



**PERMIT APPLICATION**  
**For Outdoor Advertising Sign to be Located Along a**  
**Rural Road**  
**Under the Rural Roads Act (RRA)**

<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 §21.444 and §21.435 (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 §21.445*

**Part 2 – Applicant Information**

**Full name of applicant:** \_\_\_\_\_

**Street Address:** \_\_\_\_\_

<b>City:</b> _____	<b>State:</b> _____	<b>Zip:</b> _____	<b>Country:</b> _____
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**Email:** \_\_\_\_\_

<b>(w) Phone:</b> _____	<b>Date Application Submitted:</b> _____
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**Part 3 – Location Information**

<b>Latitude</b> <i>(not required but helpful):</i> _____	<b>Longitude</b> <i>(not required but helpful):</i> _____
<b>Check One:</b>  <input type="checkbox"/> <u>Outside</u> incorporated city limits, but <u>inside</u> of ETJ  <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> _____

**What is the face size of your sign?**     Less than 100 SF     100 to 300 SF     301 to 672 SF

### Part 3 – Location Information *(continued)*

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 RRA regulated highway (*check one*):

NO     YES – If “yes”, the current Permit Number is: \_\_\_\_\_

County: \_\_\_\_\_ Hwy Name and No.: \_\_\_\_\_ Side of Hwy:  N  S  E  W

### Part 4 – Spacing

<b>Your Sign Location Distance From:</b>	<b>Public Parks (*1) 43TAC §21.429(n)</b>	<b>Interchange, Intersection, Rest Area 43 TAC §21.429 (k)</b>	<b>On and Off Ramps 43 TAC §21.429</b>	<b>To Other Outdoor Advertising Sign (*2) 43 TAC §21.429 (a) 43 TAC §21.429 (b) 43 TAC §21.429 (c)</b>
If Your Sign Face has <b>less than 100 SF</b>				
If Your Sign Face is <b>100 to 300 SF</b>				
If Your Sign Face is <b>301 SF or Greater</b>				

(\*1) **To Public Park which abuts highway regulated by the RRA** - 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 the rural road.

(\*2) **To Other Outdoor Advertising** - Two signs located at the same intersection do not violate this section if they; (1) are located so that their messages are not directed toward traffic flowing in the same direction; and (2) are not visible from the main-traveled way of an Interstate or federal-aid primary highway.

**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 §21.417 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"/> V-Shape				
<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>Number of Lighting Fixtures:</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 <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 §21.431)*

## Part 9 – Sign Face Number and Size

The maximum number of faces for a permit is 2. Complete the information for all of the faces for this sign.	<b>Face #1:</b> Length (    ) x Height (    ) = Total Square Feet of (    )
	<b>Face #2:</b> Length (    ) x Height (    ) = Total Square Feet of (    )

## Part 10 – Sign Face Material

<b>Face #1:</b> <input type="checkbox"/> Vinyl Wrap <input type="checkbox"/> Painted Bulletin <input type="checkbox"/> Tri-Vision <input type="checkbox"/> Other <i>(describe)</i>
<b>Face #2:</b> <input type="checkbox"/> Vinyl Wrap <input type="checkbox"/> Painted Bulletin <input type="checkbox"/> Tri-Vision <input type="checkbox"/> Other <i>(describe)</i>

## 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.

<b>Landowner’s Mailing Address (street, city, state, zip):</b>	<b>Landowner’s Name (please print):</b>	
	<b>Landowner’s Signature:</b>	<b>Date:</b>
	<b>Phone Number:</b>	
	<b>If Corporation, provide contact name and phone number:</b>	

## Part 12 – Verification by Municipality for Electronic Faces

This section is not required for an application for a RRA permit. Proceed to Part 14.

## Part 13 – Municipal Verification

This section is not required for an application for a RRA permit. Proceed to Part 14.

## Part 14 – Qualifying Commercial or Industrial Activities

### One Qualifying Activity Required

*One qualifying commercial or industrial activity is required if the sign will be located on a highway regulated by the RRA and the site is;*

- Outside** the boundaries of an incorporated municipality (city limits).

**TAC references for Commercial/Industrial Activities provided below are a general reference. You are encouraged to review the full text of Title 43, TAC §21.415, §21.416, and §21.429**

**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 §21.415*
- Must be located on the same side of highway as your sign site. *43 TAC §21.415*
- Must be customarily allowed only in a zoned commercial or industrial area. *43 TAC §21.416 (a) (1)*
- Must be conducted in permanent building or structure affixed to the real property. *43 TAC §21.416 (a) (2)*
- Must have an indoor restroom, running water, functioning electrical connections and permanent flooring other than dirt, gravel, or sand. *43 TAC §21.416 (a) (2) (A)*
- Must be visible from the traffic lanes of the main-traveled way. *43 TAC §21.416 (a) (2) (B)*
- Must have at least 400 square feet of its interior floor space devoted to the activity *43 TAC §21.416 (a) (2) (D)*

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

- Activities that are primarily residential (more than 50% of the building's square footage). *43 TAC §21.416 (a) (2) (C) and 43 TAC §21.416 (c)*
- Activities that are agricultural, forestry, ranching, grazing, farming and related activities including the operation of a temporary wayside fresh produce stand. *43 TAC §21.416 (b) (1)*
- Activities conducted seasonally. *43 TAC §21.416 (b) (2)*
- Activities that have not been conducted at its present location for at least 180 days. *43 TAC §21.416 (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 §21.416 (b) (4)*
- Activities that are an operation or maintenance of an outdoor advertising structure. *43 TAC §21.416 (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 conducted in a building or structure that meets the requirements of *43 TAC §21.416 (a) (2)*.
- Activities that are an apartment house or a residential condominium. *43 TAC §21.416 (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 §21.416 (b) (5) (D)*
- Activities that are a quarry or borrow pit other than the related activities conducted in a building or structure that meets the requirements of *43 TAC §21.416 (a) (2)* and the parking facilities for that building or structure. *43 TAC §21.416 (b) (5) (E)*
- Activities that are a cemetery or a place that is primarily used for worship. *43 TAC §21.416 (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 §21.416 (b) (7)*

**Information on the Commercial or Industrial Activity**

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

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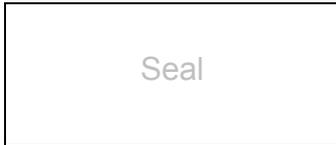
\_\_\_\_\_  
Signature of Applicant or Authorized Representative

\_\_\_\_\_  
Authorized Representative's Title

\_\_\_\_\_  
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.



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

**Part 16 – Required Attachments**

- Map showing sign's location along highway and the map's orientation to North. 43 TAC §21.409 (a) (3)
- Plat map, survey or legal description of the real estate on which the sign is to be located. 43 TAC §21.411
- 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 §21.409 (c) (3) and (4)
- Photo or sketch of sign showing all faces, location of poles, direction of faces to highway. 43 TAC §21.409 (c) (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)

**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 §21.420
- (2) The sign structure must be erected within one year of the original date of permit issuance. 43 TAC §21.421 (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 §21.414 (a)
- (4) The permit maybe transferred only with the written approval of the department and in compliance with the appropriate state rules. 43 TAC §21.422 (a)
- (5) Issuance of this permit does not create a contract or property right in the permit or the license holder. 43 TAC §21.445

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

- The sign was in existence prior to State control.
- Other: \_\_\_\_\_

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

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