

Acceptable Documentation: Proof of Removal

Commercial Signs Regulatory Program (CSRP)

Sign Removal Documentation

The department requires the documentation of sign removal for various reasons related to voluntary cancellation, cancellation due to enforcement actions, orders for removal and for signs removed as a result of a department construction project.

The list below outlines and describes the only forms of documentation that are accepted by the department as "Proof of Removal." This list is provided with the intent of streamlining the process for cancellation and application for impacted sign credits.

Acceptable Documentation:

Contractor Invoice: The invoice must include at a minimum the following details:

1. Date of Removal
2. Description of Work Performed to Include All Sign Components Removed
3. Date of Invoice
4. Location of Work
5. Billing Company Name and Contact Information

Time and Date Stamped Photos: Photos documenting proof of removal must meet the following criteria:

1. Time and Date Stamped
2. Submitted in Original Format (Scanned Photos or PDF Photos are not Acceptable)
3. Meta Data Must be Intact, Unedited and Show the Date Taken
4. Location Information (GPS coordinates) is Preferable, but not Required

Photos should document the sign site prior to removal and after removal. Care should be taken to demonstrate the complete removal of all sign components at the completion of the removal.

Post Removal Inspection by CSRP Staff: A post removal inspection can be scheduled with the commercial signs regulatory program to document the removal. The inspection should be scheduled for the day after the removal is complete. When an inspection is scheduled, an agent will be tasked to perform an inspection for removal and will document if the sign has been removed. No additional documentation will be needed to demonstrate removal. To schedule an inspection please contact the CSRP either by phone 512.416.3030 or by email at ROW_OutdoorAdvertising@txdot.gov. When scheduling, please have the Record ID of the sign being removed available. Once scheduled, an emailed confirmation of your removal inspection will be sent to you.



Document Submission

The acceptable documentation can be submitted to ROW_OutdoorAdvertising@txdot.gov. Be sure to reference the Record ID of the affected sign when submitting any documentation of removal. If the removal documentation is related to a sign impacted by a department construction project, it must be accompanied by the Impacted Sign Credit(ISC) application and submitted to CSRP_ImpactedSigns@txdot.gov.

Time and Date Stamp Smart Phone/Tablet Applications

The CSRP has determined that the following applications are suitable for taking time and date stamped photos on a smart phone or tablet. This list is provided only as a courtesy. The CSRP does not endorse or require the use of these applications.

1. Camera Timestamp Free
2. Timestamp Camera Free
3. Camera Auto Timestamp



Applicable Administrative Rules

43 TAC § 21.176 Cancellation of Permit: (f) A permit holder may voluntarily cancel a permit by submitting a request in writing after the sign has been removed. Subsections (c)-(e) of this section do not apply to a permit voluntarily canceled under this subsection

43 TAC § 21.192 Permit for Relocation of a Commercial Sign: (a) A commercial sign that has been timely removed from a department construction project site may be relocated in accordance with this section, §21.193 of this subchapter (relating to Location of Relocated Commercial Sign) and §21.195 of this subchapter (relating to Relocation of Sign within a Certified City) if the sign is legally erected and maintained and will be within the highway right of way as a result of a highway construction project or, under exceptional circumstances as determined by the executive director or the executive director's deputy if the sign is legally erected and maintained and the relocation will further the intended purposes of the Highway Beautification Act of 1965 (23 U.S.C. §§131, 136, 319).