



**PERMIT APPLICATION**  
**For Outdoor Advertising Sign to be Located Along an**  
**Interstate or Primary System Highway**  
**Under the Highway Beautification Act (HBA)**

|                                |       |
|--------------------------------|-------|
| <b>For Department Use Only</b> |       |
| Record ID:                     | _____ |
| Permit Number:                 | _____ |
| Date Issued:                   | _____ |

**Part 1 – Instructions**

***This form is susceptible to changes. To ensure you are using the latest version download the form at: [http://www.txdot.gov/txdot\\_library/forms/outdoor\\_advertising.htm](http://www.txdot.gov/txdot_library/forms/outdoor_advertising.htm)***

**Complete this application in its entirety.** If a permit application is incomplete or has incorrect information, it will be rejected and the application fee paid to the department will not be refunded. In no case will the original application be returned to the applicant. A re-submittal of an application will require a new application fee and permit application with original signatures and notary seal. Send completed and executed application with all required attachments to:

Texas Department of Transportation  
 Right of Way Division  
 P.O. Box 13043  
 Austin, TX 78711-3043

Attach a \$100.00 **nonrefundable** fee in the form of check, cashier's check or money order made payable to the Texas Highway Beautification Fund. Note that a permit application submitted for a sign relocated due to displacement of a highway project does not require a permit application fee. *43 TAC §21.192 (b)*

If this application is **approved**, the applicant agrees to abide by the provisions of Texas Laws and the rules and regulations established by the Texas Transportation Commission pertaining to outdoor advertising and certify that the sign described below is erected and maintained in accordance with all specifications, standards and requirements under these laws, rules and regulations.

By issuance of a permit, TxDOT does not represent that the sign or location thereof meets city, county and/or local government laws, orders, ordinances and/or other regulations. By issuance of a permit, a contract or property right is not created in the permit of the license holder. *43 TAC §21.202*

**Part 2 – Applicant Information**

**Full name of applicant as shown on Outdoor Advertising License:**

**Street Address:**

|              |               |             |                 |
|--------------|---------------|-------------|-----------------|
| <b>City:</b> | <b>State:</b> | <b>Zip:</b> | <b>Country:</b> |
|--------------|---------------|-------------|-----------------|

|  |               |
|--|---------------|
| <b>Outdoor Advertising License No:</b> | <b>Email:</b> |
|--|---------------|

|                   |                                    |
|-------------------|------------------------------------|
| <b>(w) Phone:</b> | <b>Date Application Submitted:</b> |
|-------------------|------------------------------------|

**Part 3 – Location Information**

|                |                          |   |
|----------------|--------------------------|---|
| <b>County:</b> | <b>Hwy Name and No.:</b> | <b>Side of Hwy:</b> <input type="checkbox"/> N <input type="checkbox"/> S <input type="checkbox"/> E <input type="checkbox"/> W |
|----------------|--------------------------|---|

|  |   |
|--|---|
| <b>Latitude</b> <i>(not required but helpful):</i> | <b>Longitude</b> <i>(not required but helpful):</i> |
|--|---|

|   |  |
|---|--|
| <b>Check One:</b><br><input type="checkbox"/> <u>Inside</u> incorporated city limits<br><br><input type="checkbox"/> <u>Inside</u> incorporated city limits of a certified city<br><br><input type="checkbox"/> <u>Outside</u> incorporated city limits, but <u>inside</u> of ETJ<br><br><input type="checkbox"/> <u>Outside</u> incorporated city limits & <u>outside</u> of ETJ | <b>Name of nearest incorporated city:</b>  |
|   | <b>Name of nearest intersection:</b>   |
|   | <b>Distance from nearest intersection</b> <i>(feet or miles):</i>  |
|   | <b>Distance from right of way line</b> <i>(edge of sign must be minimum of 5 feet from right of way line):</i> |

### Part 3 – Location Information (con't.)

This permit application is submitted for a sign to be relocated because a legally permitted existing sign is being displaced by a highway project along an HBA regulated highway (*check one*):

