




# Outdoor Advertising Control Outreach Guide

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<p>OS-299 (10-22)</p>  <p><b>pennsylvania</b> DEPARTMENT OF TRANSPORTATION www.penndot.pa.gov</p>	<p>TRANSMITTAL LETTER</p>	<p>PUBLICATION: Publication 930</p> <hr/> <p>DATE: 2/22/2023</p>
<p>SUBJECT: <b>Release of the New Publication 930, <i>Outdoor Advertising Control Outreach Guide</i></b></p>		
<p>INFORMATION AND SPECIAL INSTRUCTIONS:</p> <p>PUB 930 provides guidance regarding the Department's control of outdoor advertising inside the right-of-way and outside the right-of-way based on other existing publications and the laws and regulations. The document is intended for distribution to any public audiences involved in or impacted by outdoor advertising as well as relevant Department staff.</p>		
<p>CANCEL AND DESTROY THE FOLLOWING:</p>	<p>ADDITIONAL COPIES ARE AVAILABLE FROM:</p> <p><input checked="" type="checkbox"/> PennDOT website - <a href="http://www.penndot.pa.gov">www.penndot.pa.gov</a> <i>Click on Forms, Publications &amp; Maps</i></p> <hr/> <p>APPROVED FOR ISSUANCE BY:</p> <p>Michael Carroll Acting Secretary of Transportation</p> <p>BY:</p>  <p><i>Daim E. Gray</i></p>  <p>Jonathan R. Fleming Chief Executive, Highway Administration</p>	

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## Executive Summary

With more than 120,500 miles of roadway providing critical links to the residents of and visitors to this beautiful state, the Commonwealth's top priority is that travelers can get from Point A to Point B safely.

However, Pennsylvania has a challenge with signs, which can be distracting to motorists and add additional litter and visual clutter on our roadsides. These range from billboards to event signs to small lawn signs and beyond.

The federal Highway Beautification Act of 1965 (HBA), currently 23 USC §131, states that the purpose of controlling signs is "in order to protect the public investment in such highways, to promote the safety and recreational value of public travel, and to preserve natural beauty." The HBA required state compliance and included the development of standards for signs and removal of non-conforming and illegal signs. It also authorized penalties for failure to maintain effective control.

The United States Department of Transportation's Federal Highway Administration (FHWA) performed an Independent Oversight Program (IOP) review of the Pennsylvania Department of Transportation's (PennDOT's or Department's) control of outdoor advertising devices (OADs) along our highways. The goal of the 2018 IOP was to ensure that outdoor advertising is effectively controlled to reduce the risk of noncompliance.

The IOP review found that PennDOT has not adequately demonstrated effective control of outdoor advertising. Without corrective actions, the Department could lose an allotment of Federal funding for the State's transportation programs. To summarize the review team's four observations requiring corrective action:

- Approximately 23.8% of the 491 inventoried OADs were illegally encroaching into the existing right-of-way (ROW).
- PennDOT was not maintaining an adequate inventory of OADs. Of the surveilled OADs, 352 signs were located outside of the ROW, and 113 of those had not been permitted by PennDOT.
- Of the 44 non-conforming signs identified during the surveillance, over 36% of them did not match the original permit for size, configuration, materials, or lighting. These 16 signs were therefore illegal.
- PennDOT was not adequately surveilling lawn signs. A total of 647 lawn signs were counted during the review of the 234 miles.

The following are projections based on the above-mentioned observations:

- Inside the ROW: While the sample of routes surveilled may not be representative of all controlled routes in the State, there is some value in making inferences from the collected data. If the number of illegal signs within the ROW on the surveilled routes is extrapolated for all controlled routes from the sample used during this review, there may be more than 8,600 illegal signs encroaching into the ROW on controlled routes across the Commonwealth. Extrapolating for the approximately 120,521 miles of public road mileage in Pennsylvania would grow that number to 60,260 illegal signs within the ROW, although it is acknowledged that there are many types of roads on which these signs are not likely to be placed.
- Outside the ROW: Continuing inferences from the collected data, if the number of illegal signs outside the ROW on the surveilled routes is extrapolated for all controlled routes from the sample used during this review, there may be more than 8,300 illegal signs outside the ROW on controlled routes across the State.
- Non-conforming Signs: There are currently close to 3,000 permitted non-conforming signs in the Commonwealth of Pennsylvania. Inferring from the collected data, if the number of non-conforming signs where the current conditions do not match the original application is extrapolated for all controlled routes from the sample used during this review, it is projected that approximately 1,074 non-conforming signs do not match the size, configuration, materials, or lighting as represented on the original application to the Commonwealth.
- Lawn Signs: Inferring from the collected data, if the number of lawn signs on the surveilled routes is extrapolated for all controlled routes from the sample used during this review, there may be more than 47,800 lawn signs on controlled routes across the State.

Lawn signs within the ROW are considered to be litter, as described in Pennsylvania's Litter Action Plan from 2021. The plan states, "Temporary signs [lawn signs] within the ROW not only can obstruct visibility or interfere with effectiveness of traffic control devices, but they also can pose safety hazards and are often left behind, causing them to be littered in and along Pennsylvania's roadways. Since many signs are installed illegally or without consent of PennDOT, it is everyone's responsibility to understand the laws that govern what can and cannot be placed within state ROWs to make sure that these signs do not contribute to littered items."

As part of PennDOT's action plan response to the IOP, this publication was created in 2022 to help educate on what types of signs are allowed within the ROW, how one can apply for a permit for a sign outside of the ROW, and references to key policy about outdoor advertising control (OAC). PennDOT formed three subcommittees to help develop this literature to be a resourceful user guide. The subcommittees were: Municipal Services/Local Municipality; District Outreach; and Legislative.

These subcommittees gathered beneficial content from several resources to create this guide so people outside of PennDOT know what legal rights a sign owner has and what process to follow for each specific type of sign to help ensure compliance.

The Highway Beautification Act, State Highway Law, and other related regulations demonstrate that everyone has a role in keeping our highways clear and safe. As such, the local municipalities, PennDOT, the sign owners, and the general public can help ensure our highways are safe for the traveling public.

Working collectively to address sign control will not only bring Pennsylvania in compliance with laws and regulations, but it will also help the applicable laws, policies, and regulations be more accessible and understood.

## Introduction

### Goal of the Outdoor Advertising Control Program

By prohibiting outdoor advertising in the ROW area according to State policies, PennDOT protects the safety of the traveling public and maintains the effectiveness of the Commonwealth's transportation programs. For advertising devices outside the ROW, the Outdoor Advertising Control Act of 1971, Act No. 160 ("the Act") states, "For the purpose of assuring the reasonable, orderly and effective display of outdoor advertising while remaining consistent with the national policy to protect the public investment in the interstate and primary systems; to promote the welfare, convenience and recreational value of public travel; and to preserve natural beauty, it is hereby declared to be in the public interest to control the erection and maintenance of outdoor advertising devices in areas adjacent to the interstate and primary systems within this Commonwealth" (36 P.S. §2718.102).

### Disclaimer

This manual is current as of the date of its publication shown on the cover. The user should be aware that policies, regulations, standards and forms may be subsequently revised, added or deleted. PennDOT personnel should contact the appropriate Central Office Units with questions pertaining to pending or approved changes. PennDOT personnel should make other users of this manual aware of such changes as they may affect their application, permit or inspection.

The policies and procedures herein are not an adjudication or regulation. This manual establishes the framework within which PennDOT will exercise its administrative discretion in the future. This manual is for informational purposes only, and the user should refer to the referenced Pubs for more comprehensive guidance. PennDOT reserves the discretion to deviate from this manual, if circumstances warrant. This manual is for informational purposes only; it is not regulatory.

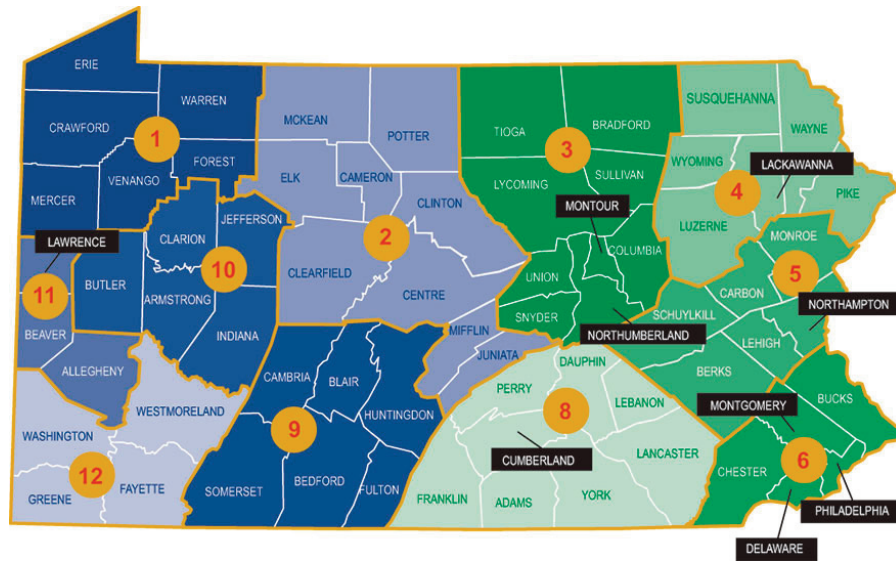
### Intended Audience

This guide is intended as an open reference for anyone wishing to obtain information on PennDOT's outdoor advertising control. While certain sections of the publication are directed at particular audiences like sign owners or municipal staff, the document gives an overall understanding of PennDOT programs, regulations for advertising devices, and advisable outdoor advertising practices.

### Guiding References

23 U.S.C. § 1.23  
Highway Beautification Act of 1965, 23 U.S.C. § 131  
23 CFR Part 750  
Outdoor Advertising Control Act, 36 P.S. § 718.102 et seq.  
67 Pa. Code Chapter 212  
67 Pa. Code Chapter 445  
PA Vehicle Code, 75 Pa. C.S. Chapter 61, Subchapter B  
Publication 46 – Traffic Engineering Manual  
Publication 236 – Handbook of Approved Signs  
Publication 581 – Highway Beautification Manual

## Your PennDOT Engineering District



## PennDOT District Outdoor Advertising Control (OAC) Managers

District	Counties	Point of Contact	PennDOT District Office
1	Crawford, Erie, Forest, Mercer, Venango, Warren	814-678-7067	255 Elm Street, Oil City, PA 16301
2	Cameron, Centre, Clearfield, Clinton, Elk, Juniata, McKean, Mifflin, Potter	814-765-0565	70 PennDOT Drive Clearfield County, PA 16830
3	Bradford, Columbia, Lycoming, Montour, Northumberland, Snyder, Sullivan, Tioga, Union	570-368-4338	715 Jordan Avenue, Montoursville, PA 17754
4	Lackawanna, Luzerne, Pike, Susquehanna, Wayne, Wyoming	570-963-3192	55 Keystone Industrial Park Dunmore, PA 18512
5	Berks, Carbon, Lehigh, Monroe, Northampton, Schuylkill	610-871-4176	1002 Hamilton Street Allentown, PA 18101
6	Bucks, Chester, Delaware, Montgomery, Philadelphia	610-205-6521	7000 Geerdes Boulevard King of Prussia, PA 19406
8	Adams, Cumberland, Dauphin, Franklin, Lancaster, Lebanon, Perry, York	717-775-8639	2140 Herr Street Harrisburg, PA 17103
9	Bedford, Blair, Cambria, Fulton, Huntingdon, Somerset	814-317-1674	1620 North Juniata Street Hollidaysburg, PA 16648
10	Armstrong, Butler, Clarion, Indiana, Jefferson	724-427-3543	2550 Oakland Avenue, Indiana, PA 15701
11	Allegheny, Beaver, Lawrence	412-429-4838	45 Thoms Run Road Bridgeville, PA 15017
12	Fayette, Greene, Washington, Westmoreland	724-439-7354	825 North Gallatin Ave. Ext. Uniontown, PA 15401



## Overview – Outdoor Advertising Control

An outdoor advertising device (OAD) is any outdoor sign, display, light, figure, painting, drawing, message, plaque, poster, billboard, or other thing that is used to advertise or inform.

Placement of outdoor advertising devices in public land and near public roadways is subject to regulation by State and Federal law. The Pennsylvania Department of Transportation (PennDOT or Department) oversees the enforcement of this regulation and administers permitting for OADs in conjunction with the Federal Highway Administration (FHWA) and local municipal governments.

### A Municipality's Role in Enforcement

Municipalities can have their own sign ordinances. PennDOT will not issue a permit for a sign along a controlled route prior to the applicant receiving local approvals. After verifying local approval, PennDOT will verify that all the information in the application complies with the Act before issuing a permit.

Municipalities may wish to consider more restrictive local ordinances governing outdoor signs. Proactive local ordinances may especially be a good option if the community has concern about excessive signs in its area. PennDOT can only take action on signs along non-controlled routes if there is a safety concern, such as obstructed sight distance or distractions at a signalized intersection.

PennDOT surveys and enforces along controlled routes only, which are those designated by the Act (available at [gis.penndot.gov/HBMS](https://gis.penndot.gov/HBMS)). This factor can cause some confusion in a municipality where intersecting roads have similar devices but are not all controlled by the Department. A municipal ordinance can assist with device consistency in such an area.

Sign owners who wish to obtain an outdoor advertising permit for an OAD on a controlled route must comply with any municipal and county regulations in addition to the State regulations. If there is a conflict between State law and local law, the stricter provisions govern.

A variance to local requirements is acceptable provided the proposed sign fully conforms to the Act and 67 Pa Code Chapter 445 ("Chapter 445"). Normally, PennDOT will not issue a sign permit until after the local permit, if any, is issued. If this procedure conflicts with the local ordinance, the Department will work with the municipality as appropriate.

The local municipality is often a prospective sign owner's first step in the sign placement process as they apply for building and zoning permits. This first contact is a great opportunity to highlight a sign owner's responsibilities and requirements under State law and regulations, including but not limited to:

- The need for a PennDOT permit for an OAD that displays off-premise advertising along controlled State highways;
- The prohibition against flashing or scrolling lights and text and all full-motion video displays on an OAD;
- The prohibition against placing objects in PennDOT's ROW; and
- PennDOT resources and contacts to assist with the OAD permitting process.

### PennDOT's Role in Enforcement

PennDOT's responsibilities regarding outdoor advertising are denoted in the Act and in Chapter 445. Outdoor advertising device regulations were first created by the federal Highway Beautification Act of 1965.

Right-of-way (ROW) is real property rights obtained for the construction, operation, maintenance, or mitigation of a transportation or related facility funded under Title 23 of the United States Code. The width of this area varies between road segments. Generally, any object placed within the legal limits of a highway ROW without official permission is an encroachment. Except for official traffic control devices (defined below), signs in the ROW create a safety hazard and must be removed. PennDOT removes these objects along Interstates and highways specified by the Act ("controlled routes," defined below).

The laws also regulate the placement of advertising devices outside the ROW along controlled routes. This outreach guide explains the conditions in which a sign owner can and should obtain an outdoor advertising permit and how that may be done. PennDOT is available to help any individuals or entities understand their responsibilities under State highway law.

Removed signs that are unclaimed will be kept for 30 days prior to being disposed of by the Department, when possible. Sign owners wishing to retrieve their removed signs can contact their PennDOT District OAC manager whose number is listed at the beginning of this outreach guide.

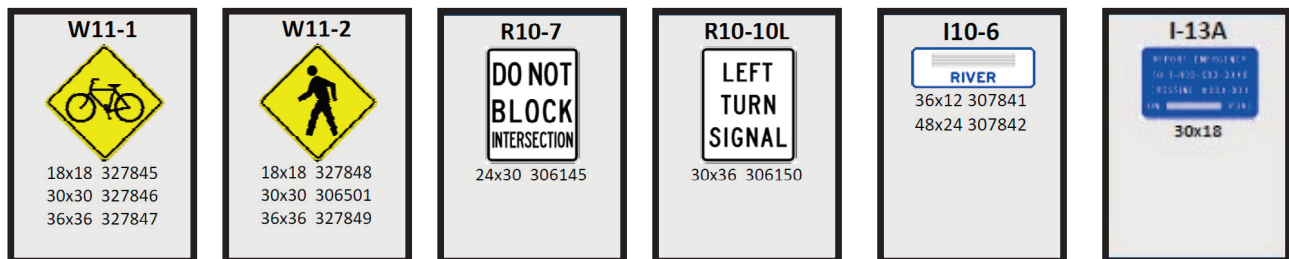
The Federal highway beautification law requires PennDOT to survey controlled routes and enforce regulations governing outdoor advertising devices along those highways. To view all controlled routes in Pennsylvania, use the interactive map of the Highway Beautification Management System (HBMS): [gis.penndot.gov/HBMS](https://gis.penndot.gov/HBMS).

**Controlled Routes** – The Highway Beautification Act (HBA) compliance applies to all signs on highways designated as the “Federal-aid primary” system as of June 1, 1991, and on any highway that is designated as part of the new National Highway System (NHS). These routes are made up of 306,000 miles of Interstate and Federal-aid primary highways and additional miles or newly designated NHS highways.

**Effective Control** – 23 U.S.C. § 131(b) states, in part: “Federal aid highway funds apportioned Federal aid highway funds apportioned ... to any state which the Secretary determines has not made provision for effective control of ... outdoor advertising signs ... shall be reduced by amounts equal to 10 per centum of the amounts which would otherwise be apportioned to such state ... until such time as such State shall provide for such effective control.”

In other words, failing to enforce the mandates regulating outdoor advertising could cost Pennsylvania up to 10% of the Federal highway funding. **Ten percent of PA’s funding is approximately \$160 million as of 2022.**

**Official Traffic Control Devices** – Signs, signals, markings, and devices consistent with 75 Pa.C.S. (relating to Vehicle Code) and Department regulations, placed or erected by authority of a public body or official having jurisdiction for the purpose of regulating, warning or guiding traffic.



## General Requirements

Signs may not be affixed in any way to a traffic control device or its supports, a utility pole, guiderail, or State-owned fencing and will be removed immediately by PennDOT when found. Traffic control devices include traffic signals, delineation devices, and PennDOT-approved regulatory, warning, and guide signs. Likewise, private signs outside the ROW and temporary signs allowed to be in the ROW must not interfere with the visibility of an official traffic control device.

Signs also may not be placed upon trees or drawn on natural features like rocks.

For signs on private property, permission from the landowner is required. If a temporary sign interferes with actual or scheduled PennDOT maintenance operations, it may be removed prior to the operations.

## Electronic Signs

- All messages/displays must remain unchanged for a minimum of five seconds.
- The time interval used to change from one complete message/display to the next complete message/display must be a maximum of one second.

- There must be no appearance of a visual dissolve or fading, in which any part of one electronic message/display appears simultaneously with any part of a second electronic message/display.
- There must be no appearance of flashing or sudden bursts of light and no appearance of animation, movement, or flow of the message/display.
- Any illumination intensity or contrast of light level must remain constant.

### Lighting

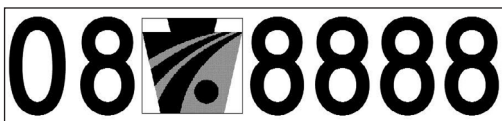
- Light beams may not be directed at a portion of the traveled way of the highway.
- The intensity of the lighting must not cause glare or otherwise impair a driver’s vision.
- Sign illumination must not interfere with the visibility of an official traffic control device.
- Only signs providing public service information (e.g., time, date, temperature, weather) may include or be illuminated by a flashing, intermittent, or moving light.

### Permit Fees

Generally, approved permits require an annual fee paid to PennDOT by mailed-in check or by credit card. The fee amount is \$10 per sign face that is 300 square feet or less in size, \$20 per face that is over 300 square feet and within 600 square feet, and \$30 per face that is over 600 square feet.

### Permit Tags

A sign owner must attach a permit tag to each sign structure requiring approval. These permit tags are received from PennDOT by mail following approval of a completed permit application and receipt of the annual permit fee, if required.



Sign Face Size	Permit Tag Dimensions
0 to 71 SF	3" X 12"
72 to 149 SF	4" X 18"
150 SF and above	8" X 36"

### Size

- On-premise signs have no size restriction, except for those adjacent to an Interstate highway, which are limited to 150 square feet.
- Off-premise signs are limited to 1200 square feet, with a maximum height of 30 feet and a maximum length of 60 feet. Those with multiple faces side-by-side are considered a single sign structure if the faces are connected at all.

### Spacing (67 Pa. Code § 445.4(b)(2)):

- For a nonlimited access highway, the minimum spacing between signs is 100 feet in cities and boroughs and 300 feet in townships.
- For a limited access highway, the minimum spacing is 500 feet between signs, regardless of the location.
- In townships, signs cannot be within 500 feet of an interchange or safety rest area, measured from the nearest pavement widening at any exit from or entrance to the main-traveled way.

**Zoning** – Except for directional signs, public service signs, and service club and religious notice signs, all off-premise advertising devices along controlled routes must be in a commercial zone, industrial zone, or similar type of zoned area. If the municipality does not have zoning, commercial or industrial activity must exist within

800 feet on the same side of the highway for the sign to be permitted. Even if the municipality gives a variance or a permit for a sign, if the location is in a zoned area other than commercial or industrial, the sign cannot be permitted by PennDOT.

## Inside the Right-of-Way vs. Outside the Right-of-Way

For the most part, only official traffic control signs approved by PennDOT are legally allowed inside the ROW. Other advertising devices found in this area may be removed immediately by PennDOT to maintain the safety of the highway and uphold highway law.

Eligible businesses may apply for and purchase tourist-oriented directional signs (TODS) and logo signs that are placed within the ROW as official traffic control signs under the administration of the PA Tourism Signing Trust. See the TODS and Logo Program sections of this guide for more information.

