



## WHAT ARE THE TOWN'S REGULATIONS REGARDING NON-PROFIT PORTABLE SIGNAGE

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Up to three portable signs may be placed at any one time by non-profit organizations to advertise registration times and other special events on the Town property on the west side of Northridge Drive south of the intersection with Sandstone Gate (Pt. NE 29-20-29-4). There is no fee for a portable sign permit for non-profit organizations, but application must be made to the Town of Okotoks in advance to ensure availability and compliance with the regulations. A permit must be issued by the Town before a sign may be placed.

### WHO CAN APPLY?

Only registered non-profit organizations operating in Okotoks can apply. Documentation clearly demonstrating the not-for-profit status of your organization must accompany any application.

### WHAT ELSE DO I NEED TO KNOW?

- An application must be submitted to, and approved by, the Town before any sign can be erected.
- There is no fee for the non-profit portable sign permit.
- Non-profit portable sign permits are issued on a first-come, first-served basis, and are limited to three (3) on the site at any one time.
- The portable sign must be placed on the lot identified above, and not within the Northridge Drive Road Right-of-Way.
- The maximum size allowed for the portable sign is 4.25 square meters (45.75 sq. ft.) in area and the total height shall not exceed 2.5m (8.2ft.).
- The permit is valid for a maximum of 14 consecutive days.
- Organizations are limited to a maximum of eight weeks in total per calendar year per organization, subject to availability.
- Bookings must be at least 14 days apart to allow other non-profit users an opportunity to advertise on the site.
- Organizations can apply a maximum of 12 weeks in advance of the desired date(s).
- The sign provider must hold a current Town of Okotoks Business License.
- The applicant must be a registered not-for-profit organization operating in Okotoks.

The requirement for a permit is to avoid an unsightly proliferation of signs, ensure signs are placed and removed in a timely manner, direct placement to appropriate locations, and protect public safety by keeping traffic sight-lines clear.

Guidelines have been established for the placement of signs at the Northridge Drive location. It is requested that non-profit organizations adhere to these as this is a highly visible site within our community.

For additional information, please contact Community Growth & Investment at 403.995.2760.

# Town of Okotoks

## Designated Location for Non-Profit Signage

Information Management Services  
November 2020 Scale 1:2000



**TOWN OF OKOTOKS MAPPING SERVICES**  
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