

City of Leduc - Road Sign Application Guide

Step 1: Sign up for a [CityView Portal](#) account by selecting “Register”.

The screenshot shows the CityView Portal homepage. At the top left is the title "CityView Portal". Below it are navigation links: "Sign In / Register", "Portal Home", and "Portal Help". On the right side, there is a vertical menu with "CityView Portal", "Sign In", "Register" (highlighted with a red box), "Portal Home", and "Portal Help". The main content area is divided into four sections: "Building Department" (Apply for a Building Permit, Application Search, Upload Submittals), "Planning & Development Department" (Apply for a Development Permit, Application Search, Upload Submittals), "Business Licensing" (Apply for a Business License, Business Search), and "Contractor Licensing" (Apply for a Contractor License, Contractor Search). At the bottom, it says "Powered by CityView" with a logo.

Step 2: Once a CityView Portal account is set-up, select “Apply for a Development Permit” for a road sign request.

The screenshot shows the CityView Portal homepage after a user is logged in. At the top left is the title "CityView Portal". Below it are navigation links: "Welcome", "Sign Out", "My Account", "My Items", "Portal Home", and "Portal Help". On the right side, there is a vertical menu with "CityView Portal", "Sign Out", "My Account", "My Items", "Portal Home", and "Portal Help". The main content area is divided into four sections: "Building Department" (Apply for a Building Permit, Request an Inspection, Application Search, Upload Submittals), "Planning & Development Department" (Apply for a Development Permit (highlighted with a red box), Request an Inspection, Request a Meeting, Application Search, Upload Submittals), "Business Licensing" (Apply for a Business License, Business Search), and "Contractor Licensing" (Apply for a Contractor License, Contractor Search). At the bottom, it says "Powered by CityView" with a logo.

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Step 3: For Project Type, select “Road Sign Authorization”. This category is used for signs located on municipal road rights-of-way only.

CityView Portal

Welcome
[Sign Out](#) [My Account](#) [My Items](#) [Portal Home](#) [Portal Help](#)

Step 1: Project Description | Step 2: Planning Details | Step 3: Location | Step 4: Contacts
Step 5: Upload Files | Step 6: Request a Meeting | Step 7: Review & Submit | Step 8: Submitted

[CityView Portal](#)
[Sign Out](#)
[My Account](#)
[My Items](#)
[Portal Home](#)
[Portal Help](#)

Planning Application - Project Description

Required information is indicated with an asterisk (*).

Choose the project type:*

Project Descriptive Name:*
Please give your project a brief description. This will become the project name. Maximum 500 characters

Comments:*
Please add any additional comments about the project. Maximum 4000 characters

Sign Portal

Is the Development Permit for a Discretionary Use?
Check the box if is a Discretionary Use, leave blank otherwise.:

Sign type:*

Specific Sign Type:*

Annotations:

- Select "Road Sign Authorization"
- Describe the community event, activity, or subdivision name.
- Provide the sign placement date, sign dimensions and height etc.
- Select either Temporary Portable Sign or Directional Sign.

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Step 4: To book a Temporary Portable Sign location, use the [Interactive Sign Booking Map](#). When using the map, enter the sign placement start and end dates to view all available locations in green.

For instructions on using the map, [click here](#).

Once a location is determined, search for the location number beside “Search for Address” by typing the “number” + “Sign Location”, (e.g. “25 Sign Location”).

CityView Portal

Welcome
[Sign Out](#) [My Account](#) [My Items](#) [Portal Home](#) [Portal Help](#)

Step 1: Project Description Step 2: Location Step 3: Contacts Step 4: Upload Files
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CityView Portal
[Sign Out](#)
[My Account](#)
[My Items](#)
[Portal Home](#)
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Planning Application - Location of Project
Required information is indicated with an asterisk (*).
A valid address and parcel legal description within the city limits must be provided. If your application pertains to a recently subdivided property and the address and legal description has not been assigned yet, please contact the Planning and Development Department.

[FIND LOCATION IN MAP](#)

Search for address: 25 Sign Location [//]

Begin typing a street address or PID above and we will search existing locations within the jurisdiction. If your location appears, please select it from the list.

[FIND LOCATIONS NEAR ME](#)

[CANT FIND ADDRESS?](#)

The location you have selected: 25 Sign Location [//]

Add Another Location

Previous Step: Project Description Next Step: Contacts

Step 5: Upload Documents

- **Temporary Portable Signs:** A site plan is not required, provided the sign location under Step 4, is accurate. For locations outside of the pre-approved locations (e.g. Farmers Market signs, community a-board signs), a site plan marking the proposed location is required.
- **Directional Signs:** A detailed site plan indicating the setbacks from sidewalks, curbs, existing directional signs etc., and the sign specifications are required.

Step 6: Review and submit your application for processing.

- **Temporary Portable Signs:** Review/approval time can take up to 5 business days.
- **Directional Signs:** Review/approval time can take up to 7 business days.

For questions on the CityView Portal, please contact planning@leduc.ca or 780-980-7124.

For more information on road signs, please visit <https://www.leduc.ca/signs>.