Signs outside the ROW along controlled routes are regulated based on whether they are on-premise or off-premise. This enforcement applies to advertising devices within 660 feet of the edge of the ROW in urban areas and even beyond 660 feet in rural areas. A place with approved boundaries and a population of 5,000 or more is considered urban.

No sign is permitted within the limited access highway ROW of State routes and Interstates. Signs found within these areas may be removed without notice.

### On-Premise vs. Off-Premise

**On-Premise** (Interstate road) – A sign on the same property as the operation being advertised and within 100 feet of that operation (whether a business, facility, or point of interest) on the same side of the road.

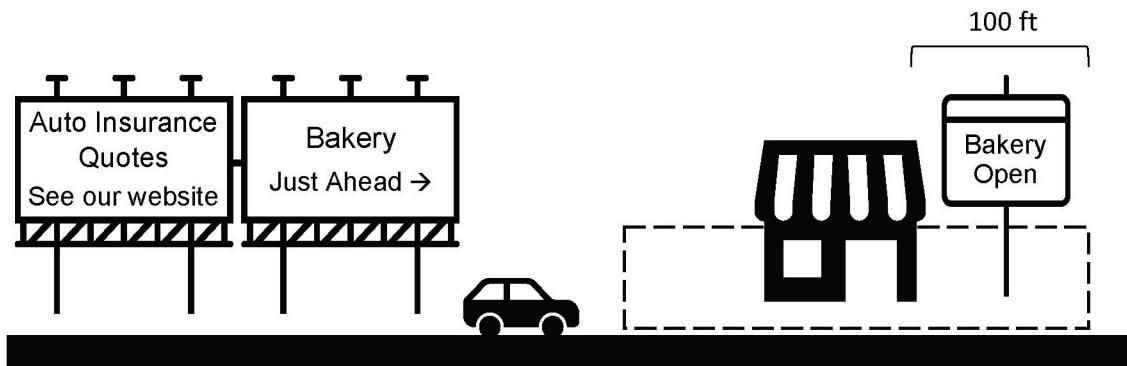
There are no restrictions on the number or size of on-premise signs, except adjacent to an Interstate highway, where signs beyond 50 feet from the advertised activity are restricted to one for each direction of travel and to 150 square feet in size. See 67 Pa. Code §§ 445.5(c)(2) and (5).

What is and is not to be considered part of the premises is paramount in identifying on-premise signs. “Premises” is defined in 67 Pa. Code § 445.2 as “the property upon which the activity is conducted as determined by physical facts rather than property lines. It is the land occupied by the buildings or other physical uses that are necessary or customarily incident to the activity, including such open spaces as are arranged and designed to be used in connection with the buildings or uses.”

For on-premise electronic advertising signs, regulations still apply to the way the content is presented, even though an outdoor advertising permit is not required.

**Off-Premise** – A sign more than 100 feet away from the operation being advertised and/or on a different property or on a different side of the road. In brief, any advertising device that does not qualify as on-premise is off-premise. The following points provide further detail defining “off-premise”:

- Land which is not used as an integral part of the principal activity, including land which is separated from the activity by a roadway, highway or other obstruction, and not used by the activity; and extensive undeveloped highway frontage contiguous to the land actually used by a commercial facility, even though it might be under the same ownership
- Land which is used for, or devoted to, a separate purpose unrelated to the advertised activity
- Land which is more than 100 feet from the principal activity, in closer proximity to the highway than to the principal activity, and developed or used only in the area of the sign site or between the sign site and the principal activity and whose purpose is for advertising purposes only. In no event may a sign site be considered part of the premises on which the advertised activity is conducted if the site is located on a narrow strip of land which is non-buildable land, or is a common or private roadway, or is held by easement or other lesser interest than the premises where the advertised activity is located.



In the image above, the structure on the left is off-premise, as the “Bakery Just Ahead” advertisement is more than 100 feet from the bakery, and the “Auto Insurance” advertisement also refers to an activity outside of the area. The “Bakery Open” sign on the right is on-premise, because it is on the premises of the activity it advertises (indicated by the dashed line extending 100 feet from the bakery building in each direction).

The flowchart on page 11 gives guidance for any particular off-premise sign. In order to qualify for permit consideration, owners of off-premise OADs must:

- Confirm the OADs are within a commercial or industrial zoned area. If there is no zoning, there must be commercial or industrial activity within 800 feet of the desired sign location.
- Provide proof of permission from the landowner.
- Provide proof of permit from the local municipality.
- Provide proof the OADs are located outside the ROW.

### Apply for a Sign Permit

The application process for an off-premise or on-premise sign is available online as well as on paper. See the next section below for a paper application.

To create an online account and begin the digital application, go to the HBMS (Highway Beautification Management System) website at [www.hbms.penndot.gov](http://www.hbms.penndot.gov).

Under the **LOGIN** button, click the link in the text, “To request a user account please click here,” and register as an individual user. Once you are approved as a user by PennDOT, go back to the HBMS login page and sign in.

In the green tabs along the top of the page, hover over "Apply For" and click "New Sign Permit". On the left side of the screen, choose the OFF-PREMISE SIGN option or the ON-PREMISE SIGN option. From there you start the application process. If at any time you need to stop and get more information, you can save your work, log out, and come back later to where you left off.

Process the application through the “Submit” screen. After it is submitted, it goes through PennDOT’s review and approval process. The sign owner receives an email or letter once the application reaches the status of “Approved (Pending Payment).” At that point the owner can make the initial annual fee payment using the invoice that is included in the notice and available in HBMS. Please see the Invoices and Payments section of this guide for details on paying an invoice.

Once payment is received, PennDOT can send an approval notification and mail the metal permit tag that must be affixed to the sign structure. A permit placement guide is provided for direction at [hbms.penndot.gov/HBMSDocs/PermitPlacementGuide.pdf](http://hbms.penndot.gov/HBMSDocs/PermitPlacementGuide.pdf).


## Paper Application for an Off-Premise Sign

A paper application is also available in place of using HBMS. The completed form should be sent to the respective PennDOT District OAC manager listed at the beginning of this outreach guide. Please use the first link below to access the form online. An instruction document is included here as well.

RW-745 Form (Application for an Off-Premise OAD Permit):  
[www.dot.state.pa.us/public/PubsForms/Forms/RW-745.pdf](http://www.dot.state.pa.us/public/PubsForms/Forms/RW-745.pdf)

RW-745I Form (Instructions for Completing the RW-745):  
[www.dot.state.pa.us/public/PubsForms/Forms/RW-745I.pdf](http://www.dot.state.pa.us/public/PubsForms/Forms/RW-745I.pdf)

RW-745 (4-21)



**APPLICATION FOR OFF-PREMISE  
OUTDOOR ADVERTISING DEVICE PERMIT**

PERMIT NO: \_\_\_\_\_  
(FOR DEPT. USE)

*(Instructions for completion of this application and related information is available as Form RW-745I)*

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 there under (67 Pa. Code, Chapter 445), hereby applies for a permit to erect a sign 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: \_\_\_\_\_

Type of Business entity, if applicable: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Consent for paperless correspondence

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

Name: \_\_\_\_\_

Address: \_\_\_\_\_


Tax Parcel Number: \_\_\_\_\_

Telephone: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

1 of 12

RW-745I (7-19)



**APPLICATION FOR OFF-PREMISE  
OUTDOOR ADVERTISING DEVICE PERMIT**

**INSTRUCTIONS AND INFORMATION FOR COMPLETING THE APPLICATION FOR  
OFF-PREMISE OUTDOOR ADVERTISING DEVICE PERMIT (FORM RW-745)**

67 Pa. Code, Chapter 445, Outdoor Advertising Devices, is available on the web site:  
<http://www.pacode.com/secure/data/067/chapter445/chap445toc.html>

Complete one application for each sign structure; one permit number will be issued for each sign structure. 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.

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.

The following Section letter and/or numbers refer to the same Section in the application:

**A. APPLICANT:**  
 The applicant and permittee must be the owner of the sign.

**B. LAND OWNER:**  
 The applicant must have permission of the land owner where the sign is to be located. In addition to the address of the proposed sign site, enter the tax parcel number. Submit a copy of the lease or other agreement, or a letter from the property owner stating their consent to use the property for the proposed sign.

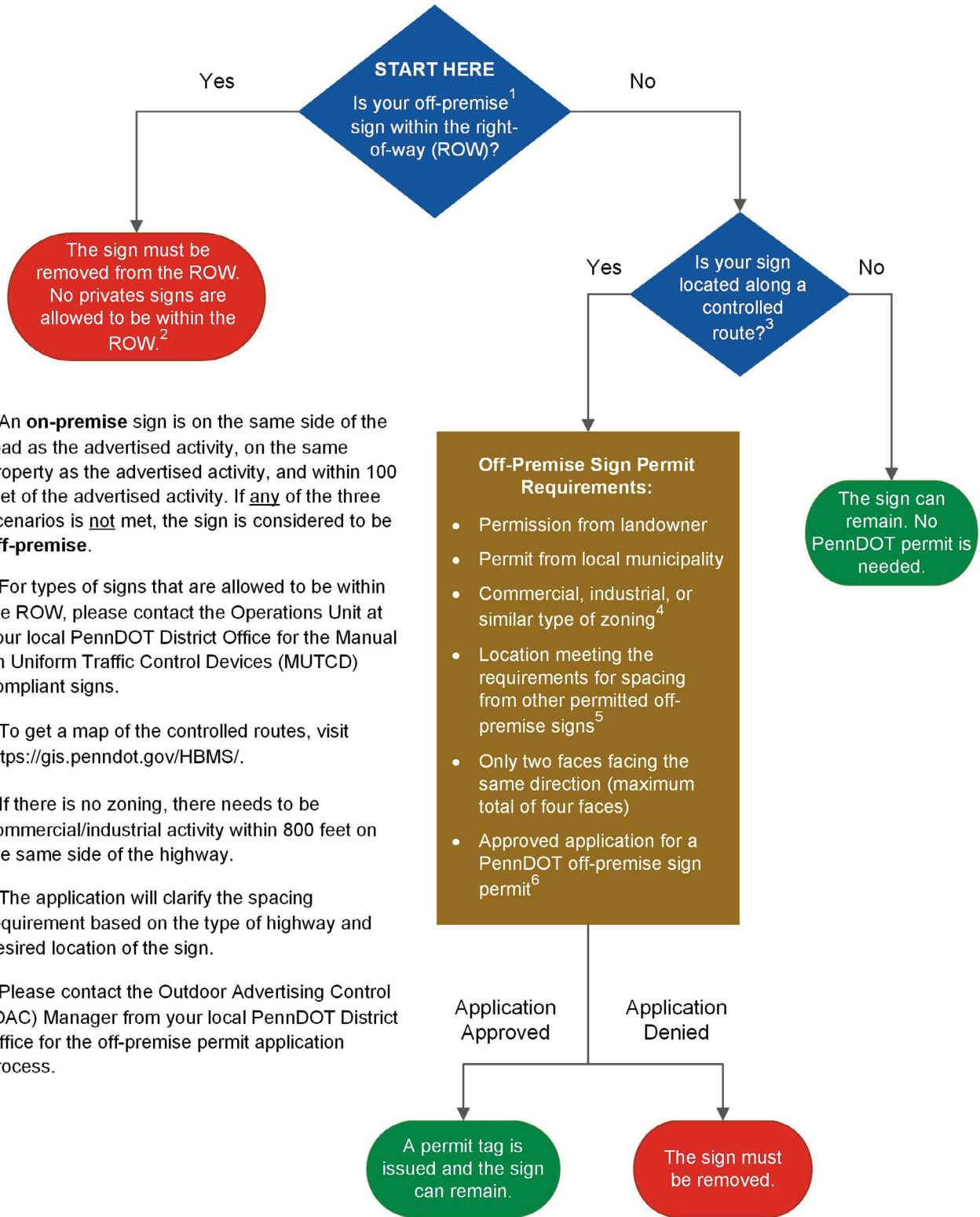
**C. Check the appropriate box to indicate application for a new sign or for information change.**

**NOTE:**

1. If the OWNERSHIP of the SIGN is changed, the applicant shall submit a new application for each sign. The current owner must sign and attach Form RW-749, Information Change for Sign Owner.
2. If the LOCATION of the sign is to be changed, a completely new application is required; upon approval, a new permit will be issued. The location of a non-conforming sign cannot be changed.

1 of 15

## Flowchart for Off-Premise Signs



<sup>1</sup> An **on-premise** sign is on the same side of the road as the advertised activity, on the same property as the advertised activity, and within 100 feet of the advertised activity. If **any** of the three scenarios is **not** met, the sign is considered to be **off-premise**.

<sup>2</sup> For types of signs that are allowed to be within the ROW, please contact the Operations Unit at your local PennDOT District Office for the Manual on Uniform Traffic Control Devices (MUTCD) compliant signs.

<sup>3</sup> To get a map of the controlled routes, visit <https://gis.penndot.gov/HBMS/>.

<sup>4</sup> If there is no zoning, there needs to be commercial/industrial activity within 800 feet on the same side of the highway.

<sup>5</sup> The application will clarify the spacing requirement based on the type of highway and desired location of the sign.

<sup>6</sup> Please contact the Outdoor Advertising Control (OAC) Manager from your local PennDOT District Office for the off-premise permit application process.

## HBMS User Guide Instructions for Off-Premise Signs



# Highway Beautification Management System User Guide

## Excerpt for Off-Premise Sign Applicants



### INTRODUCTION

The Highway Beautification Management System (HBMS) is the Pennsylvania Department of Transportation's (PennDOT) system to manage and process the permitting of Outdoor Advertising Devices (OAD). Potential or current sign owners can become registered HBMS users. Once registered, users will have access to their entire inventory of signs and will have the ability to submit an application for a new sign permit electronically. HBMS allows PennDOT to facilitate the review of the permitting process. Once sign permits are approved, HBMS users can submit sign information change applications to update sign permit details such as structural changes or ownership changes. HBMS users also have the option to elect to receive electronic notifications from HBMS. This document will highlight the registration and application submission procedures.



**PRE-LOGIN HOMEPAGE**

The Pre-Login Homepage will be the initial page encountered when the HBMS website is accessed. The Pre-Login Homepage contains a standard heading, body, and footer. Each section will be discussed in further detail below.

Home | Help | Contact Us | Download Forms

**HBMS** Highway Beautification Management System

Welcome to the Highway Beautification Management System (HBMS), the Pennsylvania Department of Transportation's (PennDOT) management tool for the effective control of Outdoor Advertising Devices. As a current or potential sign owner, this site provides you the ability to submit an application for an Outdoor Advertising Device permit online. It also facilitates the review and approval of your application and provides PennDOT with the ability to electronically communicate with sign owners about their permits.

PennDOT is required to administer and issue these permits to meet Federal Highway Administration regulations related to the Control of Outdoor Advertising section of the Highway Beautification Act.

PennDOT is responsible for the safety of the motoring public; which doesn't begin and end "between the painted lines." The areas beyond the highway pavement are also our concern. We must ensure that the highway right-of-way area, including the shoulder and beyond, is free and clear of any objects that might distract motorists and cause accidents. PennDOT must also uphold the laws regulating placement of outdoor advertising signage.

**Login**  
All highlighted fields are mandatory.  
Login ID:   
Password:   
**LOGIN**  
[Forgot Your Password?](#)  
To request a user account please click [here](#).

**Quick Links**  
[Act 160](#)  
[Chapter 445](#)  
[PA Scenic Byways](#)  
[Pub. 581](#)  
[Pub. 266](#)

Release: 1.0  
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PennDOT Privacy Policy  
Mon, Dec 29, 2014 10:41:07 AM EST

**HBMS USER REGISTRATION**

There are two HBMS registration options for business entities and individual users. The business entity registration process should be used for organizations that require more than one account. The individual user registration process should be used for individual users and organizations that only require one account.

**HBMS System Registration Options**

A **User ID and password** are necessary to electronically submit outdoor advertising device permit applications and to manage your profile and permits

**Types of User IDs:**

- **Business Entities** (e.g. advertising companies): **See below**. This user type is recommended for Business Entities that will require online access to HBMS for more than one individual within their organization. Business Entities can include commercial, non-profit, and government organizations. Users established under a Business Entity can access all the permits associated with their organization.
- **Individual Users** click [here](#) to register. This user type is recommended for individuals or organizations that will require online access to HBMS for only one individual within their organization.

**Business Entity Registration**

**Existing PennDOT Business Partners:** If you are currently registered as a business partner with the Pennsylvania Department of Transportation in ECMS, request the addition of the HBMS Applicant role be added to your profile. This request must be on company letterhead. A sample request letter in PDF format can be viewed by clicking [here](#). Your request letter should be scanned and emailed to [RA-pdECMSDSecurity@pa.gov](mailto:RA-pdECMSDSecurity@pa.gov) Upon receipt, PennDOT will add the HBMS Applicant role to your company's existing business partner profile. Your ECMS Security Administrator can then add the HBMS Applicant role to existing or new individual users at your firm.

**Organizations Not Yet Registered as Business Partners** - Complete and submit the **HBMS Login Request Form**. You must identify a Security Administrator at your firm to manage individual user IDs and privileges. E-mail the completed form to [RA-pdECMSDSecurity@pa.gov](mailto:RA-pdECMSDSecurity@pa.gov).

Upon receipt, PennDOT will create a Security Administrator role for your firm and send an email to that person to provide them with detailed instructions for logging into ECMS, updating their passwords, and other administrative functions. Your Security Administrator will also be responsible for creating user IDs and passwords for himself or herself and other representatives of your firm so they can access the HBMS system. User IDs created with this access will not be able to access ECMS unless they are granted security access through the ECMS Business Partner process.

**OFF-PREMISE SIGN APPLICATION**

To begin an off-premise sign application, click on the Off-Premise Sign Start button seen below. Once selected, the Preliminary Information for Sign Application page will be displayed.



Clicking here will begin the application for an off-premise sign.

During the application process, the applicant will have access to a resource bar containing links that will be helpful references. The following links will be provided during the application process:

- [Act 160](#) [Chapter 445](#) [PA Scenic Byways](#) [Pub. 581](#) [Pub. 266](#) [On-line Application Instructions](#)

Act 160 – Displays Act 160

Chapter 445 – Displays Chapter 445 of the PA Code

PA Scenic Byways – Provides a list of PA Scenic Byways where OADs are prohibited

Pub. 581 – Displays PennDOT's Publication regarding Highway Beautification

Pub. 266 – Displays PennDOT's brochure on Right-of-Way Encroachment and Outdoor Advertising Sign Control

On-line Application Instructions – Provides instructions on completing each application type

During the application process, a progress bar will be displayed across the top of the page body. The progress bar shows the different tabs from Preliminary to submission. The tab that the applicant is currently on will be highlighted in green. An applicant can go backwards to any tab during the application process. However, each tab must be completed in succession because answers given on one tab will dictate questions that appear on subsequent tabs.



**Preliminary**

The Preliminary Information for Sign Application page contains several questions that determine whether an applicant may be eligible for an Off-Premise Sign.

The applicant must answer each question accordingly. If an answer is provided that does not comply with federal and state regulations, a warning message will be displayed; however, HBMS does not prevent the applicant from proceeding with the application process.

**Preliminary Information for Sign Application** All highlighted fields are required

Are there any existing off-premise signs on the same side of the highway within a below indicated distance of the herein described sign structure, between the closest points of each sign structure?  Yes  No

**Select the appropriate option below.** The distance between the closest points of each sign structure shall be measured along the nearest edge of the pavement between points directly opposite the signs along the same side of the traveled way.

500 feet if limited access highway  300 feet if non-limited access in a township  100 feet if non-limited access in a city or borough

Will all erection and maintenance activities, including parking vehicles and equipment, be performed on privately owned property?  Yes  No

Is the sign location adjacent to a **limited access highway**?  Yes  No

Does the county/municipality have zoning?  Yes  No

Will the sign include a changeable message display area that will be controlled by electronic process or remote control, including, but not limited to, LED or digital lights, electronically controlled lights, video displays, etc.?  Yes  No

Is the highway adjacent to the proposed sign location in the designated **Pennsylvania Scenic Byways**? For a full description of each Scenic Byway, use the 'Pennsylvania Scenic Byways' link above.  Yes  No

If the sign is located adjacent to a limited access highway, HBMS will ask if the sign location is outside the boundaries of a city or borough. If the answer is "No", the applicant can proceed to the next Preliminary Information question.

Is the sign location adjacent to a limited access highway?  Yes  No

Is the sign location outside the boundaries of a city or borough?  Yes  No

If the answer is "Yes", the applicant must state whether or not the sign location is adjacent to an interchange or rest area on either side of the highway, or if there is an entrance or exit lane on either side of the highway within 500 feet of the proposed location.

Is the sign location adjacent to a limited access highway?  Yes  No

Is the sign location outside the boundaries of a city or borough?  Yes  No

Is the sign location adjacent to an interchange or rest area on either side of the highway, or is there an entrance or exit lane on either side of the highway within 500 feet of the proposed sign location measured along the highway from the beginning or ending of pavement widening at the exit lane from or entrance lane to the main-traveled way?  Yes  No

**Note: If the county/municipality does not have zoning, there must be a commercial or industrial activity that is within 800 feet of the sign, on the same side of the highway, clearly visible from the main-traveled way of the highway, and recognizable as commercial or industrial.**

Does the county/municipality have zoning?  Yes  No

Is there any commercial or industrial activity that is:

- within 800 feet of the sign and
- on the same side of the highway and
- clearly visible from the main-traveled way of the highway and
- recognizable as commercial or industrial?

