

**Roadside Management Manual**

<b>Section:</b>	<b>SHORT TERM PRIVATE SIGNING OPPORTUNITIES</b>
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<b>Subject:</b>	<b>SPECIAL EVENT</b>
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**INTRODUCTION**

*The Provincial Highway Sign Control Regulations* established under *The Highways and Transportation Act, 1997* allow for the installation of private signs adjacent to provincial highways.

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 Special Event signs.

A non-profit organization or agency hosting a major event of local, provincial, national, or international importance may apply for a Special Event sign permit.

**POLICY**

Special Event signs require a permit from the Ministry prior to installation. One permit will cover all signs required for one event.

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.

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

Special Event signs will not be installed more than 30 calendar days prior to the event and 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.

**GENERAL CONDITIONS**

Applicants should review policy [RSMM 1220 GENERAL CONDITIONS](#) for specific information on permits, sign design and sight line requirements.

**Section:** SHORT TERM PRIVATE SIGNING  
OPPORTUNITIES

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## LOCATION

Only one sign will be permitted along any provincial highway leading to the event.

Signs may be installed outside the provincial highway right-of-way on the right-hand side of the highway facing the motorist, providing that they do not obstruct the lines of sight from any roadway approaching the highway.

Signs will not be allowed nearer than 500 metres from the intersection of the centrelines of two provincial highways, or in the case of an interchange between a provincial highway and a public highway, be nearer than 500 metres from the beginning of an exit ramp or the end of an on-ramp between the provincial highway and the public highway.

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).

Special Event signs will not be placed within 200 m of any other private sign that is installed under another permit.

## APPLICATION

The application will be made on application Form 1260-130 provided at the end of this document and available at [Sask.ca, Putting up Road Signs](http://Sask.ca, Putting up Road Signs).

## 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.

## REMOVAL

Special Event signs may be removed if, in the opinion of the Ministry, the conditions of the policy are not met.

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## Roadside Management

RSMM 1260-130

**Section:** Private Signing Opportunities

**Subject:** APPLICATION FORM  
SPECIAL EVENT SIGN APPLICATION FORM

### PART 1

Applicant: \_\_\_\_\_  
(Name of Enterprise)

Address: \_\_\_\_\_

Postal Code: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Application to install a sign(s) within 400 metres of a provincial highway at the following location(s):**

Highway #	Parcel #	Legal Land Location or GPS Coordinates	Distance from Highway Centre Line (m)	Landowner Name

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

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

Submit completed application form it to your nearest Regional Office: [Link to Regional Office Areas Map](#)

### **INSTRUCTIONS TO APPLICANTS**

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

On a separate sheet of paper, the applicant will provide the following;

1. A diagram, sketch or photo of the proposed sign including:
  - the dimensions of the sign; and how it is mounted (Wood Post, Vehicle, Trailer, etc.)
  - the colour of the background and lettering.
2. A sketch of the proposed location including:
  - distance from highway centreline;
  - distance from property lines (road allowance, blind line, ¼ line);
  - direction that the sign faces; and
  - distance from any existing private sign.

**Applicants are reminded that signs must comply with all local bylaws.**