

DIRECTIONS

1. Complete the application packet *in full*.
2. A separate application packet must be completed for each sign structure.
3. The original application packet must be submitted to the Helena Office of the Montana Department of Transportation.
4. Submit the application packet and the initial *non-refundable* inspection fee in the amount of \$100.00 plus the initial permit fee made payable to The Montana Department of Transportation.
5. The application packet includes:
 - Form RW-A1
 - Applicant – Landowner Affidavit RW- A2.
 - .Local Zoning Certification for Outdoor Advertising Form 007.
 - Detailed Drawing of proposed sign site Form 006.
6. **The applicant must clearly mark the exact location of the proposed sign site to enable department personnel to perform the required site inspection.**
7. A permit application will be considered complete when all impacts associated with the requested action have been reviewed and approved by OAC.

GENERAL PROVISIONS

In order to promote the safety, convenience and enjoyment of travelers, protect the public investment in highways within Montana and preserve and enhance the natural scenic beauty of Montana’s highways, it is the state’s policy to regulate outdoor advertising signs along interstate and primary highways.

The regulation and control of outdoor advertising is provided by 75-15-101, et seq., Montana Code Annotated, and rules promulgated by the Montana Transportation Commission pursuant to 18.6.101 et seq., Administrative Rules of Montana.

1. Sign structures may only be placed in zoned or unzoned commercial or industrial areas visible from any interstate or primary highway with a valid permit, with the following exceptions:
 - Directional and other official traffic signs.
 - Signs advertising the sale or lease of property on which they are located.
 - Signs advertising the activities conducted on the property on which they are located.
 - Political signs.
 - “Logo” and TODS” signs authorized by the Montana Motorist Information Sign Act.
2. Montana law provides that signs may not be erected or maintained that:

- exceed 672 square feet in area, including border and trim but excluding base or apron, supports, and other structural members;
 - exceed 48 feet in length;
 - exceed a maximum height of 30 feet when measured at a right angle from the surface of the roadway at the centerline of the interstate or primary highway.
3. If a permit is issued, the permit number must be displayed by attaching the permit plate on the supporting structure or the sign face near the lower left corner facing the traffic. Failure to properly attach the plate may cause revocation of the permit.
 4. **The name of the sign owner must be displayed on the sign structure.**
 5. The initial permit shall be valid for the remainder of the current three-year cycle. However, it is subject to revocation as provided by law. The permit may be renewed every three years thereafter, without the requirement of a new application, upon payment of a renewal fee.
 6. Upon completion of the sign structure, Schedule C, Certificate of Posting shall be completed and returned to the Helena office.

Note: Failure to complete and return Schedule C within six months of the application permit approval shall result in revocation of the permit.

Note: Due to a variety of rules and regulations that may affect issuing a permit, we suggest you discuss your plans to erect a sign before submitting the application. Ask for a OAC Agent at the Helena Office.

Helena: **2701 Prospect Avenue**
P O Box 201001
Helena, MT, 59620-1001
Telephone: (406) 444-6056

CAUTION: Failure to stay in compliance with all local sign regulations may result in revocation of this sign permit.