Yes  No

The first time an applicant chooses "Yes" that they are the owner of the sign; HBMS will display all of the sign owner fields with the information provided during the HBMS registration process prepopulated. On subsequent visits, these fields will not be displayed as HBMS will have already created the records for the sign owner information.

**Sign Owner Information** All highlighted fields are required

Are you the owner of the proposed sign?  Yes  No

(Select Yes if you are applying for yourselves or your firm. Select No if you are applying on-behalf-of someone else)

---

**Sign Owner Name:**

<b>If Individual User</b>					<b>If Business Entity</b>	
Prefix	First Name	M.I.	Last Name	Suffix	Business Name	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	

**Sign Owner Contact Information:**

Prefix	First Name	M.I.	Last Name	Suffix	Title
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**Billing Address**

Address Line1	Address Line2	City	State	Zip
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**Mailing Address**

<input type="text"/>	<input type="text"/>	<input type="text"/>	State	Zip
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**Copy from Billing Address**

Phone    Ext.  Email ID  (Strongly recommended)

Is the Sign Owner a Service Club or Religious Organization?  Yes  No

(Service clubs and religious organizations are exempt from annual fees for Directional signs as long as the area of their Directional sign does not exceed 8 sq.ft.)

**Additional Information**  
 (Please provide if you have any additional information such as names of other Sign Owners and their addresses (if applicable))

(Maximum characters: 200)  
You have 200 characters left.

The first section of the Sign Owner Information page requires the applicant to enter the Sign Owner Name. The Sign Owner Name can either be an individual owner or a business entity, but not both. If the sign is owned by an individual, the individual user First Name and Last Name fields must be entered. If the sign is owned by a business entity, the Business Name field must be entered.

**Sign Owner Name:**

If Individual User					If Business Entity	
Prefix	First Name	M.I.	Last Name	Suffix	OR	Business Name
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>

Once the Sign Owner is identified, the applicant must enter the Sign Owner Contact Information. This information contains the standard contact information such as the first and last name of the point of contact, billing address, mailing address, phone number, and email address.

The applicant can select the "Copy from Billing Address" feature if the Billing Address and Mailing Address are the same. HBMS will copy the information into the Mailing Address fields.

**Note:** While the Email ID field is not required, it is strongly recommended if the sign owner wishes to receive electronic communication from PennDOT regarding the status of their application. If approved, sign owners will also be able to receive electronic copies of their annual renewal applications.

**Sign Owner Contact Information:**

Prefix	First Name	M.I.	Last Name	Suffix	Title
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Billing Address</b>	Address Line1	Address Line2	City	State	Zip
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Mailing Address</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Copy from Billing Address</b>					
Phone	Ext.	Email ID (Strongly recommended)			
<input type="text"/>	<input type="text"/>	<input type="text"/>			

HBMS will search all existing sign owner records and display any that match the search criteria provided.

**Sign Owner Information** All highlighted fields are required

Are you the owner of the proposed sign?  Yes  No

(Select Yes if you are applying for yourselves or your firm. Select No if you are applying on-behalf-of someone else)

Select the sign owner from the results(if found) by searching for Name containing

ACCO BABCOCK, INC.P O BOX 792,YORK,PA,17405	<input type="checkbox"/>
ABC SELF STORAGE,P O BOX 39,BRODHEADSVILLE,PA,18322	
ABC LIQUIDATORS,162 COOL SPRINGS DRIVE,WINDBER,PA,15963	
ABC STORAGE,366 N. MEADOWN LANE,HARRISBURG,PA,17112	
ABC OUTDOOR LLC,366 N. MEADOW LANE,HARRISBURG,PA,17112	

If the sign owner is found in the list of existing sign owners, the applicant must highlight the selection and click "Save & Next".

**Sign Owner Information** All highlighted fields are required

Are you the owner of the proposed sign?  Yes  No

(Select Yes if you are applying for yourselves or your firm. Select No if you are applying on-behalf-of someone else)

Select the sign owner from the results(if found) by searching for Name containing

ACCO BABCOCK, INC.P O BOX 792,YORK,PA,17405	<input type="checkbox"/>
ABC SELF STORAGE,P O BOX 39,BRODHEADSVILLE,PA,18322	
ABC LIQUIDATORS,162 COOL SPRINGS DRIVE,WINDBER,PA,15963	
ABC STORAGE,366 N. MEADOWN LANE,HARRISBURG,PA,17112	
ABC OUTDOOR LLC,366 N. MEADOW LANE,HARRISBURG,PA,17112	

**\* You will be required to upload the consent/authorization or signed paper application from the sign owner in the documents section. All letters of consent/authorization must be on company letterhead.**

If the sign owner is not found in the search results, the applicant must check the box labeled "Check the box if not found in list". Checking this box will display the Sign Owner fields where the applicant can enter the sign owner information. This will create a new sign owner record in HBMS.

**Sign Owner Information** All highlighted fields are required

Are you the owner of the proposed sign?  Yes  No

(Select Yes if you are applying for yourselves or your firm. Select No if you are applying on-behalf-of someone else)

Select the sign owner from the results(if found) by searching for Name containing

ACCO BABCOCK, INC.P O BOX 792,YORK,PA,17405  
 ABC SELF STORAGE P O BOX 39 BROADHEADSVILLE,PA,18322  
 ABC LIQUIDATORS,162 COOL SPRINGS DRIVE,WINDBER,PA,15963  
 ABC STORAGE,366 N. MEADOW LANE,HARRISBURG,PA,17112  
 ABC OUTDOOR LLC,366 N. MEADOW LANE,HARRISBURG,PA,17112

Check the box if owner not found in list

---

**Sign Owner Name:**

**If Individual User**

Prefix  First Name  M.I.  Last Name  Suffix  OR

**If Business Entity**

Business Name

**Sign Owner Contact Information:**

Prefix  First Name  M.I.  Last Name  Suffix  Title

**Billing Address**

Address Line1  Address Line2  City  State  Zip

**Mailing Address**

**Copy from Billing Address**

Phone    Ext.  Email ID  (Strongly recommended)

Is the Sign Owner a Service Club or Religious Organization?  Yes  No

(Service clubs and religious organizations are exempt from annual fees for Directional signs as long as the area of their Directional sign does not exceed 8 sq.ft.)

**Additional Information**  
(Please provide if you have any additional information such as names of other Sign Owners and their addresses (if applicable))

(Maximum characters: 200)  
 You have 200 characters left.

**\* You will be required to upload the consent/authorization or signed paper application from the sign owner in the documents section. All letters of consent/authorization must be on company letterhead.**

**Land Owner**

The Land Owner Information screen collects the information regarding the owner of the land that the sign will be constructed on. HBMS will first ask whether the sign owner and land owner are the same.

**Land Owner Information** All highlighted fields are required

Are Sign Owner and Land Owner the same?  Yes  No

If the sign owner and land owner are the same, HBMS will not collect any additional land owner information because it will copy the information from the sign owner fields.

**Land Owner Information** All highlighted fields are required

Are Sign Owner and Land Owner the same?  Yes  No

It is strongly recommended that you should provide the Tax Parcel ID of the sign site.  
 Do you have the Tax Parcel ID information?  Yes  No

HBMS will then ask if the applicant has the Tax Parcel ID information for the land where the sign will be located. If the applicant selects "Yes" a search box will appear where the applicant can enter at least three digits of the Tax Parcel ID and select "Search". HBMS will search all existing Tax Parcel IDs and display any that match the search criteria. If the Tax Parcel ID exists in HBMS, the applicant can highlight the Tax Parcel ID and select "Save & Next". If the Tax Parcel ID is not listed in the search results, the applicant can check the box labeled "Check the box if not found in list" and enter the new Tax Parcel ID. This will create a new Tax Parcel ID record in HBMS.

**Land Owner Information** All highlighted fields are required

Are Sign Owner and Land Owner the same  Yes  No

It is strongly recommended that you should provide the Tax Parcel ID of the sign site.  
Do you have the Tax Parcel ID information?  Yes  No

---

Select Tax Parcel ID for the land from the results(if found) by searching for ID

containing

No Results Found.

Check the box if ID not found in list

Enter new Tax Parcel ID (If not found in the list)

If the applicant indicates that the sign owner and land owner are not the same, HBMS will then ask whether the applicant has the Tax Parcel ID information where the sign will be located.

**Land Owner Information** All highlighted fields are required

Are Sign Owner and Land Owner the same  Yes  No

**\* You will be required to upload a copy of the lease or other arrangement confirming the land owner's consent in the documents section.**  
It is strongly recommended that you should provide the Tax Parcel ID of the sign site.  
Do you have the Tax Parcel ID information?  Yes  No

If the applicant does have the Tax Parcel ID, HBMS will collect the information as noted above.

**Land Owner Information** All highlighted fields are required

Are Sign Owner and Land Owner the same  Yes  No

**\* You will be required to upload a copy of the lease or other arrangement confirming the land owner's consent in the documents section.**  
It is strongly recommended that you should provide the Tax Parcel ID of the sign site.  
Do you have the Tax Parcel ID information?  Yes  No

---

Select Tax Parcel ID for the land from the results(if found) by searching

for ID containing

If the applicant does not have the Tax Parcel ID, HBMS will then display a search field for existing HBMS land owners. The applicant will enter at least three characters and select "Search". HBMS will search all existing land owners and display any that match the search criteria. If the land owner exists in HBMS, the applicant can highlight the land owner and select "Save & Next".

**Land Owner Information** All highlighted fields are required

Are Sign Owner and Land Owner the same  Yes  No

**\* You will be required to upload a copy of the lease or other arrangement confirming the land owner's consent in the documents section.**  
It is strongly recommended that you should provide the Tax Parcel ID of the sign site.  
Do you have the Tax Parcel ID information?  Yes  No

---

Select the land owner from the results(if found) by searching for Name containing

ABC LIQUIDATORS, 162 COOL SPRINGS DRIVE, WINDBER, PA, 15963

ABCD CORP, 3900 INDUSTRIAL PARK DRIVE, ALTOONA, PA, 16601

RODNEYBABCOCK, RR #1, BOX 73, ULSTER, PA, 16850

BABCOCK & WILCOX, BEAVER FALLS, PA, 15010

ABC CO, 400 STUCK ROAD, HANOVER, PA, 17331

Check the box if owner not found in list

If the land owner is not listed in the search results, the applicant can check the box labeled "Check the box if not found in list". Checking this box will display the Land Owner fields where the applicant can enter the land owner information. This will create a new land owner record in HBMS.

**Land Owner Information** All highlighted fields are required

Are Sign Owner and Land Owner the same  Yes  No

**\* You will be required to upload a copy of the lease or other arrangement confirming the land owner's consent in the documents section.**  
It is strongly recommended that you should provide the Tax Parcel ID of the sign site.  
Do you have the Tax Parcel ID information?  Yes  No

Select the land owner from the results(if found) by searching for Name containing

ABC LIQUIDATORS,162 COOL SPRINGS DRIVE,WINDBER,PA,15963  
ABCD CORP,3900 INDUSTRIAL PARK DRIVE,ALTOONA,PA,16601  
RODNEYBABCOCK RR #1, BOX 73,ULSTER,PA,18850  
BABCOCK & WILCOX, BEAVER FALLS,PA,15010  
ABC CO,400 STUCK ROAD,HANOVER,PA,17331

Check the box if owner not found in list

**Land Owner Name:**

**If Individual User** **If Business Entity**

Prefix  First Name  M.I.  Last Name  Suffix  OR Business Name

**Land Owner Contact Information:**

Prefix  First Name  M.I.  Last Name  Suffix  Title

**Permanent Address** Address Line1  Address Line2  City  State  Zip

**Mailing Address**

**Copy from Permanent Address**

Phone    Ext.  Email ID   
(Strongly recommended)

Additional Information  
(Please provide if you have any additional information such as names of other Sign Owners and their addresses (if applicable))

(Maximum characters: 200)  
You have  characters left.

The first section of the Land Owner Information page requires the applicant to enter the Land Owner Name. The Land Owner Name can either be an individual owner or a business entity, but not both. If the land is owned by an individual, the individual user First Name and Last Name fields must be entered. If the land is owned by a business entity, the Business Name field must be entered.

**Land Owner Name:**

**If Individual User** **If Business Entity**

Prefix  First Name  M.I.  Last Name  Suffix  OR Business Name

Once the Land Owner is identified, the applicant must enter the Land Owner Contact Information. This information contains the standard contact information such as the first and last name of the point of contact, permanent address, mailing address, phone number, and email address.

The applicant can select the "Copy from Permanent Address" feature if the Permanent Address and Mailing Address are the same. HBMS will copy the information into the Permanent Address fields.

**Note: While the Email ID field is not required, it is strongly recommended if the land owner wishes to receive electronic communication from PennDOT regarding the status of the permitted device located on their property.**

**Land Owner Contact Information:**

Prefix  First Name  M.I.  Last Name  Suffix  Title

**Permanent Address** Address Line1  Address Line2  City  State  Zip

**Mailing Address**

**Copy from Permanent Address**

Phone    Ext.  Email ID   
(Strongly recommended)

**Location**

The Sign Location Information screen collects the information regarding the location where the sign will be constructed. After selecting the appropriate County, HBMS will provide a drop down list of municipalities that exist within the selected county. After selecting the appropriate Municipality, HBMS will provide a drop down list of the Interstates and State Routes that existing with the selected municipality. The list of Interstates and State Routes is provided by PennDOT's Roadway Management System. If the route that the sign is to be located next to is not included on the list of Interstates and State Routes, the applicant must choose "Other". If "Other" is chosen, a field will appear for the applicant to list the name of the adjacent route.

**Sign Location Information** All highlighted fields are required

County:  Municipality:  **GPS Coordinates:** Latitude:  Longitude:  (Strongly Recommended)

The sign is adjacent to interstate/State Route  on  side, when travelling in  direction

Distance from  to the closest edge of the sign  ft.

HBMS will then ask whether the sign will be visible from other state routes. If the answer is "No" the applicant can proceed to complete the rest of the fields on the Sign Location Information screen.

Will the sign Message be visible (whether or not legible) from other state routes?  Yes  No

If the answer is "Yes", HBMS will display a list of state routes. The applicant should choose which additional state routes the sign is visible from. If the other state route is not listed, the applicant must select "Other". Once "Other" is selected, a field will appear for the applicant to list the name of the other state routes.

**Note:** To choose multiple state routes, hold the Control key and select the routes that apply.

Will the sign Message be visible (whether or not legible) from other state routes?  Yes  No

Select the state routes(s) from which the sign is visible. (Hint: Press Ctrl Key down to select more than one option)

- OTHER
- SR-11
- SR-15
- SR-34
- SR-74

If Other Please specify the list of road names

The next fields on the Sign Location Information screen collect information regarding the right-of-way where the sign will be located. The applicant must verify the highway right-of-way width with the appropriate PennDOT Engineering District. The applicant must also contact the PennDOT Engineering District to obtain a highway right-of-way plan for the sign site location.

**Applicant must verify the highway right-of-way width with the PENNDOT District Engineering Office.**

The Right-of-way width is  ft. Right-of-way information provided by  on

**Application is required to obtain a PENNDOT highway right-of-way plan for the sign site location (except for an Interstate "crossing" COTTON AREA, see instructions available in the resource bar above). Contact the local PennDOT District Engineering Office for a right-of-way plan.**

Right-of-way plan provided by  on

The remaining fields collect data regarding the sign site in relation to the interchange or intersection, route segment or mile maker, and also any landmarks that help identify the exact location of the sign.

The sign site is  of the nearest interchange, intersection.

provide name, route number (s), exit number

The sign site is  ft.  of the nearest Route Segment Marker No . offset  and/or Mile Marker No

For a new sign, 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, if staking is not feasible, some other form of making is required.

Type of marking to identify the closest edge of the sign:

If available, provide any other readily identifiable fixed object that may be used to identify the location (such as landmarks):

**Right-of-way plans can be retrieved by contacting your District office**



Note: If the route adjacent to the sign location is an interstate, the applicant must state whether the sign is located in a Cotton Area, Kerr Area Type 1, or Kerr Area Type 2. The applicant can click on each area type to see a definition.

Please note that an off-premise sign along the interstate system shall only be located in a zoned or unzoned commercial or industrial "Cotton Area" or in a "Kerr Area."  
**Please indicate the area type for the sign location along the interstate**

Cotton Area   
  Kerr Area Type 1   
  Kerr Area Type 2\*

\* You will be contacted for further required documentation.

The buttons available to the applicant at the bottom of the Sign Location Information page are Withdraw, Clear, Save & Exit, Exit, and Save & Next. The Withdraw button will end the application process and the application will be withdrawn from HBMS. If an applicant wishes to continue the application process, they must restart from the beginning. The Clear button will clear all data entered into the data fields. Save & Exit saves the data entered prior to this tab and exits the application. Exit will exit the application without saving the application data. Save & Next will save the application data and proceed to the next part of the application.

**This is for signs adjacent to Interstates only.**

**Regulations**

The Regulations Information screen collects the information regarding the local ordinances or regulations of the municipality or county where the sign will be constructed.

**Regulations Information** All highlighted fields are required

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

Enter details for either Municipality Officer or County Officer. You can enter details for both.

**Provide Municipality Zoning/Codes Officer Details**

Name  Address Line1  Address Line2  City  State  Zip -  Phone   Extn.

Email

**Provide County Zoning/Codes Officer Details**

Name  Address Line1  Address Line2  City  State  Zip -  Phone   Extn.

Email

You answered earlier in the preliminary information section that there is zoning for the county/municipality where the sign is going to be erected.

What is the zoning at the  sign?

\* You will be required to upload a copy of the zoning ordinance, or letter from county/municipality confirming the zoning in the documents section..

Zoning/codes information can be retrieved by contacting your local county or municipality office.

The first question asks whether the municipality or county has a sign ordinance or regulations.

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

If the applicant selects "Yes", HBMS will ask whether the sign will conform to those sign ordinances or regulations.

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

Does the sign, for which application is hereby made, conform to local requirements?  Yes  No

If the applicant selects "Yes", they will be required to upload a copy of the sign ordinance or letter from the municipality confirming that the sign conforms to their ordinances in the documents section. HBMS will then ask if the municipality or county require the application for and issuance of a permit for the erection of a sign. If the applicant selects "Yes", they will be required to upload a copy of the local permit for the proposed sign in the documents section.

Does the local municipality or county where sign is to be located have a sign ordinance or regulations?  
 \* You will be required to upload a copy of the sign ordinance confirming the sign conforms to their ordinances in the documents section.  Yes  No

Does the sign, for which application is hereby made, conform to local requirements?  
 \* You will be required to upload a copy of local sign approvals confirming the sign conforms to local requirements in the documents section.  Yes  No

Does the local municipality or county require application for and issuance of a permit for the erection of a sign?  
 \* You will be required to upload a copy of the local permit for the proposed sign in the documents section.  Yes  No

After answering the questions regarding the local municipality or county regulations, the applicant must complete the Municipality Zoning Officer details or the County Zoning Officer details. The details for both individuals can be entered, but only one is required.

Enter details for either Municipality Officer or County Officer. You can enter details for both.

**Provide Municipality Zoning/Codes Officer Details**

Name  Address Line1  Address Line2  City  State  Zip - Phone     Extn.

Email

**Provide County Zoning/Codes Officer Details**

Name  Address Line1  Address Line2  City  State  Zip - Phone     Extn.

Email

Based on the answer given in the Preliminary Information section HBMS will display a question regarding the zoning for the county/municipality where the sign is going to be erected. If it was indicated that county/municipality did have zoning, HBMS will collect what the zoning is at the sign site.

You answered earlier in the preliminary information section that there is zoning for the county/municipality where the sign is going to be erected.

What is the zoning at the sign?

\* You will be required to upload a copy of the zoning ordinance, or letter from county/municipality confirming the zoning in the documents section..

If it was indicated that the county/municipality did not have zoning but did have industrial or commercial activity nearby, HBMS will collect the required information regarding the activity.

You answered earlier in the preliminary information section that there is no zoning for the county/municipality where the sign is going to be erected and there is commercial or industrial activity visible from the main-traveled way of the highway and it is recognizable as commercial or industrial and within 800 feet of sign on the same side of the highway.

**Provide the details of the activity**

Activity Name  Hours of Operation  # of Yrs in Operation  Phone     Extn.

Address Line1  Address Line2  City  State  Zip -

\* You will be required to upload photographs of the commercial or industrial activity in the documents section.

The buttons available to the applicant at the bottom of the Regulations Information page are Withdraw, Clear, Save & Exit, Exit, and Save & Next. The Withdraw button will end the application process and the application will be withdrawn from HBMS. If an applicant wishes to continue the application process, they must restart from the beginning. The Clear button will clear all data entered into the data fields. Save & Exit saves the data entered prior to this tab and exits the application. Exit will exit the application without saving the application data. Save & Next will save the application data and proceed to the next part of the application.

**Structure**

The Sign Structure screen collects the information regarding the sign structure. The applicant will be asked to enter the number of sign faces.

HBMS will display fields to be entered for each sign face. The applicant will enter the size of the sign face along with the material type and whether the face has lighting that shines on it. In addition to the sign face details, the applicant must answer whether any sign face will contain, include or be illuminated by one or more flashing, intermittent or moving light. If the applicant selects "Yes", the message content of that sign face must be entered. If applicant selects "No", the Message Content field will disappear.

The buttons available to the applicant at the bottom of the Sign Structure page are Withdraw, Clear, Save & Exit, Exit, and Save & Next. The Withdraw button will end the application process and the application will be withdrawn from HBMS. If an applicant wishes to continue the application process, they must restart from the beginning. The Clear button will clear all data entered into

**Documents**

The Documents page is where the applicant will upload all of the necessary attachments to their application. The documents that are required by the answers given during the application process are marked with a \*. There are other documents listed that can be uploaded but are not required. In order to upload a document the applicant must provide a description of the document, and click "Browse" to select the appropriate file on their computer. After all files are ready to upload, click Upload All Documents. An applicant can see a description of the Document Type by clicking on the Document Type Links provided on the left.

