



OUTDOOR ADVERTISING SIGN PERMIT APPLICATION

State Form 45918 (R7 / 4-16)
Approved by State Board of Accounts, 2016

INDIANA DEPARTMENT OF TRANSPORTATION
100 North Senate Ave. Room N925
Indianapolis, IN 46204

DO NOT WRITE IN THIS BOX – FOR DEPARTMENTAL USE ONLY	
Date received (month, day, year)	
Application number	
Permit number	
Fee receipt number	

A \$100.00 non-refundable application fee is due upon receipt of this application.

Type of request <input type="checkbox"/> Proposed sign <input type="checkbox"/> Existing sign <input type="checkbox"/> Addendum <input type="checkbox"/> Name transfer <input type="checkbox"/> Changeable message sign			
1. Name of sign owner / applicant		Telephone number ()	
Address of sign owner / applicant (number and street, city, state, and ZIP code)			
Name of representative		E-mail address of representative	
2. Name of property owner		Telephone number ()	
Address of property owner (number and street, city, state, and ZIP code)			
2(a). A property owner permission affidavit must be attached to this application.			
SIGN LOCATION (Proposed signs must be staked at the time of application.)			
3. Type of highway <input type="checkbox"/> Interstate <input type="checkbox"/> US <input type="checkbox"/> SR		Highway number	Estimated erection date (month, day, year)
4(a). Side of highway <input type="checkbox"/> Right <input type="checkbox"/> Left		4(b). Direction of travel <input type="checkbox"/> North <input type="checkbox"/> South <input type="checkbox"/> East <input type="checkbox"/> West	
5. Between reference signs / mile markers _____ and _____		_____ Miles measured from reference point _____	
6. Location Description (Sketch must be attached.)			
Name of county	6a. Feet to nearest sign (excluding official, directional, on premise and "For Sale" signs)		6b. Feet from right-of way line of highway checked in item 3 (Must be within 660 feet of the right of way.)
6c. Distance to nearest intersection / ramp	Direction <input type="checkbox"/> North <input type="checkbox"/> South <input type="checkbox"/> East <input type="checkbox"/> West		Specify which intersection / ramp
6d. Can sign be seen from a scenic byway? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, name of scenic byway		6e. Is highway a limited access facility? <input type="checkbox"/> Yes <input type="checkbox"/> No
7. Is sign located in an unzoned commercial or industrial area? <input type="checkbox"/> Yes <input type="checkbox"/> No	If unzoned, identify qualifying commercial or industrial activity.		
8. Is sign located in a zoned commercial or industrial area? <input type="checkbox"/> Yes <input type="checkbox"/> No	9. City or county permit number, if any	Zoning classification (primary)	
Explain zoning classifications (Zoning affidavit and local building permit must be attached.)		10. Is sign within city limits? <input type="checkbox"/> Yes <input type="checkbox"/> No	Denote controlling municipality
11. Was the property rezoned for the purpose of erecting a billboard after March 15, 1986? <input type="checkbox"/> Yes <input type="checkbox"/> No		Was any zoning action taken by the applicant or the property owner for the purpose of erecting a billboard after March 15, 1986? <input type="checkbox"/> Yes <input type="checkbox"/> No	
SIGN DESCRIPTION			
12. Estimated height from ground to highest point (feet)	13. Width of face, excluding border (feet)	Height of face, excluding border (feet)	Area, excluding border (square feet)
14. Type of sign <input type="checkbox"/> Single face <input type="checkbox"/> Back to back <input type="checkbox"/> V type <input type="checkbox"/> Side by side <input type="checkbox"/> Double deck <input type="checkbox"/> Attached to building <input type="checkbox"/> Other: _____			
15. Number of supports		Type of supports <input type="checkbox"/> Wood <input type="checkbox"/> Steel <input type="checkbox"/> Monopole <input type="checkbox"/> Other: _____	16. Illuminated? <input type="checkbox"/> Yes <input type="checkbox"/> No
17. Does the sign advertise activities taking place on the property where the sign is located? <input type="checkbox"/> Yes <input type="checkbox"/> No		Changeable message sign? <input type="checkbox"/> Yes <input type="checkbox"/> No	
CERTIFICATION			
Under the penalty of perjury, I certify the above statements to be correct to the best of my knowledge and belief of the undersigned who is authorized to sign this application. I certify that I have obtained authorization from the property owner to erect the structure described herein.			
Signature of applicant			Date (month, day, year)
DO NOT WRITE BELOW THIS LINE - FOR DEPARTMENTAL USE ONLY			
Additional special provisions			
Determination <input type="checkbox"/> Legal Permit <input type="checkbox"/> Conditional Permit <input type="checkbox"/> Official <input type="checkbox"/> Directional <input type="checkbox"/> Religious or Public Service <input type="checkbox"/> Denial			
Signature of District Regulatory Supervisor			Date (month, day, year)
ALL PERMITS ARE SUBJECT TO STANDARD GENERAL PROVISIONS. SEE ATTACHED FOR GENERAL PROVISIONS.			

