



APPLICATION FOR DIRECTIONAL OR PUBLIC SERVICE OUTDOOR ADVERTISING DEVICE PERMIT

PERMIT NO: _____
(FOR DEPT. USE)

The undersigned, pursuant to the Outdoor Advertising Control Act of 1971, Act No. 160, December 15, 1971, P.L. 596, as amended, (36 P.S. 2718.101 et.seq.) and the regulations promulgated thereunder (PA Code Title 67 Chapter 445), hereby applies for a permit to erect a sign or other advertising device to be located adjacent to the National System of Interstate Highways, or the Federal-Aid Primary Highway System as these existed on June 1, 1991, and/or the National Highway System (NHS), including the additional NHS controlled miles as amended by MAP 21; and supplies the following information in support of this application:

A. APPLICANT (New Sign Owner):

Name of Applicant: _____

Title: _____

Business Name: _____

Address: _____

Telephone: _____

Email Address: _____

Check this box if you consent to receiving updates about your application status as well as billing invoices via email.

B. LAND OWNER (Where Sign Is To Be Located):

Name: _____

Address: _____

Telephone: _____

Has applicant obtained permission from the land owner to construct the sign on the owner's land? Yes No

Include a copy of the lease or other agreement, or a letter from the property owner confirming their consent. (If "No" a permit will not be granted.)

C. LOCATION OF PROPOSED SIGN:

C.1. County: _____

C.2. Municipality: _____ City Boro. Twp. TownC.3. The sign site is adjacent to State Route Number _____
 Eastbound Westbound Northbound Southbound
On the Right Left Side. GPS Coordinates, if available: _____C.4. The sign site is _____ feet East West North South
of the nearest State Route Segment Marker No. _____
and/or Mile Marker No. _____C.5. The sign site is _____ Miles Feet
 East West North South of the nearest interchange, or intersection.C.6. If available, provide any other readily identifiable fixed object that may be
used to identify the location: _____C.7. Did the applicant verify the highway right-of-way width with the PennDOT
District Engineering Office? Yes NoIf yes, the right-of-way width is: _____ ROW plan sheet must
be enclosed with the application. (Note: No part of the sign may encroach
on highway right-of-way.)C.8. Indicate the distance the sign will be from the _____ (feet) from
(check one) Centerline, Right-of-way line, Right-of-way fence, or
 Edge of pavement (the line between the lane and the shoulder) to the
closest edge of sign.C.9. Applicant is required to place a stake at least 3 feet high, with applicant's
name on it, to mark the closest edge of the sign as indicated in C.8. Is a
stake in place? Yes NoC.10. Is the sign site located adjacent to a non-limited (free) access highway?
 Yes NoIf yes, will all erection and maintenance activities, including parking of
vehicles and equipment, be performed on privately owned property?
 Yes NoIf no, the applicant must comply with Title 67 Pa. Code, Chapter 203, Work
Zone Traffic Control, and PennDOT Publication 203M, Work Zone Traffic
Control, whenever any erection or maintenance activities are performed
from within the right-of-way.

C.11. Is the sign site located adjacent to a limited access highway?

Yes No

If yes, permitted signs shall not be erected or maintained from limited access highway; access to sign must be only from private property. 67 Pa. Code § 445.9(b).

C.12. Will it be necessary to remove vegetation in highway right-of-way to enable proposed sign to be viewed? Yes No

If yes, sign will not be permitted. Vegetation in the right-of-way may not be destroyed, damaged, removed or disturbed in repairing or erecting a sign. 67 Pa. Code § 445.9(c).

D. LOCAL REGULATIONS:

D.1. Does the local municipality or county where the sign is to be located have a sign ordinance or regulations? Yes No

(if yes, include the sign ordinance)

D.2. If yes, does the sign for which application is hereby made conform to local requirements? Yes No

D.3. Does the local municipality or county require application for and issuance of a permit for the erection of a sign? Yes No

(If no, provide a letter from the municipality confirming that the sign may be erected in the proposed location.)

D.4. If yes, has the Applicant applied for and received a municipal or county permit to erect the herein proposed sign? Yes No

(If yes, provide a copy with application.)