Note: Click on the browse button to locate a document on your computer to upload. You can load more than one at a time. After all documents have been located, click **UPLOAD ALL DOCUMENTS**

Note: Max file size is 10 MBs, total upload size is 10 MBs, max file name is 50 characters, and supported file types are: pdf, doc, docx, xls, xlsx, jpg, jpeg, txt, wav, msg, mp4, mov, mp3

Based on the application data the following documents need to be uploaded to complete the processing of your permit application.

Document Type	Documents
<p><b>Supported File Types:</b> pdf,doc,docx,xls,xlsx,jpg,jpeg,txt,wav,msg,mp4,mov,mp3</p> <p><b>Max Total Upload Size:</b> 10 MB    <b>Max File Size:</b> 1 MB    <b>Max File Name:</b> 50 Characters</p> <p>Click on the Document Type link to see the description                      * <b>Required to attach at least one document</b></p>	<p><b>Hint:</b> Click on the browse button to locate a document on your computer to upload. You can load more than one at a time. After all documents have been located, click the Upload All Documents button. <b>UPLOAD ALL DOCUMENTS</b></p>
* Sign Drawings or Plans	Description: <input type="text"/> File: <input type="text"/> <input type="button" value="Browse..."/>
* Site Drawing or Plan/Aerial Map of Sign Location	Description: <input type="text"/> File: <input type="text"/> <input type="button" value="Browse..."/>
* Local Zoning Approvals	Description: <input type="text"/> File: <input type="text"/> <input type="button" value="Browse..."/>
* ROW Plans	Description: <input type="text"/> File: <input type="text"/> <input type="button" value="Browse..."/>

**Review**

The Sign Permit Application Review page allows the applicant to review all of the data that has been entered throughout the application process. The applicant can view all information by clicking the "Expand All" button.

**Sign Permit Application Review** [COLLAPSE ALL] [EXPAND ALL]

**Application #:** 19869      **Sign Type:** Off-Premise Sign      **Sign Owner:** Sign Owner      **Status:** Draft

**Entered by:** Sign Owner

- Preliminary Information
- Owners Information
- Location Information
- Local Regulations Information
- Sign Structure Details
- Documents
- Annual Fee Information

[WITHDRAW] [PRINTABLE VERSION] [EXIT] [NEXT]

The top of the Sign Permit Application Review provides a summary of the application number, sign type, sign owner, application status and the individual entering the application.

**Sign Permit Application Review** [COLLAPSE ALL] [EXPAND ALL]

**Application #:** 19869      **Sign Type:** Off-Premise Sign      **Sign Owner:** Sign Owner      **Status:** Draft

**Entered by:** Sign Owner

The Preliminary Information section displays the answers given by the application on the Preliminary Information section of the application. If any answers are incorrect, the applicant should return to that section of the application to correct the answer.

**Preliminary Information**

All erection and maintenance activities performed on privately owned property? Yes

Existing off-premise signs on the same side of the highway? No

Sign adjacent to a **limited access highway**? No

County or municipality has zoning? Yes

Sign includes changeable message display? No

Sign located in the designated **Pennsylvania Scenic Byways**? No

The Owners Information section displays the information entered by the application on the Sign Owner Information and Land Owner Information sections of the application. If any of the information is incorrect, the applicant should return to the appropriate section of the application to correct the answer.

**Owners Information**

**Sign Owner ID:** 24743  
**Business ID:** B00492

Is the Sign Owner a Service Club/religious organization? N

	Contact Name/Title/Owner Name	Permanent(Billing) Address/ Mailing Address	Phone/Email	Additional Information
<b>Sign Owner</b>	Sign Owner	Address, City, PA 11111	(111) 222-3333	
	Sign Owner	Address, City, PA 11111	signowner@email.com	
<b>Land Owner</b>	Sign Owner	Address, City, PA 11111	(111) 222-3333	
	Sign Owner	Address, City, PA 11111	signowner@email.com	

The Location Information section displays the information entered by the application on the Sign Location Information section of the application. If any of the information is incorrect, the applicant should return to that section of the application to correct the answer.

Location Information					
<b>County:</b> Dauphin	<b>Municipality:</b> Swatara T Township	<b>GPS Latitude:</b>	<b>GPS Longitude:</b>		
<b>Adjacent to SR:</b> SR-39 On: Left In the: East bound	<b>Direction</b>	<b>Distance:</b> 33.0 feet from:	Edge of Pavement	<b>Right-of-Way width:</b> 30.0 feet	
<b>Provided by:</b> js on: Feb 23, 2015	<b>Right-of-Way plan provided by:</b> JS on: Feb 23, 2015				
<b>Nearest Segment Marker No.:</b> 0020 off set	010	<b>and/or Mile Marker No.:</b>	is at a distance of: 200.0 ft. in the direction of: East		
<b>Nearest Interchange/Intersection:</b> Exit 77	is at a distance of: 20.0 feet	<b>Type of Marking:</b> Wooden stake.	<b>Land Marks:</b>		
The area type for the sign location along the interstate is:					

The Local Regulations Information section displays the information entered by the application on the Regulations Information section of the application. If any of the information is incorrect, the applicant should return to that section of the application to correct the answer.

Local Regulations Information	
<b>Municipality/County has sign ordinance or regulations?:</b>	
No PERMIT	
<b>Zoning/Codes Officer Name &amp; Address:</b> Zoning Officer, Address, City, PA 11111	<b>Phone</b> (111) 222-3333
<b>Zoning at the sign site:</b> Commercial	

The Sign Structure Details section displays the information entered by the application on the Sign Structure section of the application. If any of the information is incorrect, the applicant should return to that section of the application to correct the answer.

Sign Structure Details								
<b>Sign Structure Configuration:</b> Single Face		<b># of Uprights:</b> 1	<b>Uprights Material Type:</b> Metal					
<b>Approximate height above ground level to bottom of lowest face:</b> 20 feet								
<b>Flashing, intermittent, or moving lights on any face?:</b> No								
Face	Face Identifier	Height Ft In	Width Ft In	Area (Sq ft)	Material Type	Lights?	Lighting Type	Message Content
1		20 0	14 0	280.00	Wood	No		

The Documents section displays the files uploaded by the applicant on the Documents section of the application. If any of the files need to be re-uploaded, the applicant should return to that section of the application to upload the correct files.

Documents				
Document Type	Documents			
<small>Click on the Document Type link to see the description.</small>	<small>Click on the Document link to view the content of the document.</small>			
<b>Deed</b>	<b>Doc3.docx</b>	Deed	14639 KB	Feb 23, 2015 8:51:07 AM

The Annual Fee Information section displays the annual fee for the sign permit based on the information provided throughout the application process. The Rate Information link will provide details on how the annual fees are calculated.

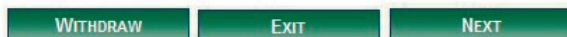
Annual Fee Information				
Click here to see <a href="#">rate information</a> for outdoor advertising signs.				
Face	Height Ft In	Width Ft In	Area (Sq ft)	Fee (\$)
1	20 0	14 0	280.00	\$10.00
<b>Total annual fee for the sign:</b>				\$10.00

The buttons available to the applicant at the bottom of the Sign Permit Application Review page are Withdraw, Printable Version, Exit, and Next. The Withdraw button will end the application process and the application will be withdrawn from HBMS. If an applicant wishes to continue the application process, they must restart from the beginning. The Printable Version button will provide the applicant with a printer-friendly version of the application. Exit will exit the application without saving the application data. Next will proceed to the next part of the application.

<b>WITHDRAW</b>	<b>PRINTABLE VERSION</b>	<b>EXIT</b>	<b>NEXT</b>
-----------------	--------------------------	-------------	-------------

Terms And Conditions	All highlighted fields are required
Please read all terms & conditions carefully and check the 'I Agree' checkbox to confirm your acceptance.	<b>I Agree</b>
The applicant acknowledges the opportunity to review "Instructions and Information for the Completion of this Application".	<input type="checkbox"/>
Permitted signs shall not be erected or maintained from limited access highways. Access to signs must be only from private property.	<input type="checkbox"/>
Substantially incomplete or inaccurate information submitted on this application shall be grounds for denial of permits.	<input type="checkbox"/>
If any check for the annual permit fee is returned due to insufficiency of funds, there will be a \$38.00 service charge.	<input type="checkbox"/>
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 PA.	<input type="checkbox"/>
Applicant shall not erect the proposed sign until a permit is granted by PennDOT.	<input type="checkbox"/>
If the proposed sign is not erected within 12 months after the permit is granted, the permit may be revoked, pursuant to chapter 445.8(b)(1)	<input type="checkbox"/>
Per 67 Pa. Code 445.9(c), 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.	<input type="checkbox"/>
Within 30 days after erection of sign, the applicant shall submit form RW-745C, Notice of Completion, and submit photographs of the sign in one of the following ways.	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Online (by logging into your account)</li> <li>• Email to <a href="#">HBMS ResourceAccount</a> along with the permit number</li> <li>• Mail the duly completed form RW-745C "NOTICE OF COMPLETION" which can be downloaded using the Download Forms link.</li> </ul>	<input type="checkbox"/>
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 for informational and guidance purposes only. Neither approval nor denial of a permit shall be based on oral representations from PennDOT.	<input type="checkbox"/>
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 the meeting.	<input type="checkbox"/>
Applicant is required to mark the sign site either by 3 ft. stake or other identifiable marking.	<input type="checkbox"/>
The applicant acknowledges that this sign will be located entirely outside of the existing State highway right-of-way. This permit is not written approval by the Pennsylvania Department of Transportation to place the sign or any portion of the structure within the legal limits of the State highway right-of-way. Pursuant to 36 P.S. Section 670-425, if the sign is determined to encroach upon the right-of-way, the applicant will, upon notification from the Department, remove the sign at the applicant's expense without delay.	<input type="checkbox"/>
Any change in ownership, location or specifications of sign requires submission of a new application.	<input type="checkbox"/>
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.	<input type="checkbox"/>
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.	<input type="checkbox"/>
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: <a href="http://www.pacode.com/secure/data/067/chapter445/chap445toc.html">http://www.pacode.com/secure/data/067/chapter445/chap445toc.html</a>	<input type="checkbox"/>
<div style="display: flex; justify-content: center; gap: 10px;"> <span style="background-color: #4CAF50; color: white; padding: 2px 10px; border-radius: 3px;">WITHDRAW</span> <span style="background-color: #4CAF50; color: white; padding: 2px 10px; border-radius: 3px;">EXIT</span> <span style="background-color: #4CAF50; color: white; padding: 2px 10px; border-radius: 3px;">NEXT</span> </div>	

The buttons available to the applicant at the bottom of the Sign Permit Application Review page are Withdraw, Exit, and Next. The Withdraw button will end the application process and the application will be withdrawn from HBMS. If an applicant wishes to continue the application process, they must restart from the beginning. Exit will exit the application without saving the application data. Next will proceed to the next part of the application.





The Submit Application page allows the applicant to choose whether or not they would like to receive paperless correspondence from PennDOT regarding the status of their application. Below the consent for paperless communication is the certification that the sign owner must review, that states that the information they have provided on the application is true and correct.

**Submit Application**
**All highlighted fields are required**

**Consent for Paperless correspondence**  
Do the following agree to receive paperless electronic communications from PennDOT using their email address regarding the decision on the application, renewal notices, violation notices etc.?

**Applicant**  Yes  No

**Enter or Update Sign Owner's Email ID:**   
**(Strongly recommended)**

If you agree to receive paperless communications, please add [HBMSResourceAccount@pa.gov](mailto:HBMSResourceAccount@pa.gov) email ID to your address book so you do not miss any communications from PennDOT.

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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 indicated in the resource bar links above.

By clicking Submit, I hereby certify, in accordance with Section 4904 of the Crimes Code (18 Pa. 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 purpose of obtaining the issuance of an advertising device permit according to law.

WITHDRAW
EXIT
SUBMIT

The buttons available to the applicant at the bottom of the Submit Application page are Withdraw, Submit, and Exit. The Withdraw button will end the application process and the application will be withdrawn from HBMS. If an applicant wishes to continue the application process, they must restart from the beginning. The Submit button will submit the application to the appropriate PennDOT District OAD Manager for review. Exit will exit the application without saving the application data.



After submitting the application, the applicant will receive the Submit Confirmation page. This page notifies the applicant that their application was successfully submitted and they will be contacted if any further information is needed. The Submit Confirmation page also provides some guidance on the next steps in the application process.

**Submit Confirmation**

**Your application has been successfully submitted.**

**You will be contacted if additional information is required.**

**Annual Fee:** \$10.00

**Next Steps: Important instructions and guidance, as listed below.**

One permit number will be issued for each structure. If your application is approved and fees are due, you will be notified that payment is due before your permit can be issued. Applicants can monitor their application status by navigating to 'My Signs' -> 'Application Status'.

Any change in ownership, location or specifications of the proposed sign requires submission of a new application and application fee.

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, and made payable to the "Commonwealth of Pennsylvania", and a copy of the denial letter shall accompany the written request. A copy of the request must also be sent to the Engineering District which denied the application, to the Outdoor Advertising Control Manager at the address indicated in the *Contact Us* page.

## Changing a Sign’s Information or Ownership

Sometime after receiving an approved permit from PennDOT for an outdoor advertising device, the owner may wish to make a change to the permit information. Necessary alterations might include the sign ownership, land ownership, sign structure, tax parcel, or other sign characteristics. The desired changes must be submitted to PennDOT and approved in order for them to be considered legal. Please note, changing the sign structure could impact the annual permit fee amount.

A paper application for ownership transfer is on the following page. Alternatively, the owner can submit a sign information change application in HBMS ([www.hbms.penndot.gov](http://www.hbms.penndot.gov)). After you log in, hover over the “Apply For” tab near the top left of the page. In the options that appear below the tab, choose “Sign Info Change.”

The first page of the online change application is for entering the permit number and selecting the type of change being made. Select the relevant option(s) and click “Save & Next” at the bottom of the page to continue into the following steps for the sign information.

As with a new sign permit application, the user does not need to complete the entire change application in one sitting. At any time the draft application can be saved, closed, and returned to later on. To find an existing draft application, go to the “Work Queue” tab near the top of any page in HBMS.

Home Help Contact Us Download Forms Change Password GIS Management System

Apply For Search Work Queue My Signs Invoice

New Sign Permit Sign Info Change Permit for Existing Sign

Act 160 Chapter 445 PA Scenic Byway Pub. 581 Pub. 266 On-line Application Instructions

Apply for Sign Info Change :

Change Scope Preliminary Sign Owner Land Owner Location Regulations Structure Documents Review

Terms & Conditions Submit

**Sign Information Change Scope** All highlighted fields are required

PennDOT need to maintain the information pertaining to all permitted OAD signs up to date. Sign Owners are required to inform PennDOT if any information is changed for the permits they own.

**Please select the type of changes (select all that apply) for the permit #:**

**Sign Location Change:** If you are relocating your sign, it is not considered as an information change and you would need to apply for a new sign permit.

**Changes which will reassess your annual fee (calculated based on the changes)**

**Sign Structural Changes**

Application to make structural changes to the sign listed on **this** permit, e.g. changes to the configuration, adding or removing sign faces, changing the dimensions of one or more sign faces, changing the lighting or message content of one or more sign faces. Will not affect any other permits.

**Changes which will not alter your annual fee**

**Sign Ownership Change**  
New sign owner is requesting that **this** sign permit (issued to a different sign owner) be transferred to their organization. Will not affect any other permits.

**Land Ownership Change**  
Application to change the land owner listed on **this** permit. Will not affect any other permits.

**Tax Parcel ID Update**  
Application to change the Tax Parcel ID for the sign site listed on **this** permit; will not affect any other permits

**Update Other Sign Information**  
Application to update information for **this** permit not covered by other change sign info options; e.g. GPS coordinates, routes sign is visible from, zoning info, etc. Will not affect any other permits.

**Note** The on-line application requires you to upload the supporting documents based on the change types. If you don't have the soft copies or scan facility you are advised to submit a paper application. You can download the paper forms using **Download Forms** link in the header.  
Along with the above changes you are required to review and confirm / update all the other sign details to enable PennDOT to maintain the accuracy of the OAD permit inventory.

CLEAR SAVE & EXIT EXIT SAVE & NEXT




Transferring ownership of an approved outdoor advertising permit can be done by paper application using one of the forms below along with the RW-749 form.

- [RW-744 – Application for On-Premise Outdoor Advertising Device Permit - Interstate Highway](#)
- [RW-745 – Application for Off-Premise Outdoor Advertising Device Permit](#)
- [RW-746 – Application for Directional or Public Service Outdoor Advertising Device Permit](#)

The RW-749 should be completed and signed by the current owner and sent to the District with the application. Please find the form linked here: [www.dot.state.pa.us/public/PubsForms/Forms/RW-749.pdf](http://www.dot.state.pa.us/public/PubsForms/Forms/RW-749.pdf)

RW-749 (06-12)

COMMONWEALTH OF PENNSYLVANIA  
DEPARTMENT OF TRANSPORTATION



**INFORMATION CHANGE FOR SIGN OWNER**

PERMIT NO.:

This information is provided in support of the application to change ownership of the existing permitted sign. This form must be accompanied by form RW-744, Application for On-Premise Outdoor Advertising Device Permit, or RW-745 Application for Off-Premise Outdoor Advertising Device Permit

Re: Transfer of Ownership of an Advertising Device

**Current Sign Owner**

Name: \_\_\_\_\_ County: \_\_\_\_\_

Address: \_\_\_\_\_ City-Boro-Twp: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ S.F.-Seg: \_\_\_\_\_

**Applicant (New Sign Owner)**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

CURRENT SIGN OWNER UNDERSTANDS AND AGREES \_\_\_\_\_  
(NAME OF APPLICANT) IS MAKING APPLICATION TO THE DEPARTMENT TO CHANGE OWNERSHIP OF THE EXISTING PERMITTED SIGN AND THAT A NEW PERMIT MAY BE ISSUED TO THE APPLICANT AND THE EXISTING PERMIT CANCELLED.

\_\_\_\_\_  
Signature of Current Sign Owner or Agent\*                      Title                      Date

**\*Note: If Agent is signatory, Current Sign Owner must provide evidence of authority.**

## Temporary Event Signs

Placement of temporary signs, including garage sale, political, real estate, and fair/carnival signs, is often illegal within State highway ROW or on utility poles or traffic control devices and their supports. This signage can be unsafe as it distracts motorists and/or impairs their vision at intersections, driveways, and shoulders. Signs can also be a safety hazard if struck by a vehicle or by highway maintenance equipment, like a mower. For everyone's safety, State workers remove this type of signage when it is placed in the right-of-way without permission.

Medians likewise should not contain any advertising devices in order to keep clear lines of sight for drivers.

Realty, campaign, and other temporary signs should be placed on private property with permission from the property owner. Since ROW limits can vary greatly in width, a helpful rule of thumb is to look for utility poles that run parallel to the roadway. Utility poles are usually placed near the ROW limits and can be used as a guide for determining the limits. However, it is possible for the State ROW to extend past these poles. Always ensure that signs are placed on private property by checking with the property owners. Your PennDOT District contact listed at the beginning of this outreach guide can assist in identifying the right-of-way limits as well.

See the appendix of this guide for a template of a letter that PennDOT can send to event staff about the regulations for banners and temporary signs. A best practice is for the Department to send a letter to every municipality in the District to inform them of the banner policy.



## Municipality Resolutions for Event Signs

A sign or banner for an event may be placed across a State highway or within the Commonwealth's right-of-way if a municipality passes a resolution designating their intention to erect such an object. In addition, the municipality must receive confirmation from PennDOT that a copy of the resolution is on file and all required issues have been adequately addressed. However, no sign or banner may be placed across or within the right-of-way of any limited access highway.

PennDOT's Publication 46, Section 2.10 contains the complete policy for "Signs and Banners across State Highways," including the requirements a resolution must meet.

A resolution may be for a single event, an event that recurs on a regular basis, or multiple events throughout the year. Permanent cables across the ROW for erection of banners are permissible provided they are noted in the resolution.

Below is a sample of a municipality resolution for banners across State highways. A resolution, and any related questions, can be submitted to the engineering district office of the municipality's county, identified here: [www.penndot.pa.gov/RegionalOffices](http://www.penndot.pa.gov/RegionalOffices). Select the appropriate county or District and then find the contact information along the right side of the page for the specific District.

