

Application Instructions

Application Form Page 1 (Applicant Cover)

- 1.) All applicants must complete Form page 1 in its entirety. Failure to do so will result in the application being returned. Upgrade/change include any change in height, width, area, number of facings, materials, See ARM 18.6.252 for a complete description.
- 2.) Estimated Longitude and Latitude should be provided in decimal degrees and to the 4th decimal. An example would be: Longitude: -111.9928 Latitude: 46.5892
A web based source for obtaining this is: <http://www.gps-coordinates.net/>
Other GPS devices can be used as well.
- 3.) All applications must include the \$150.00 non-refundable inspection fee. For "New Permits" an additional permit fee based on sign size must be included.

Application Form Page 2 (Description of Sign Structure)

- 1.) All sign applicants must complete Form Page 2 in its entirety. Failure to do so will result in the application being returned.
- 2.) The dimension Height above Ground Level (HAGL) is measured at a right angle from the surface of the center of the roadway to the lowest edge of the sign. "Bus Shelter/Bench" signs do not require a HAGL.

Application Form Page 3 (Detailed Drawing of Sign Location)

- 1.) All sign applicants must complete Form Page 3 in its entirety. Failure to do so will result in the application being returned.
- 2.) Additional sketches and drawings may be attached to the application.

Application Form Page 4 (Landowner Affidavit)

- 1.) All sign applicants must complete Form Page 4 in its entirety. Failure to do so will result in the application being returned.
- 2.) If the sign applicant has an Easement for the sign location, the applicant can attach a copy of the Recorded Easement document to serve as the Landowner Affidavit.
- 3.) If a "Bus Shelter/Bench" or "Welcome To" sign applicant is requesting the sign to be placed in the public Right Of Way, then an approved encroachment permit issued from the department or an equivalent local government permission needs to be attached to the application in place of the landowner affidavit.

Application Form Page 5 (Local Zoning Certificate)

- 1.) All sign applicants must complete Form Page 5 in its entirety. Failure to do so will result in the application being returned. "Bus Shelter/Bench" or "Welcome To" sign applicants requesting the sign to be placed in the public Right Of Way do not need to complete this page.

Application Form Page 6 (Qualifying Business Description)

- 1.) All New Permit and Relocation sign applicants (except "Bus Shelter/Bench" or "Welcome To" signs) that are not located in a zoned commercial or industrial location must complete Form Page 6 in its entirety. Failure to do so will result in the application being returned.
- 2.) Note: The proposed sign location must be within 600 feet of the outside edge of a qualified Activities' permanent building. Parking and or display areas and other uses of the Qualified Activities' lands may not be used for this measurement.

Application Form Page 7 (Welcome To Alternative Locations)

- 1.) Only Community-Welcome-To sign applicants must complete Form Page 7 in its entirety if proposed sign location is located on Right Of Way. Failure to do so will result in the application being returned.

Due to a variety of rules and regulations that may affect issuing a sign permit, we suggest you contact an MDT OAC Agent about your sign plans prior to submitting an application. However, approval is only considered after receiving a complete application. Outdoor Advertising Control 406-444-6068

Submit applications to:

Montana Department of Transportation Attn: OAC

PO Box 201001

Helena, MT 59620-1001



For MDT Use	District Agent: _____
	<input type="checkbox"/> Approved <input type="checkbox"/> Denied Dated: _____
	OAC Coordinator: _____

Application Type (This Form Must Be Completed In Full)

- New Sign Upgrade/Change: Permit # _____ Relocate: Permit # _____
- Bus Shelter/Bench sign in Right of Way located on active fixed bus route
- Community "Welcome to" sign

Sign Owner/Applicant (Print: Last, First)

_____ Telephone (____) _____ Cell: (____) _____

Address

_____ City _____ State _____ Zip _____

Seasonal Address

_____ City _____ State _____ Zip _____

Email Address _____

Location

Highway # _____ Side of Highway: North South East West

City/Town _____ County _____ Nearest Milepost to tenth _____

Estimated Longitude/Latitude in NAD 83 Decimal Degrees: _____ / _____

Land Zoned: Yes No If Yes: City County

Application Fees

Fees shall be transmitted with the application by check payable to the Montana Department of Transportation. For Credit Card use please contact OAC. The department assumes no responsibility for loss in transit of such remittances. Applicants not submitting proper fees will be notified by the department. **The Inspection Fee is nonrefundable.**

- 1.) **INSPECTION FEE** \$150.00 (All Applications)
- 2.) **NEW PERMIT** applications also include one Initial permit fee for total sign face square footage:
 - 32 s/f or less \$10.00 33 sq. ft. to 375 s/f \$50.00 376 s/f to 672 s/f. \$100.00 672-1,344 s/f \$150.00

TOTAL \$ _____

Sign Owner Certification

I agree to abide by the provisions on the reverse side of this application and 75-15-101, et seq., Montana Code Annotated, and 18.6.202, et seq., Administrative Rules of Montana. Upon approval, failure to stay in compliance with all local sign regulations may result in revocation of this sign permit. Providing incorrect or false information whether unintentional or not may result in permit revocation.