No       Yes – If “yes”, the current Permit Number is: \_\_\_\_\_

**Sign located inside city limits of a certified city? The list of certified cities is available at:**

[http://www.txdot.gov/business/doing\\_business/outdoor\\_signs.htm](http://www.txdot.gov/business/doing_business/outdoor_signs.htm)

No       Yes - if “yes”, what is the name of the city: \_\_\_\_\_

### Part 4 – Spacing

| <b>Your Sign Site's Distance From:</b> | <b>Public Parks(*1)</b><br>43 TAC §21.184 | <b>Interchange, Intersection, Rest Area</b><br>43 TAC §21.185 | <b>On and Off Ramps</b><br>43 TAC §21.185 | <b>To Other Outdoor Advertising Sign</b><br>43 TAC §21.187 |
|--|---|---|---|--|
|  | feet                                      | feet  | feet                                      | feet   |

(\*1) **To Public Park which abuts highway regulated by the HBA** – If a public park boundary abuts the right of way of a regulated highway, a permitted sign may not be located within 1,500 feet of the boundary of the public park, as measured along the right of way line from the nearest common point of the park's boundary and the right way. This limitation applies;

- on both sides of a highway that is on a non-freeway primary system; or
- on the side of the highway on which the public park is located, if the highway is on an interstate or freeway primary system.

**Note:** Graphic illustrations of spacing to public parks, interchanges, intersections, rest areas, on ramps, and off ramps are found at: [http://www.txdot.gov/business/doing\\_business/outdoor\\_signs.htm](http://www.txdot.gov/business/doing_business/outdoor_signs.htm)

### Part 5– Access to Sign

Describe how the site will be accessed for the purposes of erecting and maintaining the sign which includes changing the advertising message. **Example:** “I have written permission from the owner of the real estate on which the sign will be located to erect and maintain the sign including changing the advertising message.” **Note:** 43 TAC §21.167 states; “The department will not issue a permit for a sign unless it can be erected and maintained from private property.”

### Part 6– Sign Configuration

|   |  |  |  |  |  |
|---|--|--|--|--|--|
| <b>Configuration:</b>   | <input type="checkbox"/> Single <input type="checkbox"/> Stacked <input type="checkbox"/> End-to-End <input type="checkbox"/> Back-to-Back <input type="checkbox"/> Back-to-Back / Stacked<br><input type="checkbox"/> Back-to-Back / End-to-End <input type="checkbox"/> V-Shape <input type="checkbox"/> V-Shape / Stacked <input type="checkbox"/> V-Shape / End-to-End |  |  |  |  |
| <b>Number of Poles:</b>   | <b>Pole Material:</b> <input type="checkbox"/> Metal <input type="checkbox"/> Wood   |  | <b>Catwalk:</b> <input type="checkbox"/> Metal <input type="checkbox"/> Wood <input type="checkbox"/> None |  |  |
| <b>Mounting:</b>  | <input type="checkbox"/> Center Mount <input type="checkbox"/> Flag Mount <input type="checkbox"/> Wall Mount <input type="checkbox"/> Ground Mount  |  |  |  |  |
| <b>Sign Structure:</b> <input type="checkbox"/> Metal <input type="checkbox"/> Wood | <b>Height of sign above crown of main-traveled way (42-1/2 ft max):</b>  |  |  |  |  |

### Part 7– Lighting and Utility Power

|  |  |
|--|--|
| <b>No. of Lighting Fixtures (excluding LED Face):</b>  | <b>Fixtures Pointing:</b> <input type="checkbox"/> Up from Bottom <input type="checkbox"/> Down from Top <input type="checkbox"/> None |
| <b>Renewable Energy Device:</b> <input type="checkbox"/> Solar Panel <input type="checkbox"/> Wind Turbine <input type="checkbox"/> None |  |

### Part 8 – Wind Load Pressure

The structure will withstand wind load pressure of \_\_\_\_\_ pounds per square foot. (see table in 43 TAC §21.188)

### Part 9 – Sign Face Number and Size

The maximum number of faces for a permit is 4 with no more than 2 facing the same direction of travel. Complete the information for all of the faces for this sign. Example: If the sign is a back-to-back with 2 faces, you would leave the information for Face #3 and #4 blank.