DISCLAIMER: The issuance of this permit shall in no way preclude the actions of any state agency, including INDOT from instituting any action against the applicant for violations of any state or federal law, rule or policy, including violations of federal and state environmental laws and regulations, nor is this approval intended to influence any action currently pending before a local board, commission or agency. Please reference 105 IAC 7-3-1 et. al. for any explanation or information necessary to fill out this application. Failure to provide any information required by this application will cause it to be denied. For records retention, refer to 83-602.

INDIANA DEPARTMENT OF TRANSPORTATION OUTDOOR ADVERTISING SIGN PERMIT

GENERAL PROVISIONS

The following provisions apply to all outdoor advertising sign structures unless specifically noted in the permit standard.

SPECIAL PROVISIONS

1. Signs which attempt or appear to attempt to regulate, warn, or direct the movement of traffic, or which interfere with, imitate, or resemble any official traffic sign, signal or device are not allowed.
2. Signs are not allowed that prevent the driver of a vehicle from having a clear and unobstructed view of official signs, approaching signs, approaching traffic or merging traffic.
3. The permittee shall notify the Department of Transportation Subdistrict Permit Investigator five (5) working days preceding the beginning of any work activity.
4. The permittee shall notify the Department of Transportation Subdistrict Permit Investigator that the work is complete and this notice is to be provided within seven (7) days from completion of all work on this permit.

REVOCACTION OF PERMIT

Any valid permit issued for a lawful outdoor advertising structure shall be revoked by the Indiana Department of Transportation for any of the following reasons:

1. Mistake of material facts by the issuing authority for which had the correct facts been made known, the outdoor advertising permit in question would not have been issued;
2. Misrepresentations of material facts by the applicant for the outdoor advertising permit;
3. Failure to complete construction of structure within 365 days from the date of issuance of the outdoor advertising permit;
4. Any alteration of an outdoor advertising structure for which a permit has previously been issued which should cause that outdoor advertising structure to fail to comply with the provisions of the Outdoor Advertising Control Act and the rules and regulations promulgated by Indiana Department of Transportation pursuant thereto;
5. Making alterations to a non-conforming sign which would cause it to be other than substantially the same as it was on the date the sign became non-conforming. *(See section on Non-conforming signs.)*
6. Failure to affix permanent permit plate within thirty (30) days after the erection of the outdoor advertising structure;
7. Unlawful destruction of trees or shrubs or other growth located on the right-of-way in order to increase or enhance the visibility of an outdoor advertising structure;
8. Unlawful violation of the control of access on interstate, freeway, and other controlled access facilities. Direct access to a billboard from an interstate is strictly prohibited.
9. Failure to maintain a sign such that it remains blank for a period of twelve (12) consecutive months;
10. Failure to maintain a sign such that it becomes obsolete.