For sign relocations: upon approval of the new location, the former location becomes revoked. The permit number will transfer to the new location.

Signature _____ Date _____

The average turnaround time for a completed permit application is 30 working days



Description Of Sign Structure

Style:

- Double Faced Single Faced V-Shape
- Stacked Wall Mount Side by Side Other _____

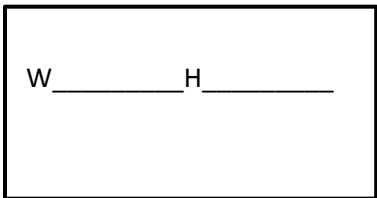
Materials of Sign post (s):

- Steel Wood Monopole Other (Specify) _____ Lighted: YES NO

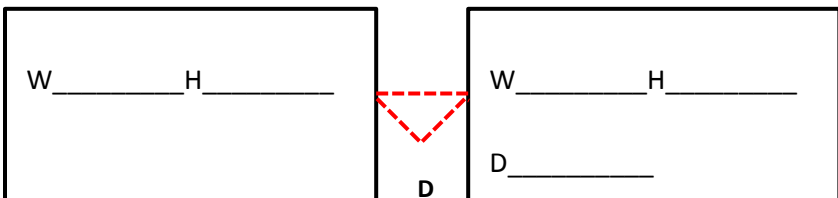
Dimensions:

Total Height of Sign Structure: _____ HAGL: Height of bottom of sign to ground level; measured at right angle from road surface to sign: _____ Sign Face Square footage: _____

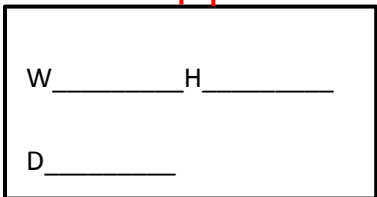
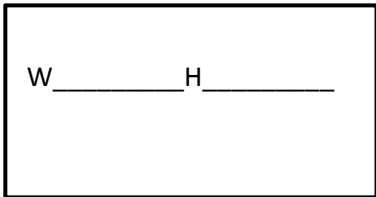
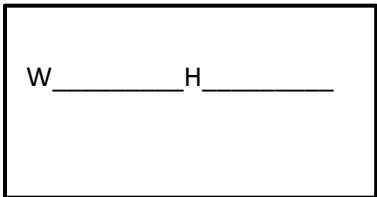
Insert sign width (W), height dimensions (H) (including border and trim) and distance (D) between signs for a Side by Side or Stacked structure.



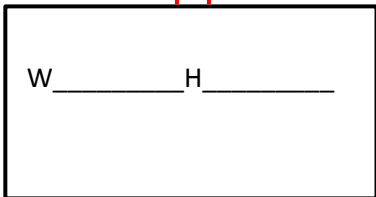
Single Faced



Side by Side or V-Shape or back to back



Stacked (Front)



Stacked (Back if applicable)



Other (Sign applicant provided sketch and dimensions)

Signs may not be erected or maintained that exceed 672 square feet per face in area, including border and trim but excluding base or apron, supports, and other structure members. Signs may not exceed 48 feet in length. The maximum height of the sign structure, including the sign face, is 30 feet, measured at right angle from the surface of the roadway at the centerline of the interstate or primary highway. No more than two facings visible and readable from the same direction on the main-traveled way may be erected on any one sign structure. Whenever two faces are so positioned, neither may exceed 325 square feet. Ref., 75-15-113, Montana Codes Annotated. The name of the Sign Owner must be displayed on the Sign Structure.



Detailed Drawing Of Proposed Sign Location

Sketch in the appropriate proposed sign location corresponding to the appropriate side of the highway where you wish to build your sign. If applicable, the sketch should include references to the distance requirements described below.

Sign structures proposed along the interstate and primary highways must be located on private property and cannot be erected within or encroach upon the highway right-of-way. It is the sign owner’s responsibility to ensure that the sign does not encroach upon the right-of-way. The Department will not assume responsibility for encroachments due to mapping errors. For Un-zoned permit applications, please sketch Qualifying Activity’s Building and indicate distance from proposed sign location.

