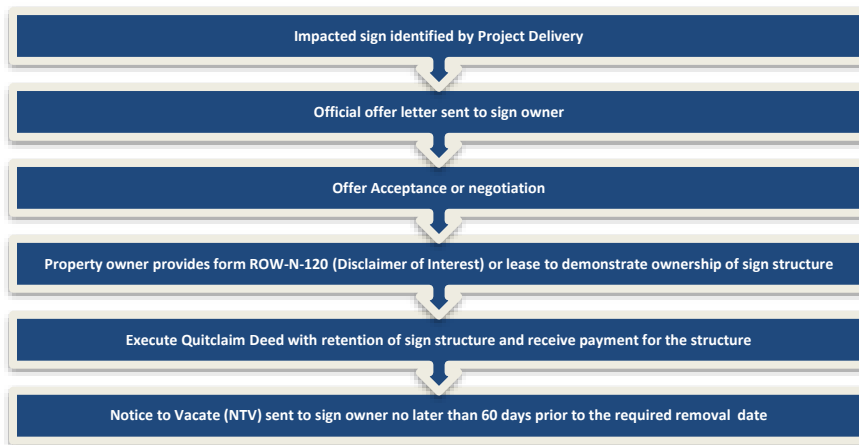


Impacted Commercial Signs

What to Expect When Your Sign is Impacted by a TXDOT Construction Project

Document Date: April 8, 2021

Process Overview



Submitting Form ROW-OA-9

If you are submitting form ROW-OA-9 independent of a new permit application, please submit the completed form along with the required documentation via email to CSRP_ImpactedSigns@txdot.gov or by mail to:

Right of Way Division
P.O. Box 5075
Austin, TX 78763-5075

If you are submitting form ROW-OA-9 in conjunction with a new permit application, please upload the completed form along with required documentation in the documents section of the online permit application.

What if I need help?

If you need help during the acquisition process, please contact TXDOT Right of Way Project Delivery or their designated contractor. Their contact information will be included in correspondence received during acquisition.

Form ROW-OA-9 can be obtained by emailing your request to CSRP_ImpactedSigns@txdot.gov.

If you need help regarding the submission of form ROW-OA-9, please contact us CSRP_ImpactedSigns@txdot.gov OR by phone at 512.416.3030

What happens next ?

When must my permitted commercial sign be removed ?

TXDOT or its designated contractor will send a Notice to Vacate (NTV) to the sign owner no later than (60) sixty days prior to the removal date specified in the NTV. The entire sign structure, as detailed in the quitclaim deed, must be removed by the date indicated on the NTV.

Do I retain the sign structure after it is removed ?

The Quitclaim Deed will detail if the sign structure is to be retained by the sign owner. If the sign owner does not elect to retain the sign structure, eligibility for an impacted sign credit is forfeited. If the sign structure is retained in the Quitclaim Deed, the sign structure must be completely removed by the date specified in the NTV or approved extension. If the sign structure is not removed by the appropriate specified date, then the sign structure reverts to the ownership of the state, and the eligibility for an impacted sign credit is forfeited.

How do I apply for an Impacted Sign Credit ?

To apply for an impacted sign credit you must submit form [ROW-OA-9 \(Impacted Sign Credit Application\)](#) along with the required supporting documentation consisting of the NTV, Quitclaim Deed, time and date stamped photos of structure before and after removal and work orders demonstrating the removal date. This form should be submitted within 60 days of the sign's removal. If the credit is issued, it is valid for a term of 48 months and must be renewed annually to remain in effect. Impacted Sign Credits are transferrable to licensed commercial sign operators for a \$25 transfer fee. The impacted sign credit must be awarded prior to its use in conjunction with an application submitted under [43 TAC § 21.192](#). **Note:** Form ROW-OA-9 may be submitted simultaneously with a new permit application however, the permit application will not be approved for inspection until the impacted sign credit is issued.

In accordance with [43 TAC § 21.195](#), an impacted sign credit will not be issued under [43 TAC § 21.192](#) for a sign relocated within a certified city.

Important to Remember Correspondence

During the initial phase of the acquisition process, the sign owner will correspond with TXDOT Right of Way Project Delivery or their designated contractor. The Commercial Signs Regulatory Program begins its' process after the sign is removed and an application for an Impacted Sign Credit is submitted.

Documentation

It is essential that the sign owner retain all documentation related to the impacted sign. Time and date stamped photos should be made of the structure prior to removal and on the date of removal to document the sign's timely removal. Please refer to the [Sign Removal Documentation Guidelines](#) to be sure that your removal documentation will meet department requirements. Work orders that demonstrate the date of removal should also be retained for later use when applying for an Impacted Sign Credit. A post removal inspection can be scheduled to document the sign removal. Please follow the instructions for requesting the inspection found in our [Sign Removal Documentation Guidelines](#).