**Face #1:** Length (    ) x Height of (    ) = Total Square Feet of (    )

**Face #2:** Length (    ) x Height of (    ) = Total Square Feet of (    )

**Face #3:** Length (    ) x Height of (    ) = Total Square Feet of (    )

**Face #4:** Length (    ) x Height of (    ) = Total Square Feet of (    )

### Part 10 – Sign Face Material

**Face #1:**    Vinyl Wrap     Painted Bulletin     LED     Tri-Vision     Other (*describe*)

**Face #2:**    Vinyl Wrap     Painted Bulletin     LED     Tri-Vision     Other (*describe*)

**Face #3:**    Vinyl Wrap     Painted Bulletin     LED     Tri-Vision     Other (*describe*)

**Face #4:**    Vinyl Wrap     Painted Bulletin     LED     Tri-Vision     Other (*describe*)

**Note:** If any sign face will be an LED please refer to 43 TAC §§21.251 through §21.260.

### Part 11– Landowner Permission

**Note:** As owner of the property at the proposed sign site, I have given consent to the applicant to erect and maintain the above described outdoor advertising sign on my property. I further authorize State employees to enter upon my land for the purpose of inspecting the sign.

**Landowner’s Mailing Address (street, city, state, zip):**

**Landowner’s Name (*please print*):**

**Landowner’s Signature:**

**Date:**

**Phone Number:**

**If Corporation, provide contact name and phone number:**

## Part 12– Verification by Municipality for Electronic (LED or Tri-Vision) Faces

- Yes, the municipality issues a formal permit and a copy is attached.
- The municipality does not issue a formal permit but has provided a written approval letter and it is attached.
- The municipality has provided copy of municipal ordinance granting approval for the electronic modification and it is attached.

**Note:** Contact information for person who is available to be contacted at any time and who is able to turn off the sign in case of malfunction or to accommodate an emergency notification request for local authorities. (43 TAC §21.258 and §259)

Contact Person Name: \_\_\_\_\_ Primary Contact No.: \_\_\_\_\_

## Part 13 – Municipal Verification

If the sign that is the subject of this permit application will be erected inside the incorporated limits (*city limits*) of a municipality, this section must be completed and signed by an authorized city official in which the sign is to be erected. The purpose of this section is to confirm the zoning is appropriate for the erection of the sign.

Name of City: \_\_\_\_\_

Official's Name and Title: \_\_\_\_\_

|                |             |              |            |
|----------------|-------------|--------------|------------|
| Address: _____ | City: _____ | State: _____ | Zip: _____ |
|----------------|-------------|--------------|------------|

|              |                       |
|--------------|-----------------------|
| Email: _____ | Work Telephone: _____ |
|--------------|-----------------------|

|                  |                          |
|------------------|--------------------------|
| Signature: _____ | Date of Signature: _____ |
|------------------|--------------------------|

|  |  |
|--|--|
| Is your city a "Certified City" as described in 43 TAC §21.200?<br><i>Note: The list of "Certified Cities" can be found at:</i><br><a href="http://www.txdot.gov/business/doing_business/outdoor_signs.htm">http://www.txdot.gov/business/doing_business/outdoor_signs.htm</a> | <input type="checkbox"/> Yes <input type="checkbox"/> No |
|--|--|

What is the zoning designation of the location of the OAS? \_\_\_\_\_

## Part 14 – Qualifying Commercial or Industrial Activities

|   |   |
|---|---|
| <b>Two Qualifying Activities Required</b> | <p style="color: red;"><u>Two qualifying commercial or industrial activities are required if the sign will be located on a highway regulated by the HBA and the site is;</u></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Inside</b> the boundaries of an incorporated municipality (city limits) <u>but the city does not have zoning</u>.</li> <li><input type="checkbox"/> <b>Outside</b> the boundaries of an incorporated municipality (city limits).</li> </ul> |
| <b>One Qualifying Activity Required</b>   | <ul style="list-style-type: none"> <li><input type="checkbox"/> A relocation of a sign originally located on a highway <u>regulated by the HBA</u> and which has been displaced by a highway project to a site <b>Outside</b> the boundaries of an incorporated municipality (city limits).</li> <li><input type="checkbox"/> Located along a Rural Road <b>Outside</b> of the boundaries of an incorporated municipality (city limits).</li> </ul>   |
| <b>No Qualifying Activity Required</b>    | <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Inside</b> the boundaries of an incorporated municipality (city limits) <u>and located on real estate zoned by the city for commercial or industrial use</u>.</li> </ul>   |