D.5. Name of Municipality: _____

Office Address: _____

Name of Zoning/Codes Officer: _____

Telephone: _____

Email: _____

E. THIS APPLICATION IS TO (Check One of the Following):

- Erect/Change a new DIRECTIONAL sign (if checked, complete ONLY Section F, then move to Section J.)
- Erect an OFFICIAL SIGN or NOTICE (if checked, complete ONLY Section G, then move to Section J.)
- Erect a SERVICE CLUB or RELIGIOUS NOTICE (if checked, complete ONLY Section H, then move to Section J.)
- Erect a new PUBLIC SERVICE (School Bus Shelter) sign (If checked, complete ONLY Section I, then move to Section J.)

F. DIRECTIONAL SIGNS:

F.1. Complete this section for Directional Signs which meet the following criteria:

Privately-owned activities or attractions eligible for directional signing are limited to the following: natural phenomena, scenic attractions; historic, educational, cultural, scientific and religious sites, and outdoor recreational areas.

To be eligible, privately owned attractions or activities shall be nationally or regionally known, and of outstanding interest to the traveling public.

Does the activity or attraction meet the above criteria? Yes No

F.2. Message Content:

The message on directional signs shall be limited to the identification of the attraction or activity and directional information useful to the traveler in locating the attraction, such as mileage, route number or exit number. Descriptive words or phrases, and pictorial or photographic representations of the activity or its environs is prohibited.

Does the message content comply with the above? Yes No

Indicate the message content: _____

F.3. Spacing of Directional Signs:

- (a) A directional sign may not be located within 2,000 feet of an interchange, or intersection at grade along the Interstate system or other freeways (measured along the Interstate or freeway from the nearest point of the beginning or ending of the pavement widening at the exit from or entrance to the main traveled way). Does the proposed sign comply with this requirement? Yes No

Indicate distance to nearest interchange: _____

- (b) A directional sign may not be located within 2,000 feet of a safety rest area, parkland or scenic area. Does the proposed sign comply with this requirement? Yes No
- (c) Two directional signs facing the same direction of travel may not be spaced less than one mile apart. Does the proposed sign comply with this requirement? Yes No
- (d) Not more than three directional signs pertaining to the same activity and facing the same direction of travel may be erected along a single route approaching the activity. Does the proposed sign comply with this requirement? Yes No
- (e) A directional sign must be within 75 miles from the advertised activity for Interstates and within 50 miles from the advertised activity for primary highways. 67 Pa. Code § 445.3(b)(4)(vi)-(vii). Does the proposed sign comply with this requirement? Yes No

Indicate distance to activity in air miles: _____

F.4. Lighting and Size:

- (a) Signs may be illuminated, however, signs which contain, include or are illuminated by a flashing, intermittent or moving light are prohibited. Does the proposed sign comply with this requirement? Yes No
- (b) A sign may not exceed the following limits:
Maximum Height - 20 feet (top to bottom)
Maximum Length - 20 feet (side to side)
Maximum Area - 150 square feet
Does the proposed sign comply with this requirement? Yes No

Provide dimensions, including any border and trim, of the area in Square Feet:

face #1:	_____	x	_____	=	_____	s.f.
face #2:	_____	x	_____	=	_____	s.f.
face #3:	_____	x	_____	=	_____	s.f.
face #4:	_____	x	_____	=	_____	s.f.

F.5. Indicate material of face(s): wood; metal; LED;
 other (indicate) _____

F.6. Uprights: how many? _____ Material: wood; metal;
 other (indicate) _____

F.7. Approximate height above ground level to bottom of lowest face: _____

F.8. Lights? Yes No If yes, type _____

F.9. Annual Permit Fee

The annual permit fee for each directional sign is \$10.00 per sign face.

G. OFFICIAL SIGN OR NOTICE:

G.1. Official Sign or Notice:

Is the proposed sign being erected and maintained by public officers or public agencies within their territorial or zoning jurisdiction and pursuant to and in accordance with direction or authorization contained in Federal, State or local law for the purposes of carrying out an official duty or responsibility?
 Yes No

G.2. Public Officers or Agency:

Indicate the public officers or agency authorizing the sign:

G.3. Authorizing Legislation:

Indicate the Federal, State or local law authorizing the erection of the sign and provide a copy: _____

G.4. Jurisdiction:

Indicate the jurisdictional boundaries showing the territorial or zoning jurisdiction of the public officers or agency authorizing the sign and provide documentation:

G.5. Annual Permit Fee:

The annual permit fee for each official sign is \$10.00 per face.

