



Form ROW-0A-4
(Rev. 11/17/11)

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

For Department Use Only	
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

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. An application that is returned because it is not complete or has incorrect information, loses its priority location.

Part 2 – Applicant Information

Full name of applicant as shown on Outdoor Advertising License:

Street Address:

City:	State:	Zip:	Outdoor Advertising License No:
My Email <i>(not required, but provides efficient and timely contacts):</i>			Work Phone:

Part 3 – Sign Location Information

County:	Hwy Designation and No. <i>(Example - US183, SH6 or IH10):</i>	Side of Hwy <i>(check one):</i> <input type="checkbox"/> N <input type="checkbox"/> S <input type="checkbox"/> E <input type="checkbox"/> W
----------------	---	---

Name of nearest city to sign site:	Name and Distance to nearest Hwy/Rd/St Intersection to sign site <i>(Example - 955 feet north of Jones Rd.):</i>
---	--

Check only one of the following:
 Inside city limits Outside city limits, but inside the city ETJ Outside city limits and outside the city ETJ

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

Is this permit application being submitted for a sign to be relocated because it is being displaced by a highway project?
(check only one of the following):
 No
 Yes – ***If “yes”, the current Permit Number of the sign is:*** _____

Part 4 – Spacing, Access and Wind Load Pressure

- ***By signing this application*** you agree to conform to all of the program rules for spacing as stated in Title 43, Texas Administrative Code, Chapter 21, Subchapter I.
- ***By signing this application*** you agree to conform to the program rules for accessing the sign as stated in Title 43, Texas Administrative Code, §21.167 which states that the department will not issue a permit for a sign unless it can be erected and maintained from private property.
- ***By signing this application*** you agree to conform to the program rules for wind load pressure of the sign as stated in Title 43, Texas Administrative Code, §21.188.

Part 5 – Sign Faces and Lighting

The maximum number of faces for a sign permit is 4 faces with no more than 2 facing the same direction of travel. Complete the information for all of the faces for your proposed sign including the number of lights. Example: If the sign is a back-to-back with 2 faces, you would complete Face #1 and #2, but you would leave Face #3 and #4 blank.

Face #1:	Length () and Height () and # of Lights ()
Face #2:	Length () and Height () and # of Lights ()
Face #3:	Length () and Height () and # of Lights ()
Face #4:	Length () and Height () and # of Lights ()

Part 6 – Number of Qualifying Commercial or Industrial Activities Required

Check only one of the following:

↓ ↓ ↓ ↓

<input type="checkbox"/> Two Activities Required	Sign will be located <i>outside the city limits</i> and <i>outside of the city ETJ</i> .
<input type="checkbox"/> Two Activities Required	Sign will be located <i>inside the city limits</i> or <i>within the city ETJ</i> but the city does not have comprehensive zoning action.
<input type="checkbox"/> One Activity Required	The sign is being displaced by a highway project and is eligible for relocation.
<input type="checkbox"/> No Activity Required	Sign will be located <i>inside the city limits</i> or <i>within the city ETJ</i> in a zoned commercial or industrial area designated through comprehensive zoning action that allows an off-premise outdoor advertising sign to be erected.

Part 7 – Identification of the Qualifying Commercial or Industrial Activities

Commercial Name of Activity #1 (Example - "John's Discount Tires"):

Type of Activity (Example - auto repair shop):	Hours of Operation:
Physical Address:	
Manager or Owner Name:	Phone No.:

Commercial Name of Activity #2 (Example - "John's Discount Tires"):

Type of Activity (example - auto repair shop):	Hours of Operation:
Physical Address:	
Manager or Owner Name:	Phone No.:

Part 8 – Landowner Permission

Note to the Landowner: With your signature, you certify that you or your corporation are the owner of the property on which the proposed sign will be erected and you have given consent to the applicant to erect and maintain the above described outdoor advertising sign on your property. You further authorize State employees to enter upon the land for the purpose of inspecting the sign.

Landowner's Name (please print):	Landowner's Signature:	Date of Signature:
Landowner's Mailing Address (Street/PO Box, city, state, and zip code):		Landowner Telephone:

If Corporation, provide contact name and phone number:

Part 12 – Required Attachments

Required Attachments for All Permit Applications:

1. Map showing sign's location along highway and the map's orientation to North. 43 TAC §21.159 (a) (3)
2. 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)
3. Zoning map (if inside of incorporated city limits and city zoning exists). 43 TAC §21.159 (a) (7)
4. Photo or sketch of sign showing all faces, location of poles, direction of faces to highway. 43 TAC §21.159 (e) (1) & (2)

Additional Required Attachment for a Sign that is Being Relocated due to Displacement by a Transportation Project:

1. Informational Notice and Declaration for Advertising Sign Relocation Form ROW-A-ReloSignat:
http://www.txdot.gov/txdot_library/forms/outdoor_advertising.htm

Additional Required Attachments for a Sign that will be erected as an Electronic Sign; i.e. LED or Tri-Vision. 43 TAC §§21.251 to §21.260

1. Municipal electronic sign authorization
2. Municipal zoning variance is granted for erection of the electronic sign at the described location (if applicable)
3. 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.

Part 13 – Submitting the Application

1. 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)
2. 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.
3. 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
4. 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.
5. Send completed and executed application, payment and all required attachments to:

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

**Part 14 – 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: _____