Sketch here

R/W Line

Edge of Pavement

Identify Highway # _____

Edge of Pavement

Township _____ Range _____ Section _____ County _____

Indicate North

Distance requirements

All Signs

- Signs on interstate, limited access primary or National Highway System (NHS) must be minimum of 500 feet apart on the same side of the roadway.
- Signs adjacent to non-limited access primary or NHS highways must be minimum 300 feet apart on the same side of the roadway.
- Signs must not be located within 500 feet of an intersection in rural areas or within 140 feet in cities or towns unless the sign has a Height Above Ground Level (HAGL) as defined of at least 8’.
- Signs must not be located within limits of a grade separated interchange which extends 500 feet beyond the beginning or ending of the gore.
- Signs must not be located within 500’ of the following unless the sign is within an incorporated area: Public Park, public forests, public playgrounds, cemeteries or scenic areas designated by the department or state agency.

Specific signs

Off-Premise Signs

- The commercial or industrial permanent buildings used to qualify an un-zoned area must be located within 660 feet of the outer edge of right of way and sign location must be within 600’ of the edge of the qualifying building.

Community Welcome To Signs

- Must have adequate spacing between Welcome To and Traffic control devices: 150 feet for speed limits less than 30 mph; 200 feet for speed limits 30-45 mph; 500 feet speed limits greater than 45 mph.



Applicant – Landowner Affidavit

(or if applicable attach copy of Easement allowing sign)

I, _____ (Print Name Applicant) and
I, _____ (Print Name Landowner) by our
signature do swear that the information given herein is true to the best of our knowledge and
belief that we will comply with Montana Codes Annotated 75-15-101 through 75-15-134 and the
Administrative Rules of Montana (ARM) 18.6.202 through 18.6.272 covering the granting,
renewal, and revocation of permits for Outdoor Advertising and that the Agent for the applicant
attests that they have the authority to contract in this matter and that the landowner does hereby
acknowledge that the applicant has my consent to erect and maintain said advertising sign on my
property and that both applicant, landowner, and their assigns herein grant to the Montana
Department of Transportation (MDT) the right to enter the property in question for the purpose of
inspecting said sign or remove any illegal sign. (MCA 75-15-131)

We also agree to hold MDT harmless and indemnify the Department for any damages caused
either directly or indirectly by the erection and maintenance of said structure. In lieu of the
landowner’s acknowledgement, attach a lease or dated statement signed by the landowner
(identify sign location by state route, County, side of roadway, and distance to milepost). Should
the landowner be represented by an agent in this matter, documentation of said agent’s authority
which is satisfactory to the Department is required. A dated statement of lease must include a
right of entry in favor of and acceptable to the Department for the purpose of inspecting said sign
site or to remove any illegal sign.

Signed, sealed, and delivered this _____ day of _____ 20_____.

Applicant/Agent Signature

Landowner Signature

Landowner Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Email: _____

(Signatures required by both Applicant and Landowner)



Local Zoning Certificate

To be filled out by Local Zoning Authority

I hereby certify that the (City of) (County of): _____

(Check all that apply):

- Does not have a zoning plan and ordinances or sign controls of any kind.
- Has zoning in the proposed sign location designated as: _____

Approved uses for this zoning type: _____

- Has other land use controls or ordinances in the proposed sign location.

Please Specify: _____

- Has a specific sign ordinance/regulation which requires sign spacing of more than 500' and/or size or height limits Please Specify: _____

I further certify that I have reviewed the description of the outdoor advertising structure described on the attached application and find the proposed sign is to be located in an area appropriate for such structures and is in compliance with all local laws, ordinances or regulations.

This _____ day of _____, 20_____

Authorized Official Signature

Printed Name, Title

Phone Number



Qualifying Business Description

Qualifying Activity _____ Business Name _____

Address _____ City _____ ST _____ Zip _____

Manager/Owner _____ Phone Number _____

If a proposed sign is located within an un-zoned area, a qualifying commercial or industrial activity must be present. By submitting and signing this Outdoor Advertising Application you agree the following qualifying activity requirements have been met.

1. The permanent buildings comprising a business used to qualify the area are within 660 feet of the right-of-way of an interstate or primary highway.
2. The qualifying activity is not located in what is primarily used as residential property.
3. The qualifying business has been in business for at least one year.
4. The permanent buildings or improvements comprising the business are clearly visible to the traveling public and easily recognizable as a commercial or industrial activity.
5. The business cannot be seasonal, temporary, or transient.
6. The qualifying activity must be open to the public during regular scheduled hours in excess of 20 hours per week.
7. The activity must have direct vehicular access from a public road that is normal and customary for ingress and egress by the public to the activity as well as adequate parking to accommodate public access.
8. The qualifying activity must be in a permanent building with an indoor restroom, telephone, running water, functioning electrical connections, adequate heating and permanent flooring.
9. The business must have an on-premise sign, displays, or other devices identifying the business.
10. The qualifying activity may not be an agricultural, forestry, ranching, grazing, or farm producing operation.
11. If qualifying activity is a mobile home, all wheels and axles and springs must be removed and secured permanently on piers, pad or foundation.
12. The activity holds a current, valid business license issued by a local, county or state government which authorizes the business to operate from that location **and is attached to this application including a photo of the business. If a business license is unavailable please explain:**



Community “Welcome To” Alternative Locations

Qualifying welcome to sign applicants must first thoroughly explore all options to erect the sign off public right-of-way adjacent to the controlled route, and may request placement within the right-of-way only as the option of last resort.