G.6. Lighting and Size:

(a) Signs may be illuminated, however, signs which contain, include or are illuminated by a flashing, intermittent or moving light are prohibited.

Does the proposed sign comply with this requirement? Yes No

Provide dimensions, including any border and trim, of the area in Square Feet:

face #1: _____ x _____ = _____ s.f.
face #2: _____ x _____ = _____ s.f.
face #3: _____ x _____ = _____ s.f.
face #4: _____ x _____ = _____ s.f.

G.7. Indicate material of face(s): wood; metal; LED;

other (indicate) _____

G.8. Uprights: how many? _____ Material: wood; metal;

other (indicate) _____

G.9. Approximate height above ground level to bottom of lowest face: _____

G.10. Lights? Yes No If yes, type _____

H. SERVICE CLUB AND RELIGIOUS NOTICES:

H.1. Service Club and Religious Notices:

Is the erection of the proposed sign authorized by law, relating to meetings of nonprofit service clubs or charitable associations, or religious services?

Yes No

Does the proposed sign relate to meetings of nonprofit service clubs, charitable associations or religious services?

Yes No

Indicate the content of the sign: _____

H.2. Size:

Service Club and Religious Notices may not exceed 8 square feet. Pa. Code § 445.2. Does the sign exceed 8 square feet in area?

Yes No

Provide dimensions, including any border and trim, of the area in Square Feet:

face #1:	_____	x	_____	=	_____	s.f.
face #2:	_____	x	_____	=	_____	s.f.
face #3:	_____	x	_____	=	_____	s.f.
face #4:	_____	x	_____	=	_____	s.f.

H.3. Indicate material of face(s): wood; metal; LED;

other (indicate) _____

H.4. Uprights: how many? _____ Material: wood; metal;

other (indicate) _____

H.5. Approximate height above ground level to bottom of lowest face: _____

H.6. Lighting:

(a) Signs may be illuminated, however, signs which contain, include or are illuminated by a flashing, intermittent or moving light are prohibited.

Does the proposed sign meet the lighting requirements? Yes No

I. PUBLIC SERVICE SIGNS ON SCHOOL BUS SHELTERS:

I.1. Is the sign located on a school bus stop shelter, which are authorized or approved by city, county or State law, regulation or ordinance and at places approved by the city, county, State or other agency controlling the highway involved? Yes No

Does the sign identify the donor, sponsor or contributor of the shelter?
 Yes No

Does the sign contain public service safety slogans or messages that occupy at least 50% of the area of the sign? Yes No

Does the sign contain any other message? Yes No
Is the sign 32 square feet or less in area? Yes No

Provide dimensions, including any border and trim, of the area in Square Feet:

face #1:	_____	x	_____	=	_____	s.f.
face #2:	_____	x	_____	=	_____	s.f.
face #3:	_____	x	_____	=	_____	s.f.
face #4:	_____	x	_____	=	_____	s.f.

I.2. Is the school bus stop shelter approved by the School District and is it located at an approved school bus stop? Yes No

(If yes, include documentation from the School District that the desired location is an approved bus stop)

Provide name, address and telephone number of approving School District:

I.3. Provide message contents of signs:

I.4. Annual Permit Fee:

The annual permit fee for each public service sign is \$10.00 per face.

