr.) (Sect.) (Twp.) (Rge.) (W of) (Distance from centreline)

I/We certify that permission to install the sign has been obtained from the landowner(s).

Signature of Applicant

Date

NOTE: We suggest that a signed letter authorizing the sign installation be obtained from the land owner. This letter should be retained by applicant for future reference.

SKETCH OF LOCATION(S):

1. Distance from Highway centreline.
2. Distance from Municipal Road centreline (if applicable).
3. Distance from property lines (road allowance, blind line, 1/4 line).
4. Direction that the sign faces.
5. Distance from any existing private sign.
6. Use an extra sheet or back of application if necessary.

Applicants are reminded that signs must comply with all local by-laws

Submit completed application form to:

Fax: 306-933-8313

Mail: Saskatchewan Ministry of Highways & Infrastructure

Bay #18-3603 Millar Ave

Saskatoon, SK S7P 0B2

Date

11/11/04

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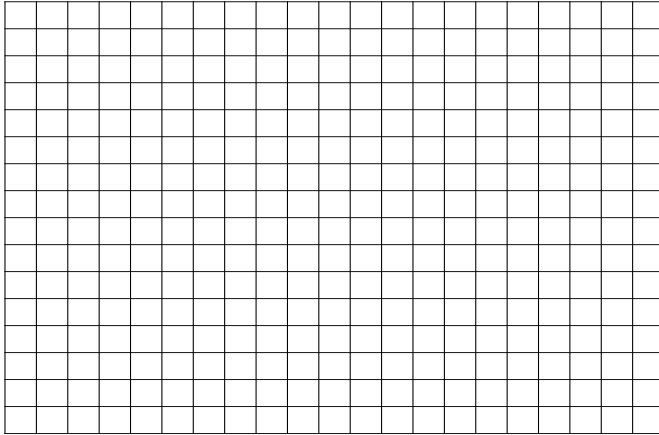
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SIGN LAYOUT SHEET
(Application)

Approximate facsimile of the proposed sign(s).

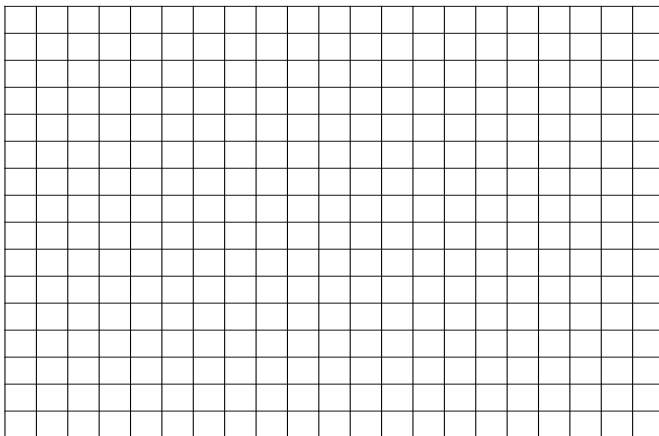
#1



_____ meters (_____ feet)

Type of material _____
 Colour of Background _____
 Colour of Lettering _____
 Distance in Advance of Access _____
 Distance from Centre of Highway _____
 Illumination (Yes/No) _____

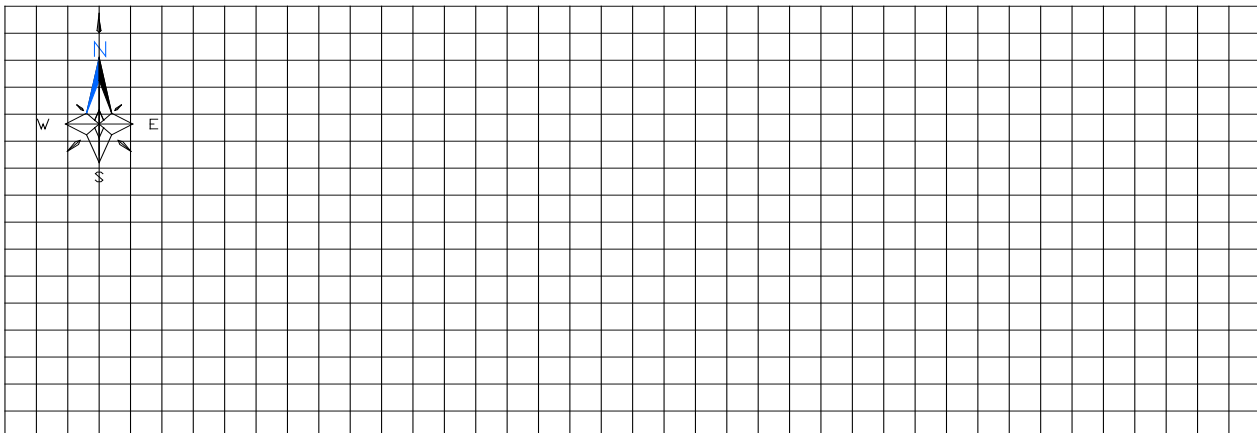
#2



_____ meters (_____ feet)

Type of material _____
 Colour of Background _____
 Colour of Lettering _____
 Distance in Advance of Access _____
 Distance from Centre of Highway _____
 Illumination (Yes/No) _____