Alternative locations considered outside of RIGHT OF WAY

Location #1:

Landowner: _____ Phone No.: _____

Address: _____

Reason for denial: _____

Location #2:

Landowner: _____ Phone No.: _____

Address: _____

Reason for denial: _____

NOTE: APPROVED ENCROACHMENT PERMIT MUST BE COMPLETED AND ATTACHED TO APPLICATION FOR ANY WELCOME TO SIGN TO BE LOCATED WITHIN THE RIGHT-OF-WAY.

Applicant Certification

I certify that I attempted to get permission from the above listed landowners to place the welcome to signs listed on the application on their property and was denied.

Signature: _____ Date: _____

Title: _____

City, Community, County, Sovereign Nation of _____



Notification Report

For Repair or Maintenance of Non-Conforming Signs

For MDT Use	District Agent: _____
	<input type="checkbox"/> Approved <input type="checkbox"/> Denied Dated: _____
	OAC Coordinator: _____

Sign Owner/Applicant (Print: Last, First)

_____ Telephone (____) _____ Cell: (____) _____

Address

_____ City _____ State _____ Zip _____

Seasonal Address

_____ City _____ State _____ Zip _____

Email Address _____

Permit # _____

A photo verification of the existing sign condition prompting repair or maintenance must be attached to the notification form. Department response is not required prior to commencement of allowable maintenance, at permittee's risk of later receipt of department noncompliance determination. If applicable, government issued buildings permit needs to be attached to this form.

Provide below a detailed description of proposed allowable maintenance/repair, including material costs and the value of the material required to replace the sign new.

Proposed Repair Material Cost \$ _____ Material Cost To Replace New \$ _____

Sign Owner Certification

I agree to abide by 75-15-101, et seq., Montana Code Annotated, and 18.6.202, et seq., Administrative Rules of Montana.

Signature _____ Date _____

The department will notify a permittee within 30 days of notification report receipt if maintenance or repair work appears to be noncompliant with statute or rule, and must not be commenced or completed.



For MDT Use	District Agent: _____
	<input type="checkbox"/> Approved <input type="checkbox"/> Denied Dated: _____
	OAC Coordinator: _____

Permit Transfer Request

PART 1: To be completed by the seller (Transferor)

Owner code name of seller (Transferor):		Owner code:
Address of record:		Is this a change of address? ____ Yes ____ No
City:	State:	ZIP CODE:
Telephone No. ()		
Permit number and location information: In the spaces provided, please indicate the county, the name and number of the interstate, federal-aid primary or state highway on which the sign is located, the permit(s) or permit tag number(s) to be transferred and sign description.		
County:	Name & Number Of Highway:	Permit Number To Transfer:
Sign Structure Description:		
I hereby certify that it is my intent that the above referenced permit(s) be transferred.		
_____ (Signature of permit holder or representative)		_____ (Position or Title)
_____ (Printed name of permit holder or representative)		_____ (Date)

PART 2: To be completed by the landowner

NAME OF LANDOWNER:		ADDRESS:	
CITY:	STATE:	ZIP CODE:	TELEPHONE NO:
I CERTIFY THAT I AM THE PERSON IN LAWFUL CONTROL OF THE SITE LOCATION ON WHICH THE SIGN IS LOCATED.			
_____ (Signature of Landowner)		_____ (Date)	

PART 3: To be completed by the buyer (transferee)

Name of buyer:	Is this a new owner code? ____ Yes ____ No	Owner Code No. (If new, leave blank)
Address:		
City:	State:	ZIP CODE:
Telephone No. ()		
Note: this section must be executed by the buyer (transferee): i understand that if a permit transfer is made when the permit is in violation of section 75-15-101 et seq., MCA, or section 18.6.202 et seq., ARM, or if a revocation proceeding is pending, I receive the permit(s) subject to revocation. The department of transportation's approval of a permit transfer does not constitute waiver on the part of the department to pursue the remedies for violation notices issued against the permit nor preclude the department from revoking the permit.		
_____ (Signature of Buyer)		_____ (Position or Title)
_____ (Printed Name of Buyer)		_____ (Date)