\$ 10.00 X _____ (# of sign faces) = Total Fee \$ _____

J. CONDITIONS OF ACCEPTANCE OF APPLICATION, ISSUANCE OF PERMIT

- J.1. The Applicant hereby states that they have not and will not, in any manner, cause the damage, destruction or removal of any vegetation in the highway right-of-way, except by permit pursuant to Act No. 1983 -79, the Highway Vegetation Control Act.
- J.2. Permitted signs shall not be erected or maintained from limited access highways. Access to signs must be only from private property.
- J.3. Within 30 days after erection of sign, Applicant shall submit "NOTICE OF COMPLETION" and the photographs required thereon.
- J.4. Substantially incomplete or inaccurate information submitted on this application shall be grounds for denial of permit.
- J.5. If any check for the annual permit fee is returned due to insufficiency of funds, there will be a \$38.00 service charge.
- J.6. Any change in ownership, location or specifications of sign requires submission of a new application.
- J.7. Applicant is required to meet with a PennDOT representative at the proposed sign location to review the location and application. The District Outdoor Advertising Manager will contact you to schedule a meeting.
- J.8. This permit is issued based upon the information and statements made by the applicant. Any false statements or false representations set forth herein shall cause the permit to be revoked, permit fees forfeited, sign removed at owner's cost, and subject the applicant to penalties under the laws of the Commonwealth of Pennsylvania.
- J.9. If this application is denied, the decision will be deemed final unless appealed. The applicant may appeal this denial by the Department under 2 Pa. C.S. Sections 501-508 (relating to practice and procedure of Commonwealth agencies), 1 Pa. Code Part II (relating to general rules of administrative practice and procedure) and 67 Pa. Code Chapter 491 (relating to procedures before the Department) by submitting a written request for a hearing within 30 days after the mail date of the denial, to the Administrative Docket Clerk, Office of Chief Counsel, Commonwealth Keystone Building, 400 North Street, 9th Floor, Harrisburg, Pennsylvania 17120-0096. The written request shall include a filing fee as prescribed under the requisites of 67 Pa. Code, Chapter 491, made payable to the "Commonwealth of Pennsylvania", and a copy of the denied application

shall accompany the written request. A copy of the request must also be sent to the Engineering District which denied the application, and to: Outdoor Advertising Control Manager, PennDOT, PO Box 3362, Harrisburg, Pennsylvania 17105-3362. Secretary Yassmin Gramian has issued an order waiving certain filing restrictions for administrative appeals. The Administrative Docket will now accept electronic transmission of filings, including but not limited to, a request for a hearing, subsequent correspondence, briefs, pleadings, or other documents relating to a case. All administrative appeals and filings can be sent electronically to ra-pddotadmindocket@pa.gov.

- J.10. Sign and date the CERTIFICATION. Return the CERTIFICATION with the completed application to the District Outdoor Advertising Control Manager at the address indicated on the CERTIFICATION page.
- J.11. Once a permit application has been received, reviewed, and approved by the District Outdoor Advertising Control Manager, an invoice will be generated for the initial permitting fee and sent to you by email or regular mail. This invoice must be paid prior to erection of the proposed sign.
- J.12. Applicant shall not erect the proposed sign until a permit is granted by the Department.
- J.13. If the proposed sign is not erected within 12 months after permit is granted, the permit may be revoked pursuant to Chapter 445.8(b)(1).
- J.14. A sign permit is not granted until the approval letter "Sign Permit Approved", form RW-745A, is issued by PennDOT. Any discussions or correspondence with PennDOT representatives prior to the actual issuance or denial of a permit are only for informational and guidance purposes. Neither approval nor denial of a permit shall be based on oral representations from PennDOT.
- J.15. References to Act No. 160 and the regulations, Chapter 445, herein or in discussion, are for informational purposes and guidance. Determinations in all specific cases are governed by the Outdoor Advertising Control Act of 1971, Act No. 160 as amended, and Title 67, Pa. Code Chapter 445, Outdoor Advertising Devices, copies of which are available from the District Outdoor Advertising Control Manager. Chapter 445 is available at the web site:

<http://www.pacode.com/secure/data/067/chapter445/chap445toc.html>

K. CERTIFICATION

I hereby certify, in accordance with Section 4904 of the Crimes Code (18 P.C.S. § 4904) relating to unsworn falsification to authorities, that the statements and representations set forth in this application are true and correct; and the advertising device proposed to be permitted under the application is not in violation of any state or local law, ordinance or regulation. This application is made for the purposes of obtaining the issuance of an advertising device permit according to law.

(Type or print name of applicant or agent, title and date)

(Signature of applicant or agent)

MAIL COMPLETED APPLICATION TO:

ATTENTION: OUTDOOR ADVERTISING CONTROL MANAGER

L. DEPARTMENT REVIEW:

FOR USE OF PENNSYLVANIA DEPARTMENT OF TRANSPORTATION:

Date application received: _____

Field check? No Yes and Date: _____

County _____ SR _____ Segment _____ Offset _____

Direction _____ LT. or _____ RT.

GPS : Latitude _____ Longitude _____

This application has been reviewed by (name): _____

The sign permit is: Granted Denied Incomplete

SIGN CLASSIFICATION:

- Directional
- Official Sign or Notice
- Service Club or Religious Notice
- Public Service (School Bus Stop Shelter) Sign

REMARKS:

(Signature District Outdoor Advertising Control Manager and Date)

Permit No.	County	City/Boro/Twp/Town
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Class	Fee	Date Granted
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