## Part 14 – Qualifying Commercial or Industrial Activities (*continued*)

**TAC References for Commercial/Industrial Activities provided below are a general reference. You are encouraged to review the full text of Title 43, TAC §21.178, §21.179, and §21.180**

**To qualify as a commercial or industrial activity under the rules, the activity:**

- Must be within 800 feet of your sign site measured along the edge of the highway right of way as described in 43 TAC §21.179 (a) (1)
- Must be located on the same side of highway as your sign site. 43 TAC §21.179 (a) (1)
- Part of regularly used buildings, parking lots, etc. must be within 200 feet of highway right of way and portion of the permanent building in which the activity is conducted must be visible from the main-traveled way. 43 TAC §21.179 (b)
- Activity #1 cannot be separated from Activity #2 by a vacant lot, undeveloped area more than 50 ft wide or a street. 43 TAC §21.179 (c)
- Must be conducted in a permanent building/structure that is permanently affixed to the real property. 43 TAC §21.180 (a) (2)
- Must have an indoor restroom, running water, functioning electrical connections and permanent flooring other than dirt, gravel, or sand. 43 TAC §21.180 (a) (2) (A)
- Must have at least 400 square feet of its interior floor space devoted to the activity. 43 TAC §21.180 (a) (2) (D)
- If Activity #1 and Activity #2 occupy the same building:
  - The two activities must be separated by a dividing wall constructed from floor to ceiling. 43 TAC §21.179 (d) (20)
  - Each activity must have access to the restroom facilities during all hours that each activity is staffed or open. 43 TAC §21.179 (d) (3)
  - The two activities must operate independently of one another. 43 TAC §21.179 (d) (4)

**Activities that will not qualify as a commercial or industrial activity under the rules.**

- Activities that are primarily residential. 43 TAC §21.180 (a) (2) (C)
- Activities that are agricultural, forestry, ranching, grazing, farming and related activities including the operation of a temporary wayside fresh produce stand. 43 TAC §21.180 (b) (1)
- Activities conducted seasonally. 43 TAC §21.180 (b) (2)
- Activities that have not been conducted at their present location for at least 180 days. 43 TAC §21.180 (b) (3)
- Activities that are not staffed by at least one person who works for the business at the activity site for at least 25 hours per week on at least 5 days per week during hours posted at the activity site. 43 TAC §21.180 (b) (4)
- Activities that are an operation or maintenance of an outdoor advertising structure. 43 TAC §21.180 (b) (5) (A)
- Activities that are a recreational facility, such as a campground, golf course, tennis court, wild animal park, or zoo do not qualify unless the related activities are conducted in a building or structure that meets the requirements of 43 TAC 21.180 (b) (5) (B) and 21.180 (a) (2).
- Activities that are an apartment house or a residential condominium. 43 TAC §21.180 (b) (5) (C)
- Activities that are a public or private preschool, secondary school, college, or university other than a trade school or corporate training campus. 43 TAC §21.180 (b) (5) (D)
- Activities that are a quarry or borrow pit unless the activity are conducted in a building or structure that meet the requirements of 43 TAC §21.180 (b) (5) (E).
- Activities that are a cemetery or a place that is primarily used for worship. 43 TAC §21.180 (b) (5) (F) and (G)
- Activities that are created primarily or exclusively to qualify an area as an unzoned commercial or industrial area. 43 TAC §21.180 (b) (7)

**Part 14 – Qualifying Commercial or Industrial Activities (continued)**

**Information on the Commercial or Industrial Activity #1**

Company Name:

Type of Activity (example; auto repair shop):

Hours of Operation:

Physical Address:

Manager or Owner Name:

Phone No.:

**Information on the Commercial or Industrial Activity #2**

Company Name:

Type of Activity (example; auto repair shop):

Hours of Operation:

Physical Address:

Manager or Owner Name:

Phone No.:

**Part 15 – Acknowledgement by Applicant**

\_\_\_\_\_  
Printed name of signatory

→

\_\_\_\_\_  
Signature of Applicant or Authorized Representative

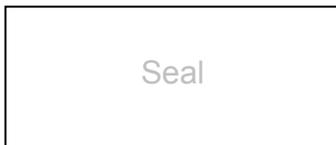
\_\_\_\_\_  
Authorized Representative's Title  
if the Applicant is a Corporation

\_\_\_\_\_  
Name of Corporation if the Applicant is a Corporation

State of Texas, County of \_\_\_\_\_

This instrument was acknowledged before me on \_\_\_\_\_ by the above signatory ,

State of Texas, County of \_\_\_\_\_



\_\_\_\_\_  
Notary Public's Signature

## Part 16 – Required Attachments

- Map showing sign's location along highway and the map's orientation to North. 43 TAC §21.159 (a) (3)
- Plat map, survey or legal description of the real estate on which the sign is to be located. 43 TAC §21.160
- Sketch depicting means of access to sign and showing distances from buildings, landmarks, right of way line, other off-premise outdoor advertising signs relating to spacing restrictions from your site, public parks (*if applicable*), and other important physical site and location factors. 43 TAC §21.159 (e) (3) and (4)
- Zoning map (*if inside of incorporated city limits and city zoning exists*). 43 TAC §21.159 (a) (7)
- Photo or sketch of sign showing all faces, location of poles, direction of faces to highway. 43 TAC §21.159 (e) (1) & (2)

***If this permit application pertains to a sign being relocated due to a highway widening***

- Informational Notice and Declaration for Advertising Sign Relocation Form ROW-A-ReloSign at:  
[http://www.txdot.gov/txdot\\_library/forms/outdoor\\_advertising.htm](http://www.txdot.gov/txdot_library/forms/outdoor_advertising.htm)

***If this permit pertains to an Electronic (LED) Sign, attach the following*** 43 TAC §§21.251 to §21.260

- Municipal electronic sign authorization
- Municipal zoning variance is granted for erection of the electronic sign at the described location (*if applicable*)
- Certified copy of the Electronic Sign Permit issued by the municipality OR if they do not issue permits, a Certified copy of written permission for the electronic sign from the municipality.

**Note:** The Texas Department of Transportation maintains the information collected through this form. With few exceptions, you are entitled on request to be informed about the information that we collect about you. Under Section 552.01 and 552.023 of the Government code, you are entitled to receive and review this information. Under Section 559.004 of the Government Code, you are also entitled to have us correct information about you that is incorrect.

**Part 17 – Department Review  
To Be Completed by Department Staff Only**

Upon review of this application and the accompanying documents, this permit application is **DENIED** because:

Action by: \_\_\_\_\_  
Department Representative

Date \_\_\_\_\_

Upon review of this application and the accompanying documents, this permit application is **APPROVED** and the department concludes that the sign is:

- Conforming       Nonconforming (see \*\*\* below)

***This permit application is approved for the sign described at the location specified in this application and;***

- (1) This permit is approved for the sign described at the location specified in this application. This permit is valid for one year from the date of issuance by TxDOT. 43 TAC §21.171 (a)
- (2) The sign structure must be erected within one year of the original date of permit issuance. 43 TAC §21.172 (d)
- (3) The numbered permit plate issued to the applicant with this permit must be installed on the sign structure within 30 days after the sign has been erected and must be installed in a location on the sign structure that is visible from the right of way. 43 TAC §21.165 (a)
- (4) The permit maybe transferred only with the written approval of the department and in compliance with the appropriate state rules. 43 TAC §21.173 (a)
- (5) Issuance of this permit does not create a contract or property right in the permit or the license holder. 43 TAC §21.202

***\*\*\*In addition, if the sign is nonconforming, the approval of this permit application is based on;***

- The sign was located in a certified city that has been de-certified and is now subject strictly to State Rules.
- The sign was in existence prior to State control.
- Other: \_\_\_\_\_

Action by: \_\_\_\_\_  
Authorized TxDOT Representative

Date: \_\_\_\_\_