**RESOLUTION #05-03**  
Banner Permits

Borough of Troy  
Resolution

WHEREAS, The Borough of Troy obtains banner permits for the erection of banners across state Highways located within the Borough; and

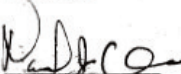
WHEREAS, The Borough of Troy desires to pass this resolution, which includes all banners, erected in the Borough of Troy on a yearly basis;

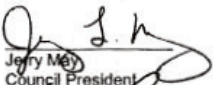
NOW, THEREFORE, BE IT RESOLVED that the Borough of Troy, County of Bradford, does herewith Provide the following information as required by the Pennsylvania Department of Transportation for all the following banner permits to be erected annually as stated, with the Borough of Troy:

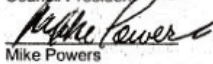
1. The locations will be as follows:  
SR6 SEGMENT 150 OFFSET 1428  
SR14 SEGMENT 360 OFFSET 470  
SR 6 SEGMENT 160 OFFSET 639
2. Vertical ground clearance will be at a minimum of 17'6"
3. The size of the plastic banners will be: 2' wide by 10' long  
The size of the Lighted garland will be: 2' wide by 20' long.
4. Event, Description of Message, Installation and Removal Dates:
  - a. Winterfest, "Winterfest, February \_\_\_\_\_", 2<sup>nd</sup> week in January, 2<sup>nd</sup> week in February.
  - b. Maple Festival, "Maple Festival, April \_\_\_\_\_", 2<sup>nd</sup> week in April, 1<sup>st</sup> week in May.
  - c. Little League, "Little League Baseball Signups", 2<sup>nd</sup> week in January, 2<sup>nd</sup> week in February.
  - d. Troy Fair, "Troy Fair July \_\_\_\_\_", 1<sup>st</sup> week in July, 1<sup>st</sup> week in August.
  - e. Heritage Fall Festival, "Heritage Fall Festival, Alparon Park, September \_\_\_\_\_", 1<sup>st</sup> week in September, 4<sup>th</sup> week in September.
  - f. Lighted Garland with clear lights, 3<sup>rd</sup> week in November, 2<sup>nd</sup> week in January.
5. Commercial Advertising will be no more than twenty percent (20%) of the message
6. Permanent cables will be used in the erection of the banners.
7. Traffic Control for erecting and removing the banner will be in accordance with the most current PENNDOT Publication for Work Zone Traffic Control.
8. The Borough of Troy Assumes the Responsibility for erecting, maintaining, and removing the banners
9. The Borough Agrees to Indemnify and Hold Harmless the Pennsylvania Department of Transportation and Department Employees from liability for damages or injury to any persons or property associated with the placement of banners
10. The Borough Authorizes the following herewith identified: Jerry May, Council President, Dan Close, Borough Manager, to execute any and all documents as may be required by the Pennsylvania Department of Transportation.

ADOPTED This resolution is hereby adopted and executed, this the 15th day of December, 2004 at a Legally advertised Public Meeting of the Borough Council of the Borough of Troy, County of Bradford, Commonwealth of Pennsylvania.

Attest: (seal)

  
Dan Close  
Borough Manager

  
Jerry May  
Council President

  
Mike Powers  
Mayor

## “Welcome To” Signs

Gateway signs (or “Welcome” signs) are those that welcome visitors to a municipality. These signs also fall under the highway beautification regulations when they are placed along controlled routes.



### Requirements for a Gateway Sign

On conventional roads and expressways, local authorities may install custom-made name signs as an alternative to the standard PennDOT 110-series signs after approval is granted by the PennDOT Engineering District. Approval is contingent upon meeting the following requirements found in Publication 46, Section 2.10:

- Sign dimensions are as follows:

Highway	Maximum Width	Maximum Area	Maximum Legend Size
Two-Lane	4 ft	12 SF	6 in/2 in
Multilane	6 ft	24 SF	8 in/3 in

- The primary message should be something like, “Welcome to \_\_\_\_\_,” with the municipality’s name composed of the largest-sized legend. A smaller-sized supplemental slogan with up to six words may be added, e.g., “The White Rose City,” “The Christmas City,” etc., and/or a symbol may be used.
- No lights, animation, directions, distances, names of officials, advertisements, or sponsorships are permitted.
- All signs must be manufactured by a PennDOT-approved sign manufacturer using approved Type III or IV retroreflective sheeting material and installed in accordance with PennDOT’s Publication 111.
- The installation of special name signs may not be possible if insufficient space exists for the signs or if the municipality changes too often within a short distance. (Existing traffic signs may be relocated at the municipality’s expense to provide room for the oversized municipal signs.)

If the sign is to be within the ROW, it must meet the requirements listed above.

If the sign is to be outside of the ROW, within the municipal border, and on land owned by the municipality or in which the municipality has a vested interest (for example, by easement), then it would be considered an on-premise sign and would not need an outdoor advertising permit. No sponsors or advertisements are allowed on this type of sign, and if any service club or religious notices will be attached, they will need their own separate permits.

If the sign is to be outside of the ROW and outside of the municipal border, then an off-premise permit from PennDOT will be required.

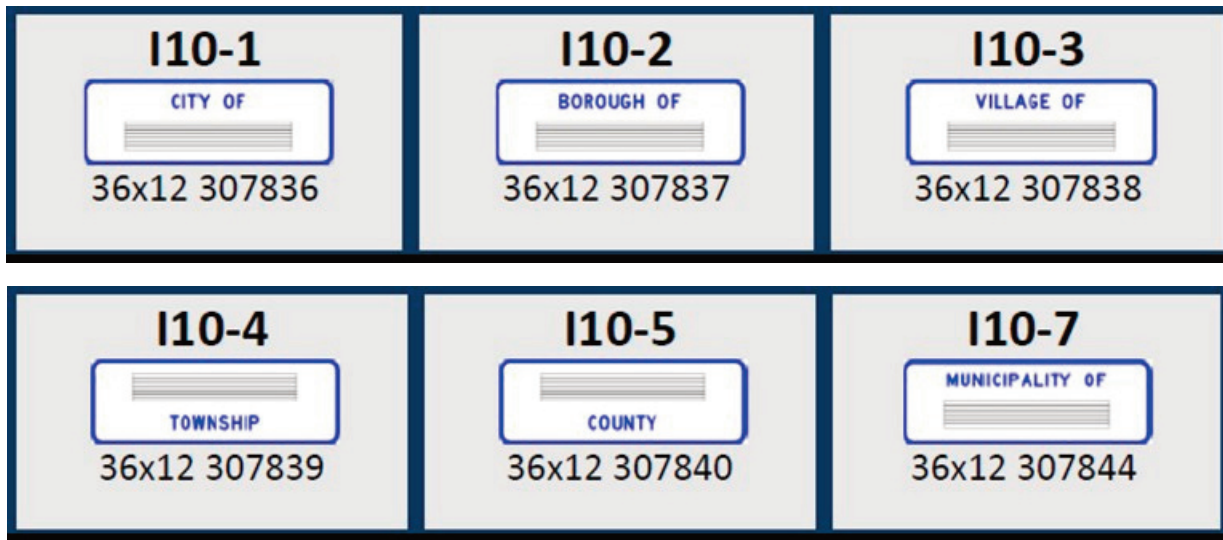
See the flowchart on page 34 for steps to take for a gateway sign in your community.

The appendix contains a template of a letter that PennDOT can send to municipalities about the regulations for welcome signs.

### **PennDOT-Provided I10-Series Municipality Signs**

The Department generally installs 36"x12" municipal name signs (I10-series) on all State highways. If a municipality does not opt for a custom-made gateway sign, local authorities also have the option of an oversized I10-series sign if they agree to cover the cost of it. In addition to the \$100 one-time administrative fee (for a request for any number of signs), the cost of the oversized version is:

- \$400 for a 48"x16" sign on two-lane highways, or
- \$500 for a 72"x24" sign on multilane highways.

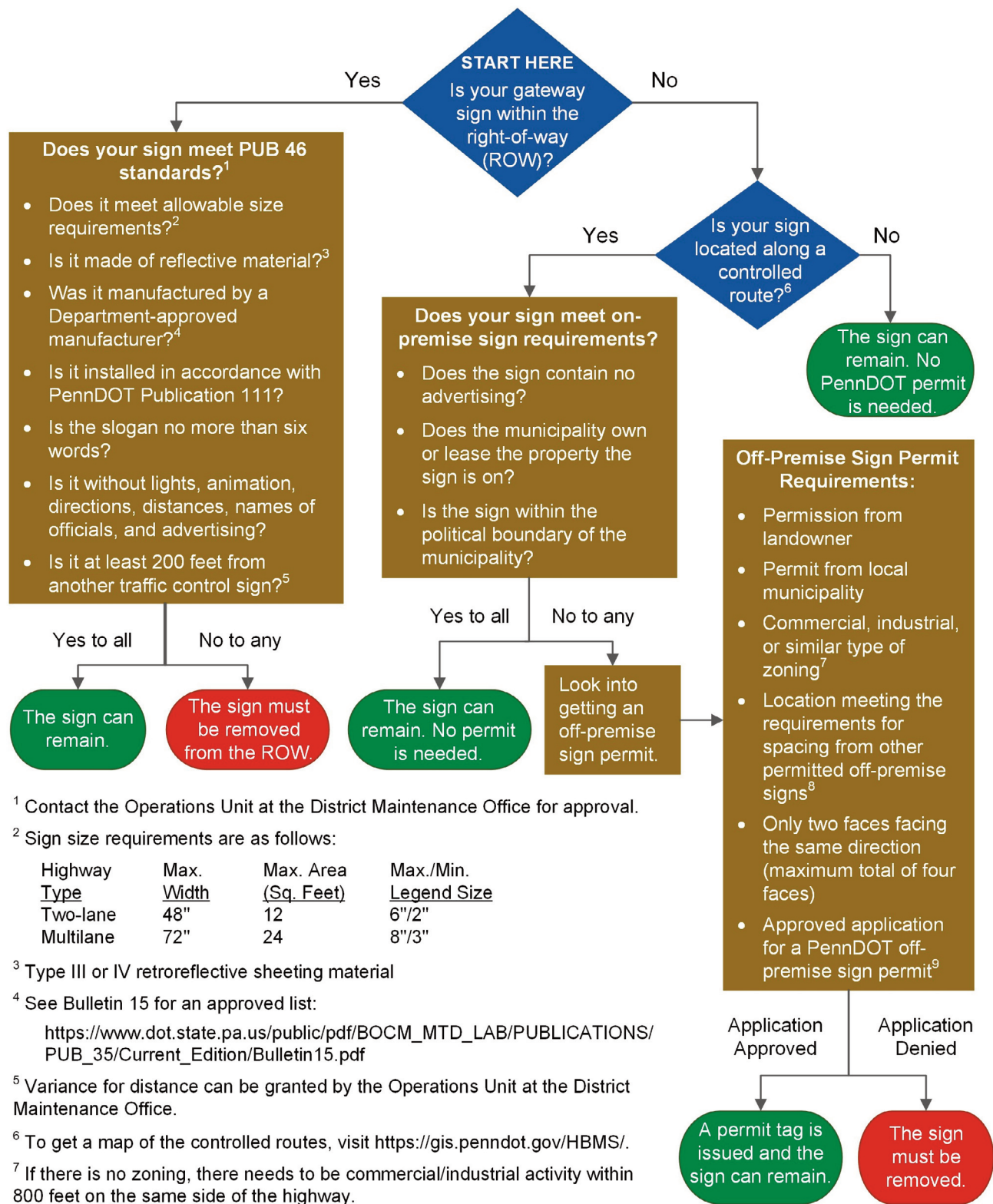


Standard I10 Municipality Sign



Oversized County Line Sign





<sup>1</sup> Contact the Operations Unit at the District Maintenance Office for approval.

<sup>2</sup> Sign size requirements are as follows:

Highway Type	Max. Width	Max. Area (Sq. Feet)	Max./Min. Legend Size
Two-lane	48"	12	6"/2"
Multilane	72"	24	8"/3"

<sup>3</sup> Type III or IV retroreflective sheeting material

<sup>4</sup> See Bulletin 15 for an approved list:

[https://www.dot.state.pa.us/public/pdf/BOCM\\_MTD\\_LAB/PUBLICATIONS/PUB\\_35/Current\\_Edition/Bulletin15.pdf](https://www.dot.state.pa.us/public/pdf/BOCM_MTD_LAB/PUBLICATIONS/PUB_35/Current_Edition/Bulletin15.pdf)

<sup>5</sup> Variance for distance can be granted by the Operations Unit at the District Maintenance Office.

<sup>6</sup> To get a map of the controlled routes, visit <https://gis.penndot.gov/HBMS/>.

<sup>7</sup> If there is no zoning, there needs to be commercial/industrial activity within 800 feet on the same side of the highway.

<sup>8</sup> The application will clarify the spacing requirement based on the type of highway and desired sign location.

<sup>9</sup> Contact the District Outdoor Advertising Control Manager for the off-premise permit application process.

## Service Club and Religious Notices

Service club and religious notices are defined in Section 445.2 as “signs and notices, whose erection is authorized by law, relating to meetings of nonprofit service clubs or charitable associations, or religious services, which signs do not exceed 8 square feet in area.”

For PennDOT’s outdoor advertising control, these signs fall under similar regulation as other off-premise devices but with three differences:

- No zoning requirement.
- No annual fee if the size is eight square feet or less and an outdoor advertising permit is obtained.
- Multiple signs may be placed on the same structure.

A service club or religious notice sign that exceeds the eight-square-foot size requirement is considered an off-premise sign, and an off-premise OAD permit must be obtained instead, which requires an annual fee.

Please note that the factors above still apply when the service club or religious notice advertisement is affixed to another sign, such as a municipality welcoming sign.

The flowchart on page 37 gives guidance for determining the next step for your sign.

### Apply for a Service Club/Religious Notice Sign Permit

The application process for a permit is available online as well as on paper. See the next section below for a paper application.

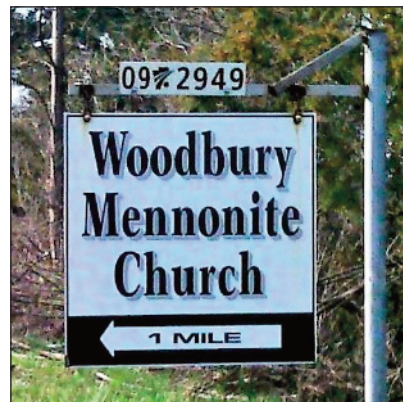
To create an online account and begin the digital application, go to the HBMS (Highway Beautification Management System) website at [www.hbms.penndot.gov](http://www.hbms.penndot.gov).

Under the LOGIN button, click the link in the text, “To request a user account please click here,” and register as an individual user. Once you are approved as a user by PennDOT, go back to the HBMS login page and sign in.

In the green tabs along the top of the page, hover over "Apply For" and click "New Sign Permit". Under the “Directional or Public Service Signs” category, choose the SERVICE CLUB/RELIGIOUS NOTICE option. From there you start the application process. If at any time you need to stop and get more information, you can save your work, log out, and come back later to where you left off.

The application process requires uploading documents to provide the following:

- Proof that the advertising device will be outside of the highway ROW. No signs may be located within the ROW.  
To request a ROW plan for the location, email [RA-PDD3DESIGNROWREQ@pa.gov](mailto:RA-PDD3DESIGNROWREQ@pa.gov). Please include the following details in your ROW plan request:
  - o County, Municipality, State Route, Segment and Offset, and/or
  - o 911 Street Address so the Department can find the property along the State Route, and/or
  - o How many feet from the nearest intersection.
- Proof that you have permission from the private landowner where the advertising device will be located. A typed or handwritten permission with a dated signature or a copy of the lease may be used as proof.



- Proof that the local municipality permits the advertising device at that location by their own regulations.

This documentation may be a copy of a completed local permit application AND a copy of an approved permit, or, if no sign ordinance exists, it may be a letter from the municipality stating no sign regulations exist.

- A detailed drawing of the sign indicating the dimensions of the faces and the height above ground level. The illustration may be a hand-drawn figure, a photo of the sign with dimensions written out on it, or a computer-drafted rendering.
- A plan view or aerial photo indicating the proposed sign location. The view may be created by a surveyor or engineer, or it may be an aerial photo from Google with an arrow indicating where the sign would be located.

Either approach should show the sign's location with respect to the State Route next to which it is located, along with other reference points in the area, so the desired sign location is easily found.


- Proof that the service club is non-profit.

### Paper Application for a Service Club/Religious Notice Sign

A paper application is also available in place of using HBMS. A service club or religious notice sign uses the Form RW-746 for directional or public service OADs. The completed form should be sent to the regional PennDOT OAC manager provided at the beginning of this outreach guide.

Please find the form linked here: [www.dot.state.pa.us/public/PubsForms/Forms/RW-746.pdf](http://www.dot.state.pa.us/public/PubsForms/Forms/RW-746.pdf)

RW-746 (5-21)



**pennsylvania**  
DEPARTMENT OF TRANSPORTATION  
[www.penndot.gov](http://www.penndot.gov)

**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: \_\_\_\_\_

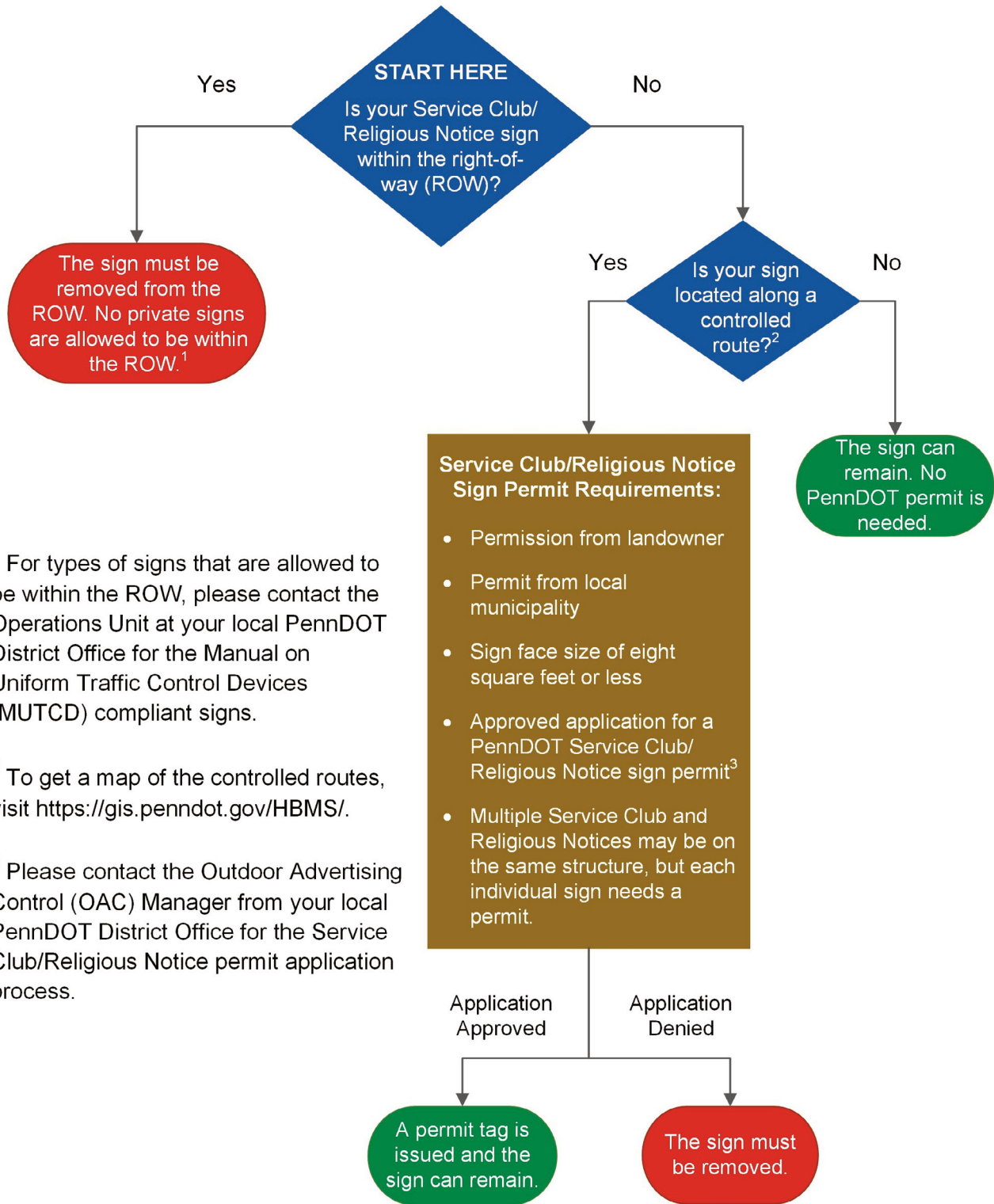
Has applicant obtained permission from the land owner to construct the sign on the owner's land?  Yes  No

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.)

1 of 13



## Flowchart for Service Club and Religious Notice Signs



<sup>1</sup> For types of signs that are allowed to be within the ROW, please contact the Operations Unit at your local PennDOT District Office for the Manual on Uniform Traffic Control Devices (MUTCD) compliant signs.

<sup>2</sup> To get a map of the controlled routes, visit <https://gis.penndot.gov/HBMS/>.

<sup>3</sup> Please contact the Outdoor Advertising Control (OAC) Manager from your local PennDOT District Office for the Service Club/Religious Notice permit application process.

## Directional Signs

Directional signs, including those for natural wonders, scenic and historical attractions, and other points of interest, must conform to the national standards found in 23 U.S.C. § 131. The device must have been placed by June 1, 1972 to qualify.

The message on directional signs may only be to identify the attraction or activity and provide directional information to travelers, such as mileage, route number, or exit number. It cannot use any descriptive words or images of the activity or its area.

A directional sign may not be located within 2,000 feet of an interchange or intersection along the Interstate system or other freeways (measured from the nearest point of the pavement widening at the exit from or entrance to the main traveled way) nor within 2,000 feet of a safety rest area, parkland, or scenic area.

The sign must also be within 75 miles of the advertised activity for Interstates and within 50 miles of the advertised activity for primary highways. See 67 Pa. Code § 445.3(b)(4)(vi)-(vii).

Two directional signs facing the same direction of travel must be spaced at least one mile apart. One activity cannot have more than three directional signs facing the same direction of travel along a single route approaching that activity.

Directional signs do not have a zoning requirement. They may be illuminated; however, they cannot contain or be illuminated by a flashing, intermittent, or moving light.

The size limits are as follows:

- Maximum height – 20 feet (top to bottom)
- Maximum length – 20 feet (side to side)
- Maximum area – 150 square feet

Each directional sign has an annual permit fee of \$10.00 per sign face.