SKETCH OF SIGN LOCATION

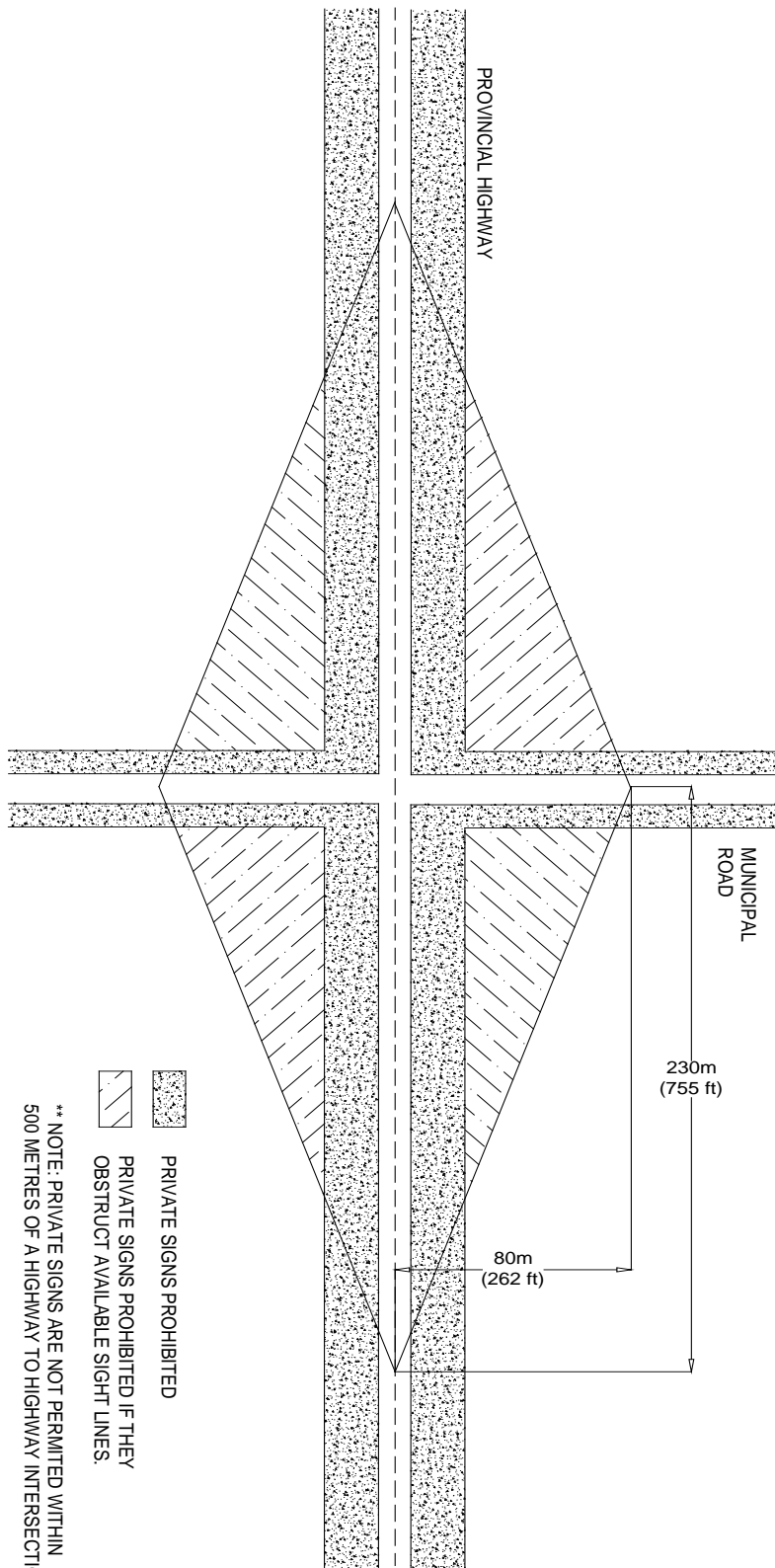


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SIGHT TRIANGLES

** NOTE: PRIVATE SIGNS ARE NOT PERMITTED WITHIN 500 METRES OF A HIGHWAY TO HIGHWAY INTERSECTION

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Table 1320-20-1 Private Sign Spacing Requirements

Sign Area*		Minimum Lateral Distance** of Sign from Centreline		Minimum Distance*** of Sign from Other Permitted Signs	
Square Metres	Square Feet	Metres	Feet	Metres	Feet
3	32	22.0	72	36.0	118
4	43	22.0	72	48.0	157
5	54	22.0	72	60.0	197
6	65	22.0	72	72.0	236
7	75	23.3	76	84.0	276
8	86	26.7	88	96.0	315
9	97	30.0	98	108.0	354
10	108	33.3	109	120.0	394
11	118	36.7	120	132.0	433
12	129	40.0	131	144.0	472
13	140	43.3	142	150.0	492
14	151	46.7	153	150.0	492
15	161	50.0	164	150.0	492
16	172	53.3	175	150.0	492
17	183	56.7	186	150.0	492
18	194	60.0	197	150.0	492
19	205	63.3	208	150.0	492
20	215	66.7	219	150.0	492
21	226	70.0	230	150.0	492
22	237	73.3	240	150.0	492
23	248	76.7	252	150.0	492

* Allowable sign surface areas range from a maximum of 23 m² to a minimum of 3 m².

** Signs can be no closer than 3.33 m from the highway centreline for every square metre of sign surface area. All signs must be located outside the provincial highway right-of-way.

*** The minimum distance between signs is 12 m for every square metre of area of the larger of the two signs, up to a maximum distance of 150 m for signs larger than 12.5 m².