### Apply for a Directional Sign Permit

The application process for a permit is available online as well as on paper. See the next section below for a paper application.

To create an online account and begin the digital application, go to the HBMS website at [www.hbms.penn.dot.gov](http://www.hbms.penn.dot.gov).


Under the LOGIN button, click the link in the text, "To request a user account please click here," and register as an individual user. Once you are approved as a user by PennDOT, go back to the HBMS login page and sign in.

In the green tabs along the top of the page, hover over "Apply For" and click "New Sign Permit." Under the "Directional or Public Service Signs" category, choose the DIRECTIONAL SIGN option. From there you start the application process. If at any time you need to stop and get more information, you can save your work, log out, and come back later to where you left off.

### Paper Application for a Directional Sign

A paper application is also available in place of using HBMS. The completed form should be sent to the regional PennDOT OAC manager provided at the beginning of this outreach guide.

Please find the form linked here: [www.dot.state.pa.us/public/PubsForms/Forms/RW-746.pdf](http://www.dot.state.pa.us/public/PubsForms/Forms/RW-746.pdf)

<p>RW-746 (5-21)</p>  <p><b>pennsylvania</b> DEPARTMENT OF TRANSPORTATION www.penndot.gov</p>	<p><b>APPLICATION FOR DIRECTIONAL OR PUBLIC SERVICE OUTDOOR ADVERTISING DEVICE PERMIT</b></p> <p>PERMIT NO: _____ (FOR DEPT. USE)</p> <p>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:</p> <p><b>A. APPLICANT (New Sign Owner):</b></p> <p>Name of Applicant: _____</p> <p>Title: _____</p> <p>Business Name: _____</p> <p>Address: _____</p> <p>Telephone: _____</p> <p>Email Address: _____</p> <p><input type="checkbox"/> Check this box if you consent to receiving updates about your application status as well as billing invoices via email.</p> <p><b>B. LAND OWNER (Where Sign Is To Be Located):</b></p> <p>Name: _____</p> <p>Address: _____</p> <p>Telephone: _____</p> <p>Has applicant obtained permission from the land owner to construct the sign on the owner's land? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>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.)</p> <p style="text-align: center;">1 of 13</p>
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## Official Signs

An official sign or notice is erected and maintained by public officers or public agencies within their territorial or zoning jurisdiction and in accordance with authorization contained in Federal, State, or local law for the purposes of carrying out an official duty. Official signs and notices are required or authorized by law and must conform to the national standards found in 23 U.S.C. § 131.

Historical markers authorized by State law and erected by government agencies or nonprofit historical societies outside the ROW may be considered official signs.

Jurisdictional boundaries showing the territorial or zoning jurisdiction of the public officers or agency authorizing the sign must be provided, along with documentation indicating the Federal, State, or local law that authorizes the erection of the sign.

Official signs may be illuminated; however, they cannot contain or be illuminated by a flashing, intermittent, or moving light.

Official signs have no size limitation. Each sign requires an annual permit fee of \$10.00 per face.

### Apply for an Official Sign Permit

The application process for a permit is available online as well as on paper. See the next section below for a paper application.

To create an online account and begin the digital application, go to the HBMS website at [www.hbms.penndot.gov](http://www.hbms.penndot.gov).

Under the LOGIN button, click the link in the text, "To request a user account please click here," and register as an individual user. Once you are approved as a user by PennDOT, go back to the HBMS login page and sign in.

In the green tabs along the top of the page, hover over "Apply For" and click "New Sign Permit." Under the "Directional or Public Service Signs" category, choose the OFFICIAL SIGN/NOTICE option. From there you start the application process. If at any time you need to stop and get more information, you can save your work, log out, and come back later to where you left off.


### Paper Application for an Official Sign

A paper application is also available in place of using HBMS. An official sign uses the Form RW-746 for directional or public service OADs. The completed form should be sent to the regional PennDOT OAC manager provided at the beginning of this outreach guide.

Please find the form linked here: [www.dot.state.pa.us/public/PubsForms/Forms/RW-746.pdf](http://www.dot.state.pa.us/public/PubsForms/Forms/RW-746.pdf)



RW-746 (5-21)



**pennsylvania**  
DEPARTMENT OF TRANSPORTATION  
[www.penndot.gov](http://www.penndot.gov)

**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.)

1 of 13

## Public Service Signs (Bus Shelters)

“Public service signs” are defined by 67 Pa. Code § 445.2 as “signs located on school bus stop shelters.” These signs are privately owned and usually generate income for the owner.

No zoning requirements apply, but the applicant must document that the location is an approved school bus stop as designated by the local school district. The school bus stop shelter must be authorized by city, county, or State law, regulation, or ordinance and be located at a place approved by the city, county, State, or other agency controlling the highway involved.

The sign must contain a public service safety slogan or message that occupies at least 50% of the area of the sign. It also must identify the donor, sponsor, or contributor of the shelter.

For the size, the sign cannot be greater than 32 square feet in area.

Each public service sign has an annual permit fee of \$10.00 per sign face. Applications for permits are processed on Form RW-746 or using the online application for public service signs in HBMS.



### Apply for a Public Service Sign Permit

The application process for a permit is available online as well as on paper. See the next section below for a paper application.

To create an online account and begin the digital application, go to the HBMS website at [www.hbms.penndot.gov](http://www.hbms.penndot.gov).

Under the LOGIN button, click the link in the text, “To request a user account please click here,” and register as an individual user. Once you are approved as a user by PennDOT, go back to the HBMS login page and sign in.


In the green tabs along the top of the page, hover over "Apply For" and click "New Sign Permit." Under the “Directional or Public Service Signs” category, choose the PUBLIC SERVICE SIGN option. From there you start the application process. If at any time you need to stop and get more information, you can save your work, log out, and come back later to where you left off.

### Paper Application for a Public Service Sign

A paper application is also available in place of using HBMS. The completed form should be sent to the regional PennDOT OAC manager provided at the beginning of this outreach guide.

Please find the form linked here: [www.dot.state.pa.us/public/PubsForms/Forms/RW-746.pdf](http://www.dot.state.pa.us/public/PubsForms/Forms/RW-746.pdf)

RW-746 (5-21)

 **pennsylvania**  
DEPARTMENT OF TRANSPORTATION  
www.pennDOT.gov

**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.)

1 of 13

## Tourist-Oriented Directional Signs

A tourist-oriented directional sign (TODS) is a 72"x24" or 48"x16" sign with white text on blue or brown background that indicates the name of a business and gives directional guidance to its location. These signs are constructed for individual eligible businesses and are not part of a larger signing system. They must adhere to PennDOT's TODS Policy established under 75 Pa.C.S. §6125(d).



Source: PA Tourism Signing Trust

Should you wish to pursue this type of signing, you may contact the PA Tourism Signing Trust by email at [info@palogo.org](mailto:info@palogo.org) or by phone at 877-272-1332.

Approval by the municipality is required for the sign to be erected. If a local government's ordinance prohibits a TODS, it cannot be installed. PennDOT also must approve the proposed location of the sign.

Except for arenas, colleges/universities, campgrounds, cultural centers, fairgrounds, farm markets, religious sites, roadside farm markets, schools, and military bases, a participating organization must maintain regular hours and be open to the public at least six days each week for at least 30 days per calendar year. Additionally, farm markets and roadside farm markets must maintain regular hours and be open to the public at least two days each week during the normal business season.

The TODS will be placed within five miles of the business's location. If the facility or its on-premise signing is readily visible from the highway, a TODS will not be placed immediately in advance of the business. Adequate on-premise parking or on-street parking must be available for patrons.

TODS may be installed to direct traffic to each entrance of an eligible business beginning at the nearest access point from a conventional road with an average of at least 2,000 vehicles per day. The signs cannot direct motorists onto or off any freeway or expressway.

For the full TODS guidelines, along with a list of the eligible types of facilities and a description of each, see PennDOT's Publication 46, Section 2.7.

### Cost of a TODS

The applicant is responsible for the costs established by the PA Tourism Signing Trust for installing each TODS. Additionally, the applicant is responsible for all maintenance costs performed by the Trust and all costs incurred due to the adjustment, relocation, covering, or removal of TODS to comply with the requirements set forth in the policy.

An application fee and an initial payment for the purchase of the TODS is required before its installation. The costs are determined by the Trust and may be found at [palogo.org/tods-program/tods-sign-size-and-cost](http://palogo.org/tods-program/tods-sign-size-and-cost).

The initial cost differs for a rural location, which entails a standard sign, and an urban or restricted ROW location, which entails a smaller sign.

Likewise, the business participant is responsible for costs associated with the repair and/or replacement of a TODS. Upon learning that a TODS is in need of repair or replacement, the Trust performs the necessary work and invoices the business for those exact costs, up to a maximum of the cost of a new sign according to the fee structure in place at the time.

This means there is no annual fee associated with the TODS Program and no additional cost to the business after the initial payment until the sign needs repair or replacement.

## TODS FAQs

The PA Tourism Signing Trust website has a page for frequently asked questions, found here: [palogo.org/tods-program/tods-faq](http://palogo.org/tods-program/tods-faq).

### Apply for a TODS

The application form and step-by-step instructions for eligible participants are also available online at [palogo.org/tods-program/how-to-apply-for-tods](http://palogo.org/tods-program/how-to-apply-for-tods). A completed application, a map or drawing of the desired sign location, and the required application fee can be mailed to:

PA Tourism Signing Trust  
 2300 Vartan Way, Suite 275  
 Harrisburg, PA 17110-9794

## Logo Program

The Logo Program is a traveler information service provided for motorists who travel Pennsylvania highways. Logo signs are installed along certain sections of Pennsylvania’s Interstate Highway system as well as on many non-Interstate freeways. The program identifies eligible businesses that are accessible at the exits and provides a series of trailblazing signs at every turn specifically to help reach them. These businesses must adhere to PennDOT’s Logo Program policy, which is established under 23 U.S.C. §§ 109(d), 131(f), and 315 as well as 75 Pa.C.S. § 6122.

Should you wish to pursue this type of signing, you may contact the PA Tourism Signing Trust by email at [info@palogo.org](mailto:info@palogo.org) or by phone at 877-272-1332.

The applicant is responsible for the costs established by the PA Tourism Signing Trust for the installation of logo signs. In addition to a one-time installation cost, the applicant will be responsible for annual fees each year after the first year of being in the program. Please see the Trust’s website at [palogo.org](http://palogo.org) for more details.



Source: PA Tourism Signing Trust

Logo signs consist of five services – Gas, Food, Lodging, Camping, and Attractions. To qualify, the services must be open to the public regardless of patrons’ race, religion, color, sex, or national origin. Each facility must have adequate on-premise signing that is clearly visible to approaching motorists and identifies the service location. The complete guidelines, which provide additional criteria for eligibility to participate in the Logo Program, can be found on the Trust’s website or in Section 2.14 of PennDOT’s Publication 46.

Mainline logo signs are installed prior to the exit ramp at an interchange where a business is located. Additional ramp signs and trailblazer signs are installed as necessary to provide the motorist with guidance to the business. The normal maximum distance that services may be located from the end of the off-ramp to qualify for a logo sign is as follows:

<u>Service</u>	<u>Distance</u>
Gas	1.0 mile
Food	2.0 miles
Lodging	3.0 miles
Camping	5.0 miles
Attraction	5.0/15.0 miles*

\*5.0 miles from an interchange identified by the Department’s Urban Boundary Classification Maps or 15.0 miles from a rural interchange



## Cost of a Logo Sign

Logo signs have a one-time installment cost as well as annual fees after the first year. Additionally, the business participant is responsible for the cost to have the logo fabricated according to PennDOT specifications.

The installment cost depends on whether there is interchange signing in one direction or two directions. Annual fees are based on the number of mainline highway signs, ramp signs, and trailblazers. These fees cover the costs for the PA Tourism Signing Trust to perform any necessary work to repair or replace logo signs. Costs to replace the business logos are the responsibility of the business.

For the current cost amounts, please see the Logo Program participation fees on the Trust's website at [palogo.org/logo-program](http://palogo.org/logo-program).

## Logo Program FAQs

The PA Tourism Signing Trust website also has a page for frequently asked questions, found here: [palogo.org/logo-program/logo-program-faq](http://palogo.org/logo-program/logo-program-faq).

## Apply for a Logo Sign

Step-by-step instructions for eligible participants and the form for each type of service are available online at [palogo.org/logo-program](http://palogo.org/logo-program). A completed application, a map or drawing of the desired sign location, and the required application fee can be mailed to:

PA Tourism Signing Trust  
2300 Vartan Way, Suite 275  
Harrisburg, PA 17110-9794

## Invoices and Payments for OAD Permits

The Department highly recommends paying outdoor advertising permit fees online by credit card. Payments mailed in by check can take up to five weeks to process, whereas online payments made by credit card typically clear within 24 hours, and an email receipt confirms the payment.

Since the payment processes overnight, please do not try to pay for the same invoice twice in one day. The system would not yet be updated with the first payment attempt, so it would allow payment to be made for the same invoice multiple times.

### FAQs for Online Payment

**Q: Is there an additional charge for paying by credit card?**

A: No. A credit card payment has no additional charge to the payee.

**Q: Can I pay for multiple invoices at once?**

A: No. Each invoice must be processed through the site separately.

**Q: Why does my invoice still show as unpaid in HBMS after I completed the payment?**

A: A credit card payment takes about a day to process. Please allow for 24 hours for the invoice payment to be fully reflected in the system.

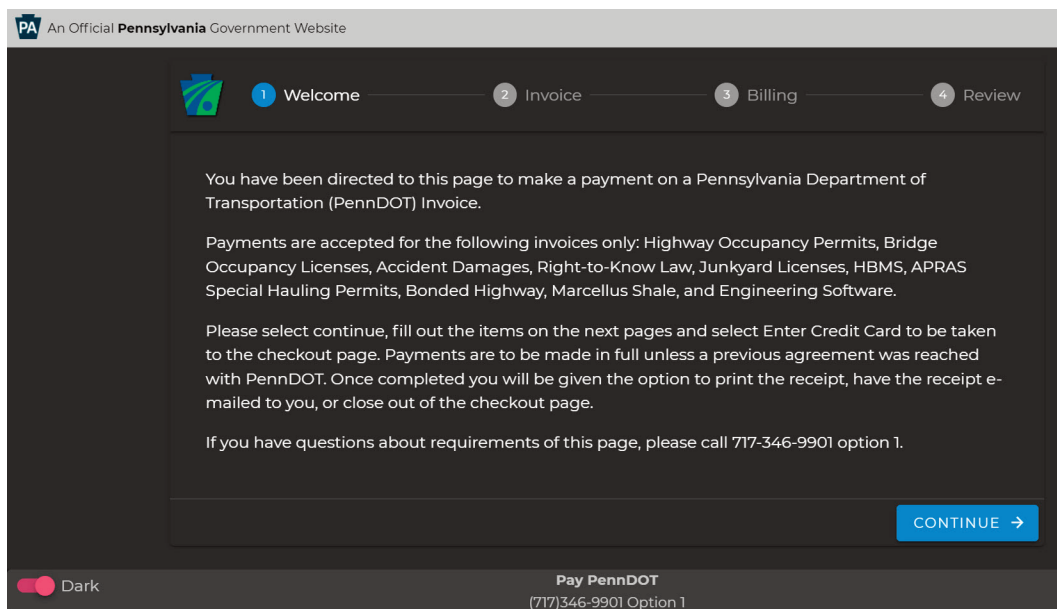
**Q: My email address is over 30 characters long—how can I process a payment?**

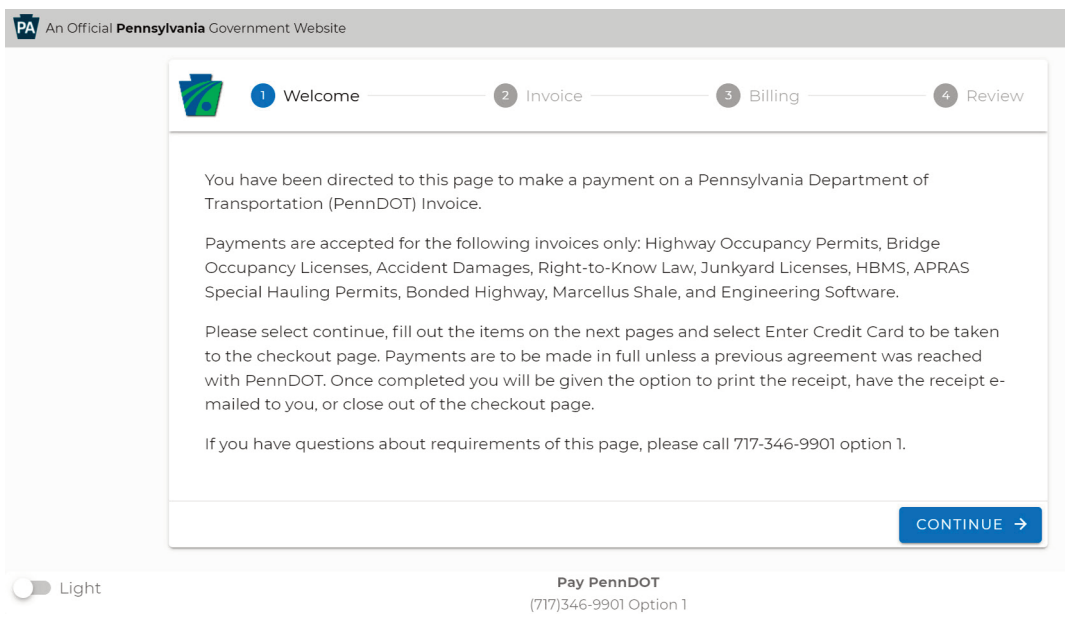
A: On the initial screen where the site asks for your email address, you can leave that section blank and move on to the payment. Once you enter your payment information, you can then enter a confirmation email address. This field allows for more than 30 characters.

### How to Pay by Credit Card

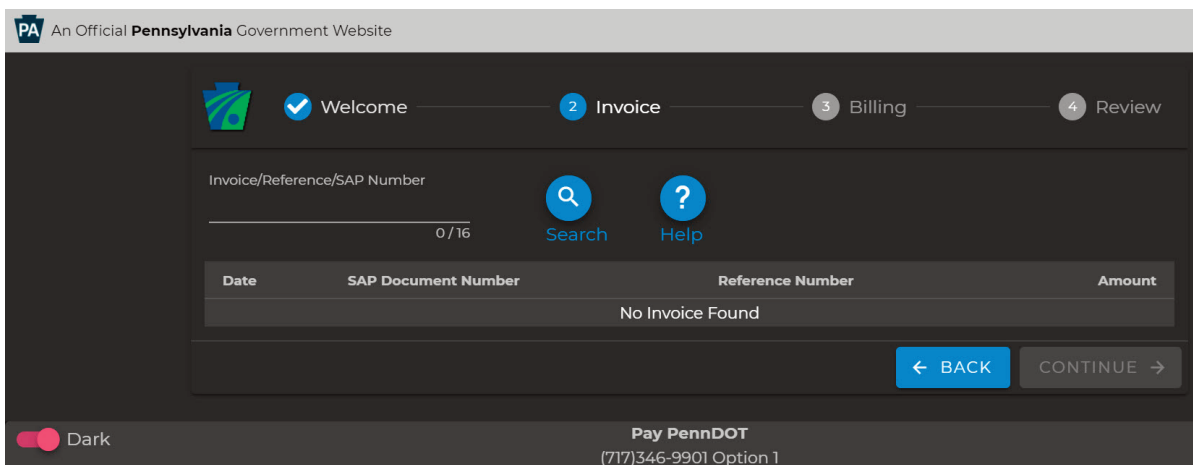
The PennDOT credit card payment site is available to customers to pay open invoices for sign permit fees. Below is a step-by-step walkthrough for using the site.

**Step 1:** Open a web browser and type in "[pay.penndot.gov](https://pay.penndot.gov)". You will land on a screen that looks like the image below. The lower left corner of the page has a switch that allows for toggling between “Light” mode (white background) and “Dark” mode (black background) according to your visual preference.



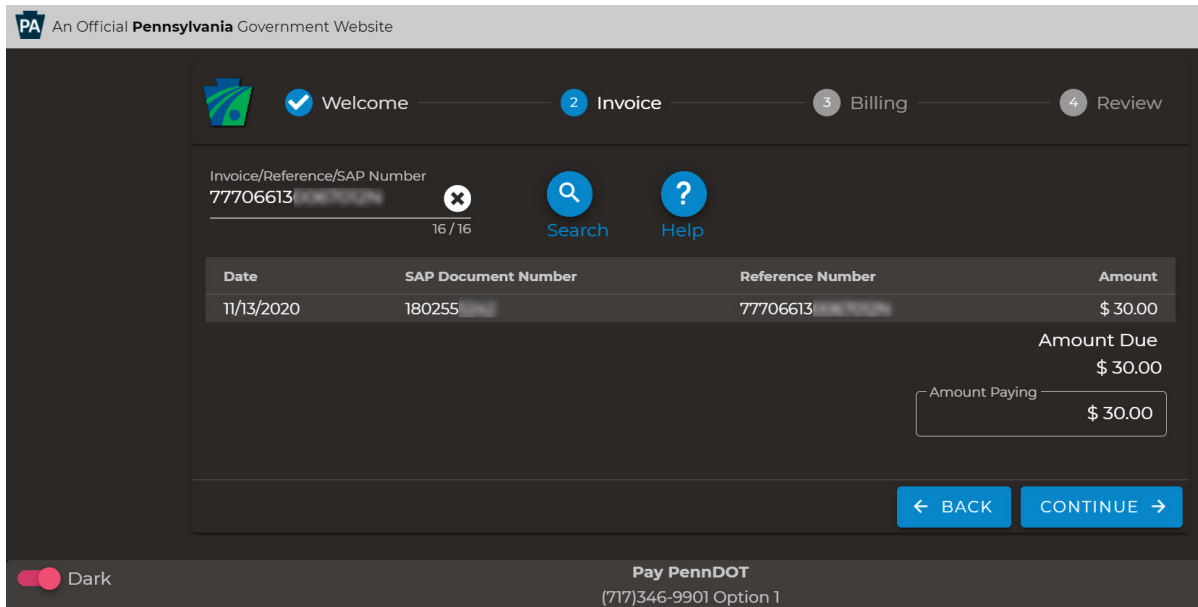


**Step 2:** After reading the splash page for the site, click “Continue” in the lower right corner. The following search page appears.



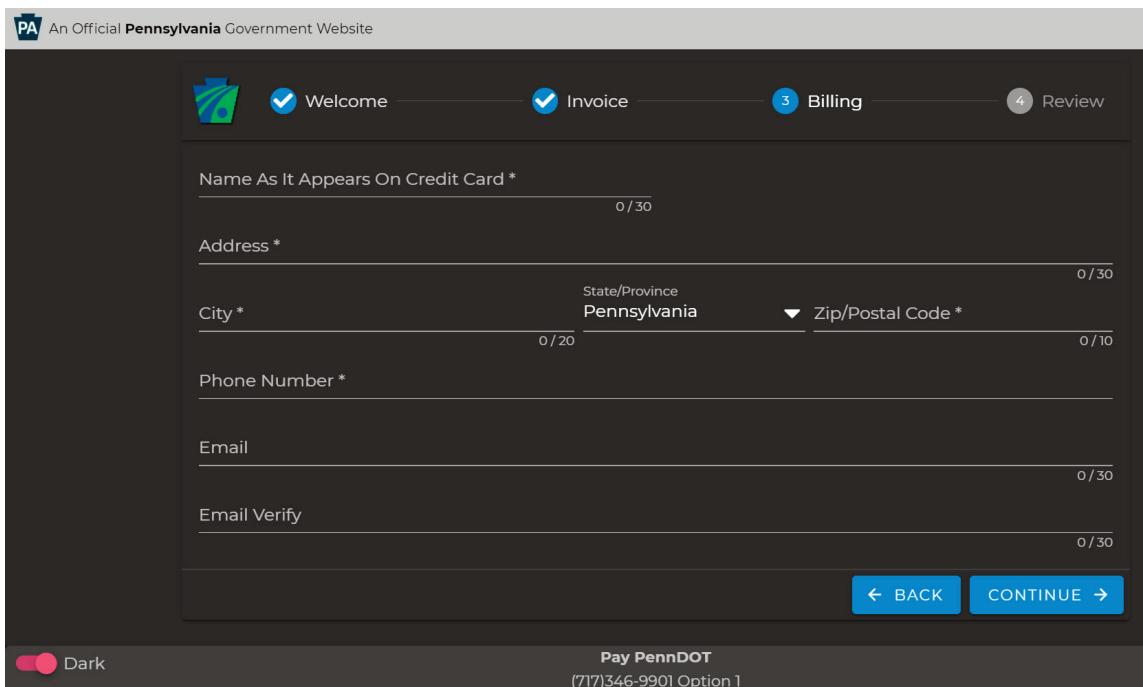
**Step 3:** Customers can either enter the 10-digit SAP document number or an invoice/reference number. Ten-digit document numbers are assigned by the SAP system, while the invoice/reference numbers are assigned by PennDOT’s HBMS and start with “777.”

Press the “Enter” key on the keyboard or click the “Search” button (with the magnifying glass icon) next to the document/invoice number on the screen to pull up the invoice information.



**Step 4:** Review the date and amount details for accuracy. After confirming the information, click the “Continue” button in the bottom right corner again.

**Step 5:** On the Billing page, enter your name, address, and phone number. An email address is not required, but providing one will allow you to receive an emailed receipt of the transaction. Click “Continue” once more to move onto the Review page.



**Step 6:** Verify the accuracy of all the details on the Review page. Near the bottom right of the page is a brief notice to the user to allow for overnight processing. This means that a payment for an invoice will not be reflected in the records until the next day.

Below the notice is a button to “Enter Credit Card.”

PA An Official Pennsylvania Government Website

Welcome Invoice Billing **Review**

Name: John Smith  
Address: 400 North Street  
City: Harrisburg State/Province: Pennsylvania Zip: 17120  
Phone Number: (717) 717-1111 Email: john@smithbusiness.com

SAP Document Number	Amount Due	Amount Paying
180255	\$ 30.00	\$ 30.00

Please allow for overnight processing

← BACK ENTER CREDIT CARD

Dark Pay PennDOT (717)346-9901 Option 1

**Step 7:** After you select “Enter Credit Card,” the browser navigates to a separate checkout site where you can fill in your credit card information for the payment. Once all the fields are complete, click “Pay With Your Credit Card” at the bottom to finalize the transaction. You will then be redirected to a receipt page where you can print the receipt or close out of the site.

**PennDOT Finance**

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**Review Your Order**

SAP Document Number  
180255

Invoice/Reference Number  
77706613

Total Amount:      USD            30.00

[« Return to PennDOT Finance](#)

**Pay With Your Credit Card**

**Cardholder Name**

**Credit Card Number**

**Expiry Date (MMYY)**

**Security Code**  
 Present ▼

CVV2 is the Visa term for the 3-digit security code on the back of the credit card (Visa and MasterCard). For American Express, it is 4-digits and located on the front.

**Email**

A confirmation email will be sent to this address.

**Verification**

I'm not a robot
 

reCAPTCHA  
Privacy - Terms

Your private information is secured using SSL (Secure Sockets Layer), the leading security protocol on the Internet. Information is encrypted and exchanged with an https server.

We respect your privacy. We will pass your name, address or e-mail address on only to the merchant.

## Appendix A – List of Online Links

23 U.S.C. Chapter 1:

[uscode.house.gov/view.xhtml?req=granuleid%3AUSC-prelim-title23-chapter1&edition=prelim](https://uscode.house.gov/view.xhtml?req=granuleid%3AUSC-prelim-title23-chapter1&edition=prelim)

23 C.F.R. Part 750: [www.ecfr.gov/current/title-23/chapter-I/subchapter-H/part-750](https://www.ecfr.gov/current/title-23/chapter-I/subchapter-H/part-750)

75 PA Vehicle Code Chapter 61: [www.legis.state.pa.us/WU01/LI/LI/CT/HTM/75/00.061..HTM](https://www.legis.state.pa.us/WU01/LI/LI/CT/HTM/75/00.061..HTM)

District Office Contact Information: [www.penndot.pa.gov/RegionalOffices/Pages/default.aspx](https://www.penndot.pa.gov/RegionalOffices/Pages/default.aspx)

District Outdoor Advertising Control Manager Contact Information:

[www.hbms.penndot.gov/HBMSWeb/hbms/viewContactInfo.do](https://www.hbms.penndot.gov/HBMSWeb/hbms/viewContactInfo.do)

HBMS (Highway Beautification Management System): [www.hbms.penndot.gov](https://www.hbms.penndot.gov)

HBMS User Guide: [www.hbms.penndot.gov/HBMSDocs/HBMS%20User%20Guide.pdf](https://www.hbms.penndot.gov/HBMSDocs/HBMS%20User%20Guide.pdf)

HBMS Web Map: [gis.penndot.gov/HBMS](https://gis.penndot.gov/HBMS)

Outdoor Advertising Control Act of 1971: [www.legis.state.pa.us/WU01/LI/LI/US/PDF/1971/0/0160..PDF](https://www.legis.state.pa.us/WU01/LI/LI/US/PDF/1971/0/0160..PDF)

Pa. Code 67, Chapter 445:

[www.pacodeandbulletin.gov/Display/pacode?file=/secure/pacode/data/067/chapter445/chap445toc.html&d](https://www.pacodeandbulletin.gov/Display/pacode?file=/secure/pacode/data/067/chapter445/chap445toc.html&d)

Pay PennDOT (for invoice credit card payments): [www.pay.penndot.gov](https://www.pay.penndot.gov)

PennDOT's Outdoor Advertising and Junkyard Control: [www.penndot.pa.gov/outdooradvertising](https://www.penndot.pa.gov/outdooradvertising)

Pennsylvania Tourism Signing Trust: [palogo.org](https://palogo.org)

Permit Tag Placement Guide: [www.hbms.penndot.gov/HBMSDocs/PermitPlacementGuide.pdf](https://www.hbms.penndot.gov/HBMSDocs/PermitPlacementGuide.pdf)

PUB 46: Traffic Engineering Manual: [www.dot.state.pa.us/public/PubsForms/Publications/PUB%2046.pdf](https://www.dot.state.pa.us/public/PubsForms/Publications/PUB%2046.pdf)

PUB 236: Handbook of Approved Signs:

<https://www.dot.state.pa.us/public/pubsforms/Publications/PUB%20236.pdf>

PUB 266: Right-of-Way Encroachment and Outdoor Advertising Sign Control:

<https://www.dot.state.pa.us/public/PubsForms/Publications/PUB%20266.pdf>

PUB 581: Highway Beautification Manual:

[www.dot.state.pa.us/public/PubsForms/Publications/pub%20581.pdf](https://www.dot.state.pa.us/public/PubsForms/Publications/pub%20581.pdf)

RW-745 Form (Application for an Off-Premise OAD Permit):

[www.dot.state.pa.us/public/PubsForms/Forms/RW-745.pdf](https://www.dot.state.pa.us/public/PubsForms/Forms/RW-745.pdf)

RW-745I Form (Instructions for Completing the RW-745):

[www.dot.state.pa.us/public/PubsForms/Forms/RW-745I.pdf](https://www.dot.state.pa.us/public/PubsForms/Forms/RW-745I.pdf)

RW-746 Form (Application for a Directional, Official, Public Service, or Service Club or Religious Notice OAD):

[www.dot.state.pa.us/public/PubsForms/Forms/RW-746.pdf](https://www.dot.state.pa.us/public/PubsForms/Forms/RW-746.pdf)

RW-749 Form (Transfer of Ownership of an OAD): [www.dot.state.pa.us/public/PubsForms/Forms/RW-749.pdf](https://www.dot.state.pa.us/public/PubsForms/Forms/RW-749.pdf)

## Appendix B – Sample Mailing Letters

Below are two sample letters that a PennDOT District representative can adapt and use to contact the public. The first document is a letter for event staff informing them of the regulations and requirements for temporary event signs and banners. The second is a letter for municipalities about gateway signs.

[Event Signs Outreach Letter](#)

[Gateway Signs Outreach Letter](#)

Note: These files are only accessible on the PennDOT internal network.



## Appendix C – 23 U.S.C. § 131

The following text is taken from the Title 23 of the United States Code 23, Chapter 1.

### § 131. Control of outdoor advertising

(a) The Congress hereby finds and declares that the erection and maintenance of outdoor advertising signs, displays, and devices in areas adjacent to the Interstate System and the primary system should be controlled in order to protect the public investment in such highways, to promote the safety and recreational value of public travel, and to preserve natural beauty.

(b) Federal-aid highway funds apportioned on or after January 1, 1968, to any State which the Secretary determines has not made provision for effective control of the erection and maintenance along the Interstate System and the primary system of outdoor advertising signs, displays, and devices which are within six hundred and sixty feet of the nearest edge of the right-of-way and visible from the main traveled way of the system, and Federal-aid highway funds apportioned on or after January 1, 1975, or after the expiration of the next regular session of the State legislature, whichever is later, to any State which the Secretary determines has not made provision for effective control of the erection and maintenance along the Interstate System and the primary system of those additional outdoor advertising signs, displays, and devices which are more than six hundred and sixty feet off the nearest edge of the right-of-way, located outside of urban areas, visible from the main traveled way of the system, and erected with the purpose of their message being read from such main traveled way, shall be reduced by amounts equal to 10 per centum of the amounts which would otherwise be apportioned to such State under section 104 of this title, until such time as such State shall provide for such effective control. Any amount which is withheld from apportionment to any State hereunder shall be reapportioned to the other States. Whenever he determines it to be in the public interest, the Secretary may suspend, for such periods as he deems necessary, the application of this subsection to a State.

(c) Effective control means that such signs, displays, or devices after January 1, 1968, if located within six hundred and sixty feet of the right-of-way and, on or after July 1, 1975, or after the expiration of the next regular session of the State legislature, whichever is later, if located beyond six hundred and sixty feet of the right-of-way located outside of urban areas, visible from the main traveled way of the system, and erected with the purpose of their message being read from such main traveled way, shall, pursuant to this section, be limited to (1) directional and official signs and notices, which signs and notices shall include, but not be limited to, signs and notices pertaining to natural wonders, scenic and historical attractions, which are required or authorized by law, which shall conform to national standards hereby authorized to be promulgated by the Secretary hereunder, which standards shall contain provisions concerning lighting, size, number, and spacing of signs, and such other requirements as may be appropriate to implement this section, (2) signs, displays, and devices advertising the sale or lease of property upon which they are located, (3) signs, displays, and devices, including those which may be changed at reasonable intervals by electronic process or by remote control, advertising activities conducted on the property on which they are located, (4) signs lawfully in existence on October 22, 1965, determined by the State, subject to the approval of the Secretary, to be landmark signs, including signs on farm structures or natural surfaces, or historic or artistic significance the preservation of which would be consistent with the purposes of this section, and (5) signs, displays, and devices advertising the distribution by nonprofit organizations of free coffee to individuals traveling on the Interstate System or the primary system. For the purposes of this subsection, the term "free coffee" shall include coffee for which a donation may be made, but is not required.

(d) In order to promote the reasonable, orderly and effective display of outdoor advertising while remaining consistent with the purposes of this section, signs, displays, and devices whose size, lighting and spacing, consistent with customary use is to be determined by agreement between the several States and the Secretary, may be erected and maintained within six hundred and sixty feet of the nearest edge of the right-of-way within areas adjacent to the Interstate and primary systems which are zoned industrial or commercial under authority of State law, or in unzoned commercial or industrial areas as may be determined by agreement between the several States and the Secretary. The States shall have full authority under their own zoning laws to zone areas for commercial or industrial purposes, and the actions of the States in this regard will be accepted for the purposes of this Act. Whenever a bona fide State, county, or local zoning authority has made a determination of customary use, such determination will be accepted in lieu of controls by agreement in the zoned commercial

and industrial areas within the geographical jurisdiction of such authority. Nothing in this subsection shall apply to signs, displays, and devices referred to in clauses (2) and (3) of subsection (c) of this section.

(e) Any sign, display, or device lawfully in existence along the Interstate System or the Federal-aid primary system on September 1, 1965, which does not conform to this section shall not be required to be removed until July 1, 1970. Any other sign, display, or device lawfully erected which does not conform to this section shall not be required to be removed until the end of the fifth year after it becomes nonconforming.

(f) The Secretary shall, in consultation with the States, provide within the rights-of-way for areas at appropriate distances from interchanges on the Interstate System, on which signs, displays, and devices giving specific information in the interest of the traveling public may be erected and maintained. The Secretary may also, in consultation with the States, provide within the rights-of-way of the primary system for areas in which signs, displays, and devices giving specific information in the interest of the traveling public may be erected and maintained. Such signs shall conform to national standards to be promulgated by the Secretary.

(g) Just compensation shall be paid upon the removal of any outdoor advertising sign, display, or device lawfully erected under State law and not permitted under subsection (c) of this section, whether or not removed pursuant to or because of this section. The Federal share of such compensation shall be 75 per centum. Such compensation shall be paid for the following:

(A) The taking from the owner of such sign, display, or device of all right, title, leasehold, and interest in such sign, display, or device; and

(B) The taking from the owner of the real property on which the sign, display, or device is located, of the right to erect and maintain such signs, displays, and devices thereon.

(h) All public lands or reservations of the United States which are adjacent to any portion of the Interstate System and the primary system shall be controlled in accordance with the provisions of this section and the national standards promulgated by the Secretary.

(i) In order to provide information in the specific interest of the traveling public, the State transportation departments are authorized to maintain maps and to permit information directories and advertising pamphlets to be made available at safety rest areas. Subject to the approval of the Secretary, a State may also establish information centers at safety rest areas and other travel information systems within the rights-of-way for the purpose of informing the public of places of interest within the State and providing such other information as a State may consider desirable. The Federal share of the cost of establishing such an information center or travel information system shall be that which is provided in section 120 for a highway project on that Federal-aid system to be served by such center or system. A State may permit the installation of signs that acknowledge the sponsorship of rest areas within such rest areas or along the main traveled way of the system, provided that such signs shall not affect the safe and efficient utilization of the Interstate System and the primary system. The Secretary shall establish criteria for the installation of such signs on the main traveled way, including criteria pertaining to the placement of rest area sponsorship acknowledgment signs in relation to the placement of advance guide signs for rest areas.

(j) Any State transportation department which has, under this section as in effect on June 30, 1965, entered into an agreement with the Secretary to control the erection and maintenance of outdoor advertising signs, displays, and devices in areas adjacent to the Interstate System shall be entitled to receive the bonus payments as set forth in the agreement, but no such State transportation department shall be entitled to such payments unless the State maintains the control required under such agreement: Provided, That permission by a State to erect and maintain information displays which may be changed at reasonable intervals by electronic process or remote control and which provide public service information or advertise activities conducted on the property on which they are located shall not be considered a breach of such agreement or the control required thereunder. Such payments shall be paid only from appropriations made to carry out this section. The provisions of this subsection shall not be construed to exempt any State from controlling outdoor advertising as otherwise provided in this section.

(k) Subject to compliance with subsection (g) of this section for the payment of just compensation, nothing in this section shall prohibit a State from establishing standards imposing stricter limitations with respect to signs, displays, and devices on the Federal-aid highway systems than those established under this section.

(l) Not less than sixty days before making a final determination to withhold funds from a State under subsection (b) of this section, or to do so under subsection (b) of section 136, or with respect to failing to agree as to the size, lighting, and spacing of signs, displays, and devices or as to unzoned commercial or industrial areas in which signs, displays, and devices may be erected and maintained under subsection (d) of this section, or with respect to failure to approve under subsection (g) of section 136, the Secretary shall give written notice to the State of his proposed determination and a statement of the reasons therefor, and during such period shall give the State an opportunity for a hearing on such determination. Following such hearing the Secretary shall issue a written order setting forth his final determination and shall furnish a copy of such order to the State. Within forty-five days of receipt of such order, the State may appeal such order to any United States district court for such State, and upon the filing of such appeal such order shall be stayed until final judgment has been entered on such appeal. Summons may be served at any place in the United States. The court shall have jurisdiction to affirm the determination of the Secretary or to set it aside, in whole or in part. The judgment of the court shall be subject to review by the United States court of appeals for the circuit in which the State is located and to the Supreme Court of the United States upon certiorari or certification as provided in title 28, United States Code, section 1254. If any part of an apportionment to a State is withheld by the Secretary under subsection (b) of this section or subsection (b) of section 136, the amount so withheld shall not be reapportioned to the other States as long as a suit brought by such State under this subsection is pending. Such amount shall remain available for apportionment in accordance with the final judgment and this subsection. Funds withheld from apportionment and subsequently apportioned or reapportioned under this section shall be available for expenditure for three full fiscal years after the date of such apportionment or reapportionment as the case may be.

(m) There is authorized to be appropriated to carry out the provisions of this section, out of any money in the Treasury not otherwise appropriated, not to exceed \$20,000,000 for the fiscal year ending June 30, 1966, not to exceed \$20,000,000 for the fiscal year ending June 30, 1967, not to exceed \$2,000,000 for the fiscal year ending June 30, 1970, not to exceed \$27,000,000 for the fiscal year ending June 30, 1971, not to exceed \$20,500,000 for the fiscal year ending June 30, 1972, and not to exceed \$50,000,000 for the fiscal year ending June 30, 1973. The provisions of this chapter relating to the obligation, period of availability and expenditure of Federal-aid primary highway funds shall apply to the funds authorized to be appropriated to carry out this section after June 30, 1967. A State may use any funds apportioned to it under section 104 of this title for removal of any sign, display, or device lawfully erected which does not conform to this section.

(n) No sign, display, or device shall be required to be removed under this section if the Federal share of the just compensation to be paid upon removal of such sign, display, or device is not available to make such payment. Funds apportioned to a State under section 104 of this title shall not be treated for purposes of the preceding sentence as being available to the State for making such a payment except to the extent that the State, in its discretion, expends such funds for such a payment.

(o) The Secretary may approve the request of a State to permit retention in specific areas defined by such State of directional signs, displays, and devices lawfully erected under State law in force at the time of their erection which do not conform to the requirements of subsection (c), where such signs, displays, and devices are in existence on the date of enactment of this subsection and where the State demonstrates that such signs, displays, and devices (1) provide directional information about goods and services in the interest of the traveling public, and (2) are such that removal would work a substantial economic hardship in such defined area.

(p) In the case of any sign, display, or device required to be removed under this section prior to the date of enactment of the Federal-Aid Highway Act of 1974, which sign, display, or device was after its removal lawfully relocated and which as a result of the amendments made to this section by such Act is required to be removed, the United States shall pay 100 per centum of the just compensation for such removal (including all relocation costs).

(q)(1) During the implementation of State laws enacted to comply with this section, the Secretary shall encourage and assist the States to develop sign controls and programs which will assure that necessary directional information about facilities providing goods and services in the interest of the traveling public will continue to be available to motorists. To this end the Secretary shall restudy and revise as appropriate existing standards for directional signs authorized under subsections 131(c)(1) and 131(f) to develop signs which are functional and esthetically compatible with their surroundings. He shall employ the resources of other Federal departments and

agencies, including the National Endowment for the Arts, and employ maximum participation of private industry in the development of standards and systems of signs developed for those purposes.

(2) Among other things the Secretary shall encourage States to adopt programs to assure that removal of signs providing necessary directional information, which also were providing directional information on June 1, 1972, about facilities in the interest of the traveling public, be deferred until all other nonconforming signs are removed.

(r) REMOVAL OF ILLEGAL SIGNS.—

(1) BY OWNERS.—Any sign, display, or device along the Interstate System or the Federal-aid primary system which was not lawfully erected, shall be removed by the owner of such sign, display, or device not later than the 90th day following the effective date of this subsection.

(2) BY STATES.—If any owner does not remove a sign, display, or device in accordance with paragraph (1), the State within the borders of which the sign, display, or device is located shall remove the sign, display, or device. The owner of the removed sign, display, or device shall be liable to the State for the costs of such removal. Effective control under this section includes compliance with the first sentence of this paragraph.

(s) SCENIC BYWAY PROHIBITION.—If a State has a scenic byway program, the State may not allow the erection along any highway on the Interstate System or Federal-aid primary system which before, on, or after the effective date of this subsection, is designated as a scenic byway under such program of any sign, display, or device which is not in conformance with subsection (c) of this section. Control of any sign, display, or device on such a highway shall be in accordance with this section. In designating a scenic byway for purposes of this section and section 1047 of the Intermodal Surface Transportation Efficiency Act of 1991, a State may exclude from such designation any segment of a highway that is inconsistent with the State's criteria for designating State scenic byways. Nothing in the preceding sentence shall preclude a State from signing any such excluded segment, including such segment on a map, or carrying out similar activities, solely for purposes of system continuity.

(t) PRIMARY SYSTEM DEFINED.—For purposes of this section, the terms "primary system" and "Federal-aid primary system" mean the Federal-aid primary system in existence on June 1, 1991, and any highway which is not on such system but which is on the National Highway System.

(Pub. L. 85–767, Aug. 27, 1958, 72 Stat. 904; Pub. L. 86–342, title I, §106, Sept. 21, 1959, 73 Stat. 612; Pub. L. 87–61, title I, §106, June 29, 1961, 75 Stat. 123; Pub. L. 88–157, §5, Oct. 24, 1963, 77 Stat. 277; Pub. L. 89–285, title I, §101, Oct. 22, 1965, 79 Stat. 1028; Pub. L. 89–574, §8(a), Sept. 13, 1966, 80 Stat. 768; Pub. L. 90–495, §6(a)–(d), Aug. 23, 1968, 82 Stat. 817; Pub. L. 91–605, title I, §122(a), Dec. 31, 1970, 84 Stat. 1726; Pub. L. 93–643, §109, Jan. 4, 1975, 88 Stat. 2284; Pub. L. 94–280, title I, §122, May 5, 1976, 90 Stat. 438; Pub. L. 95–599, title I, §§121, 122, Nov. 6, 1978, 92 Stat. 2700, 2701; Pub. L. 96–106, §6, Nov. 9, 1979, 93 Stat. 797; Pub. L. 102–240, title I, §1046(a)–(c), Dec. 18, 1991, 105 Stat. 1995, 1996; Pub. L. 102–302, §104, June 22, 1992, 106 Stat. 253; Pub. L. 104–59, title III, §314, Nov. 28, 1995, 109 Stat. 586; Pub. L. 105–178, title I, §1212(a)(2)(A), June 9, 1998, 112 Stat. 193; Pub. L. 112–141, div. A, title I, §§1519(c)(6), formerly 1519(c)(7), 1539(b), July 6, 2012, 126 Stat. 576, 587, renumbered §1519(c)(6), Pub. L. 114–94, div. A, title I, §1446(d)(5)(B), Dec. 4, 2015, 129 Stat. 1438.)

#### EDITORIAL NOTES

#### REFERENCES IN TEXT

This Act, referred to in subsec. (d), probably means Pub. L. 89–285, Oct. 22, 1965, 79 Stat. 1028, as amended, known as the Highway Beautification Act of 1965, which enacted section 136 of this title and provisions set out as notes under sections 131 and 135 of this title and amended sections 131 and 319 of this title. For complete classification of this Act to the Code, see Short Title note set out under section 136 of this title and Tables.

The date of enactment of this subsection, referred to in subsec. (o), means May 5, 1976, the date of approval of Pub. L. 94–280.

The date of enactment of the Federal-Aid Highway Act of 1974, referred to in subsec. (p), means Jan. 3, 1975, the date of approval of Pub. L. 93-643.

For the effective date of this subsection, referred to in subsecs. (r)(1) and (s), see the Effective Date of 1991 Amendment note set out below.

Section 1047 of the Intermodal Surface Transportation Efficiency Act of 1991, referred to in subsec. (s), is section 1047 of Pub. L. 102-240, which is set out as a note under section 101 of this title.

#### AMENDMENTS

2015—Subsec. (m). Pub. L. 114-94 amended Pub. L. 112-141, §1519(c). See 2012 Amendment note below.

2012—Subsec. (i). Pub. L. 112-141, §1539(b), inserted at end "A State may permit the installation of signs that acknowledge the sponsorship of rest areas within such rest areas or along the main traveled way of the system, provided that such signs shall not affect the safe and efficient utilization of the Interstate System and the primary system. The Secretary shall establish criteria for the installation of such signs on the main traveled way, including criteria pertaining to the placement of rest area sponsorship acknowledgment signs in relation to the placement of advance guide signs for rest areas."

Subsec. (m). Pub. L. 112-141, §1519(c)(6), formerly §1519(c)(7), as renumbered by Pub. L. 114-94, §1446(d)(5)(B), substituted "A State" for "Subject to approval by the Secretary in accordance with the program of projects approval process of section 105, a State".

1998—Subsec. (i). Pub. L. 105-178, §1212(a)(2)(A)(ii), substituted "State transportation departments" for "State highway departments".

Subsec. (j). Pub. L. 105-178, §1212(a)(2)(A)(i), substituted "State transportation department" for "State highway department" in two places.

1995—Subsec. (s). Pub. L. 104-59 inserted at end "In designating a scenic byway for purposes of this section and section 1047 of the Intermodal Surface Transportation Efficiency Act of 1991, a State may exclude from such designation any segment of a highway that is inconsistent with the State's criteria for designating State scenic byways. Nothing in the preceding sentence shall preclude a State from signing any such excluded segment, including such segment on a map, or carrying out similar activities, solely for purposes of system continuity."

1992—Subsec. (n). Pub. L. 102-302 inserted at end "Funds apportioned to a State under section 104 of this title shall not be treated for purposes of the preceding sentence as being available to the State for making such a payment except to the extent that the State, in its discretion, expends such funds for such a payment."

1991—Subsec. (m). Pub. L. 102-240, §1046(a), inserted at end "Subject to approval by the Secretary in accordance with the program of projects approval process of section 105, a State may use any funds apportioned to it under section 104 of this title for removal of any sign, display, or device lawfully erected which does not conform to this section."

Subsecs. (r) to (t). Pub. L. 102-240, §1046(b), (c), added subsecs. (r) to (t).

1979—Subsec. (c)(5). Pub. L. 96-106 substituted "distribution by nonprofit" for "distribution of nonprofit".

1978—Subsec. (c). Pub. L. 95-599 §§121, 122(c), inserted "including those which may be changed at reasonable intervals by electronic process or by remote control," after "devices" in cl. (3) and added cl. (5).

Subsec. (g). Pub. L. 95-599, §122(a), inserted provision relating to just compensation for the removal of signs lawfully erected under State law but not permitted under subsec. (c).

Subsec. (j). Pub. L. 95-599, §122(d), inserted provision relating to permission by the State to erect and maintain information displays.

Subsec. (k). Pub. L. 95-599, §122(b), substituted "Subject to compliance with subsection (g) of this section for the payment of just compensation, nothing" for "Nothing".

1976—Subsec. (f). Pub. L. 94–280, §122(a), authorized the Secretary, in consultation with the States, to provide within the rights-of-way of the primary system for areas in which signs, displays, and devices giving specific information in the interest of the traveling public may be erected and maintained.

Subsec. (i). Pub. L. 94–280, §122(c), authorized a State to establish travel information systems within the rights-of-way and prescribed as the Federal share of the cost of establishing an information center or travel information system the Federal share which is provided in section 120 of this title for a highway project on that Federal-aid system to be served by such center or system.

Subsecs. (o) to (q). Pub. L. 94–280, §122(b), added subsecs. (o) to (q).

1975—Subsec. (b). Pub. L. 93–643, §109(a), required reduction of Federal-aid highway funds apportioned on or after Jan. 1, 1975, or after the expiration of the next regular session of the State legislature, whichever is later, to any State which the Secretary determines has not made provision for effective control of the erection and maintenance along the Interstate System and the primary system of those additional outdoor advertising signs, displays, and devices which are more than 660 feet off the nearest edge of the right-of-way, located outside of urban areas, visible from the main traveled way of the system, and erected with the purpose of their message being read from such main traveled way.

Subsec. (c). Pub. L. 93–643, §109(b), substituted "Effective control means that such signs, displays, or devices after January 1, 1968, if located within six hundred and sixty feet of the right-of-way and, on or after July 1, 1975, or after the expiration of the next regular session of the State legislature, whichever is later, if located beyond six hundred and sixty feet of the right-of-way, located outside of urban areas, visible from the main traveled way of the system, and erected with the purpose of their message being read from such main traveled way," for "Effective control means that after January 1, 1968, such signs, displays, and devices", deleted in cl. (1) "other" before "official signs", and added cl. (4).

Subsec. (g). Pub. L. 93–643, §109(c), substituted first sentence reading "Just compensation shall be paid upon the removal of any outdoor advertising sign, display, or device lawfully erected under State law." for prior first sentence which provided for payment of just compensation for removal of outdoor advertising signs, displays, and devices (1) lawfully in existence on Oct. 22, 1965, (2) lawfully on any highway made a part of the interstate or primary system on or after Oct. 22, 1965, and before Jan. 1, 1968, and (3) lawfully erected on or after Jan. 1, 1968.

1970—Subsec. (m). Pub. L. 91–605 authorized to be appropriated not to exceed \$27,000,000, \$20,500,000 and \$50,000,000, for the fiscal years ending June 30, 1971, 1972, and 1973, respectively.

1968—Subsec. (d). Pub. L. 90–495, §6(a), provided that whenever a bona fide State, county, or local zoning authority has made a determination of customary use, such determination will be accepted in lieu of controls by agreement in the zoned commercial and industrial areas within the geographical jurisdiction of such authority.

Subsec. (j). Pub. L. 90–495, §6(b), struck out provision for the imposition of controls on outdoor advertising by the Federal government that are stricter than those imposed by the State highway department.

Subsec. (m). Pub. L. 90–495, §6(c), inserted provision authorizing an appropriation of not to exceed \$2,000,000 for the fiscal year ending June 30, 1970.

Subsec. (n). Pub. L. 90–495, §6(d), added subsec. (n).

1966—Subsec. (m). Pub. L. 89–574 substituted provisions making applicable to the funds authorized to be appropriated to carry out this section after June 30, 1967 the provisions of chapter 1 of this title relating to the obligation, period of availability and expenditure of Federal-aid primary highway funds for provisions prohibiting the use of any part of the Highway Trust Fund in carrying out this section.

1965—Subsec. (a). Pub. L. 89–285 struck out specific reference to the area which lies within six-hundred and sixty feet of the edge of the right-of-way and which is visible from the right-of-way and instead made only general reference to the areas adjacent to the Interstate System and struck out reference to types of permissible signs.

Subsec. (b). Pub. L. 89–285 substituted provisions reducing by 10 per centum the apportioned share, on or after January 1, 1968, of any State not making provision for effective control of erection and maintenance of outdoor advertising signs, displays and devices within six-hundred and sixty feet of the nearest edge of the right of way and visible from the traveled portion, reapportioning withheld funds to other States, and allowing for suspension of such provisions in the discretion of the Secretary, for provisions which authorized the Secretary to enter into agreements with the States to carry out national policy on control of areas adjacent to the Interstate System.

Subsec. (c). Pub. L. 89–285 substituted provisions setting out permissible types of signs as directional and other official signs and notices, signs advertising sale or lease of property on which the sign is located, and signs, displays, and devices advertising activities conducted on the property on which the sign is located, for provisions allowing for an increase in the Federal share payable under the Federal-Aid Highway Act of 1956, as amended, in the case of States entering into an agreement with the Secretary prior to July 1, 1965.

Subsec. (d). Pub. L. 89–285 substituted provisions allowing for agreements between the Secretary and the several States covering commercial or industrial property, for provisions covering control of the adjacent area when the Interstate System is located on or near public lands or reservations of the United States.

Subsec. (e). Pub. L. 89–285 substituted provisions setting out the timetable for removal of signs, displays, and devices lawfully along Interstate System or Federal-aid primary system highways, for provisions allowing the inclusion of the cost of purchase or condemnation of the right to advertise or control advertising in the area adjacent to Interstate System right-of-way as part of the cost of construction.

Subsecs. (f) to (m). Pub. L. 89–285 added subsecs. (f) to (m).

1963—Subsec. (c). Pub. L. 88–157 substituted "July 1, 1965" for "July 1, 1963".

1961—Subsec. (c). Pub. L. 87–61 substituted "July 1, 1963" for "July 1, 1961".

1959—Subsec. (b). Pub. L. 86–342 substituted "Agreements entered into between the Secretary of Commerce and State highway departments under this section shall not apply to those segments of the Interstate System which traverse commercial or industrial zones within the presently existing boundaries of incorporated municipalities wherein the use of real property adjacent to the Interstate System is subject to municipal regulation or control, or which traverse other areas where the land use, as of the date of approval of this Act, is clearly established by State law as industrial or commercial" for "Upon application of the State, any such agreement may, within the discretion of the Secretary of Commerce consistent with the national policy, provide for excluding from application of the national standards segments of the Interstate System which traverse incorporated municipalities wherein the use of real property adjacent to the Interstate System is subject to municipal regulation or control, or which traverse other areas where the land use is clearly established by State law as industrial or commercial."

#### STATUTORY NOTES AND RELATED SUBSIDIARIES

##### EFFECTIVE DATE OF 2015 AMENDMENT

Pub. L. 114–94, div. A, title I, §1446(d), Dec. 4, 2015, 129 Stat. 1438, provided that the amendment made by section 1446(d)(5)(B) is effective as of July 6, 2012, and as if included in Pub. L. 112–141 as enacted.

##### EFFECTIVE DATE OF 2012 AMENDMENT

Amendment by Pub. L. 112–141 effective Oct. 1, 2012, see section 3(a) of Pub. L. 112–141, set out as an Effective and Termination Dates of 2012 Amendment note under section 101 of this title.

##### EFFECTIVE DATE OF 1991 AMENDMENT

Amendment by Pub. L. 102–240 effective Dec. 18, 1991, and applicable to funds authorized to be appropriated or made available after Sept. 30, 1991, and, with certain exceptions, not applicable to funds appropriated or made available on or before Sept. 30, 1991, see section 1100 of Pub. L. 102–240, set out as a note under section 104 of this title.

##### EFFECTIVE DATE OF 1968 AMENDMENT

Amendment by Pub. L. 90–495 effective Aug. 23, 1968, see section 37 of Pub. L. 90–495, set out as a note under section 101 of this title.

#### SERVICE CLUB, CHARITABLE ASSOCIATION, OR RELIGIOUS SERVICE SIGNS

Pub. L. 114–94, div. A, title I, §1425, Dec. 4, 2015, 129 Stat. 1425, provided that: "Notwithstanding section 131 of title 23, United States Code, and part 750 of title 23, Code of Federal Regulations (or successor regulations), if a State notifies the Federal Highway Administration, the State may allow the maintenance of a sign of a service club, charitable association, or religious service organization—

"(1) that exists on the date of enactment of this Act [Dec. 4, 2015] (or was removed in the 3-year period ending on such date of enactment); and

"(2) the area of which is less than or equal to 32 square feet."

#### STUDY OF STATE PRACTICES ON SPECIFIC SERVICE SIGNING

Pub. L. 105–178, title I, §1213(g), June 9, 1998, 112 Stat. 202, required the Secretary to conduct a study to determine the practices in the States for specific service food signs described in sections 2G–5.7 and 2G–5.8 of the Manual on Uniform Traffic Control Devices for Streets and Highways, and to transmit to Congress, not later than 1 year after June 9, 1998, a report on the results of the study, including any recommendations and, if appropriate, modifications to the Manual.

#### EFFECT OF 1991 AMENDMENT ON STATE COMPLIANCE LAWS OR REGULATIONS

Pub. L. 102–240, title I, §1046(d), Dec. 18, 1991, 105 Stat. 1996, provided that: "The amendments made by this section [amending this section] shall not affect the status or validity of any existing compliance law or regulation adopted by a State pursuant to section 131 of title 23, United States Code."

#### USE OF TOURIST ORIENTED DIRECTIONAL SIGNS

Pub. L. 102–240, title I, §1059, Dec. 18, 1991, 105 Stat. 2003, provided that:

"(a) In General.—The Secretary shall encourage the States to provide for equitable participation in the use of tourist oriented directional signs or 'logo' signs along the Interstate System and the Federal-aid primary system (as defined under section 131(t) of title 23, United States Code).

"(b) Study.—Not later than 1 year after the effective date of this title [Dec. 18, 1991], the Secretary shall conduct a study and report to Congress on the participation in the use of signs referred to in subsection (a) and the practices of the States with respect to the use of such signs."

#### HIGHWAY BEAUTIFICATION COMMISSION

Pub. L. 91–605, title I, §123, Dec. 31, 1970, 84 Stat. 1727, as amended by Pub. L. 93–6, Feb. 16, 1973, 87 Stat. 6, established the Commission on Highway Beautification to (1) study existing statutes and regulations governing control of outdoor advertising and junkyards in areas adjacent to Federal-aid highway system, (2) review policies and practices of Federal and State agencies charged with administrative jurisdiction over such highways insofar as such policies and practices relate to governing control of outdoor advertising and junkyards, (3) compile data necessary to understand and determine the requirements for such control which may now exist or are likely to exist within foreseeable future, (4) study problems relating to control of on-premise outdoor advertising signs, promotional signs, directional signs, and signs providing information that is essential to motoring public, (5) study methods of financing and possible sources of Federal funds, including use of the Highway Trust Fund, to carry out highway beautification program, and (6) recommend such modifications or additions to existing laws, regulations, policies, practices, and demonstration programs as will, in judgment of the Commission, achieve a workable and effective highway beautification program and best serve the public interest and to submit, not later than Dec. 31, 1973, its final report. The Commission terminated six months after submission of said report.

#### COMPREHENSIVE STUDY ON HIGHWAY BEAUTIFICATION PROGRAMS

Pub. L. 89–285, title III, §302, Oct. 22, 1965, 79 Stat. 1032, provided that in order to provide the basis for



evaluating the continuing programs authorized by Pub. L. 89–285, and to furnish the Congress with the information necessary for authorization of appropriations for fiscal years beginning after June 30, 1967, the Secretary, in cooperation with the State highway departments, shall make a detailed estimate of the cost of carrying out the provisions of Pub. L. 89–285, and a comprehensive study of the economic impact of such programs on affected individuals and commercial and industrial enterprises, the effectiveness of such programs and the public and private benefits realized thereby, and alternate or improved methods of accomplishing the objectives of Pub. L. 89–285. The Secretary was required to submit such detailed estimate and a report concerning such comprehensive study to the Congress not later than Jan. 10, 1967.

#### STANDARDS, CRITERIA, RULES AND REGULATIONS

Pub. L. 89–285, title III, §303, Oct. 22, 1965, 79 Stat. 1033, mandated the holding of public hearings by the Secretary of Commerce prior to the promulgation of standards, criteria and rules and regulations necessary to carry out this section and section 136 of this title, such standards, criteria, etc., to be reported to Congress not later than Jan. 10, 1967.

#### ACQUISITION OF DWELLINGS

Pub. L. 89–285, title III, §305, Oct. 22, 1965, 79 Stat. 1033, provided that: "Nothing in this Act or the amendments made by this Act [amending this section and section 319 of this title and enacting section 136 of this title and provisions set out as notes under this section and sections 135 and 136 of this title] shall be construed to authorize the use of eminent domain to acquire any dwelling (including related buildings)."

#### TAKING OF PRIVATE PROPERTY WITHOUT JUST COMPENSATION

Pub. L. 89–285, title IV, §401, Oct. 22, 1965, 79 Stat. 1033, provided that: "Nothing in this Act or the amendments made by this Act [amending this section and section 319 of this title and enacting section 136 of this title and provisions set out as notes under sections 131, 135, and 136 of this title] shall be construed to authorize private property to be taken or the reasonable and existing use restricted by such taking without just compensation as provided in this Act."

#### AUTHORIZATION OF ADDITIONAL APPROPRIATIONS FOR ADMINISTRATIVE EXPENSES

Pub. L. 89–285, title IV, §402, Oct. 22, 1965, 79 Stat. 1033, as amended by Pub. L. 97–449, §2(a), Jan. 12, 1983, 96 Stat. 2439, provided that: "In addition to any other amounts authorized by this Act and the amendments made by this Act [amending this section and section 319 of this title and enacting section 136 of this title and provisions set out as notes under this section and sections 135 and 136 of this title], there is authorized to be appropriated, out of any money in the Treasury not otherwise appropriated, to the Secretary not to exceed \$5,000,000 for administrative expenses in carrying out this Act (including amendments made by this Act)."