

**OKLAHOMA DEPARTMENT OF TRANSPORTATION  
APPLICATION FOR SIGN REGISTRATION & PERMIT  
(See back of form for instructions.)**

FOR OFFICIAL USE ONLY		
MGR. INITIALS	OWNER NO.	REG. NO.
<b>\$100.00</b> FEE AMOUNT	APPLICATION NO.	SIGN FILE NO.

**Part I - SIGN OWNER INFORMATION**

101 Applicant's Name: \_\_\_\_\_ 102 Address: \_\_\_\_\_  
 103 City: \_\_\_\_\_ 104 State: \_\_\_\_\_ 105 Zip Code: \_\_\_\_\_  
 106 Telephone No. (\_\_\_\_) \_\_\_\_\_ 107 Fax No. (\_\_\_\_) \_\_\_\_\_ 108 Email Address: \_\_\_\_\_

**Part II - LOCATION OF SIGN SITE**

201 Located on Hwy.: \_\_\_\_\_ 202 Side of Hwy.: \_\_\_\_\_ 203 County Name: \_\_\_\_\_ 204 City Name: \_\_\_\_\_  
 205 Nearest Intersecting Hwy.: \_\_\_\_\_ 206 Direction from Intersection: \_\_\_\_\_ 207 Distance from Intersection: \_\_\_\_\_ 208 Distance from Right-of-Way: \_\_\_\_\_  
 N S E W Miles & Tenths Feet  
 209 GPS Coordinates: Latitude: \_\_\_\_\_ Longitude: \_\_\_\_\_

**Part III - LAND OWNER INFORMATION (No. Assigned: \_\_\_\_\_)**

301 Land Owner's Name: \_\_\_\_\_ 302 Address: \_\_\_\_\_  
 303 City: \_\_\_\_\_ 304 State: \_\_\_\_\_ 305 Zip Code: \_\_\_\_\_  
 306 Telephone No. (\_\_\_\_) \_\_\_\_\_ 307 Have you enclosed proof of land use consent?  YES  NO

**Part IV - PHYSICAL DESCRIPTION OF SIGN**

401 DIMENSIONS: Height of Facing: \_\_\_\_\_ ft. (Cannot exceed 25 ft.) Width of Facing: \_\_\_\_\_ ft. (Cannot exceed 60 ft.) Overall Height Above Ground: \_\_\_\_\_ ft. (No limit by state)  
 402 TYPE OF SIGN:  Single  Side-by-Side  Stacked  V-Type  Back-to-Back  Tri-Vision (Rotating Slats) (Cannot exceed 30 ft.)  
 403 NO. OF PANELS: \_\_\_\_\_ 404 WILL SIGN BE ILLUMINATED?  YES  NO If yes, will it be an LED/digital display?  YES  NO (Advertising Displays)

**Part V - ZONING AND COMMERCIAL/ INDUSTRIAL QUALIFICATIONS (One of these options is required for Class A Permit. However if applying for a Class C (Informational) Permit, this section does not apply.)**

**ZONED AREA ONLY**

**UNZONED AREA ONLY**

501 - Is proposed location zoned?  YES  NO (If answer is no, then go directly to Item 505.)  
 502 - What is the zoning designation? \_\_\_\_\_ (Must be some type of commercial, industrial or business designation.)  
 503 - Who is the zoning authority? \_\_\_\_\_  
 504 - If the area is zoned, a Zoning Confirmation from must be completed and attached. (Form OAC Z-504 or its equivalent.)  
 505 - Is proposed location within 600 ft. of a conforming business? (Refer to OAC §730:35-5-12[a][2])  YES  NO  
 506 - What is the name of the business? \_\_\_\_\_  
 507- Please attach a diagram depicting the layout of the business and the proposed sign site.

**Part VI - ACKNOWLEDGMENT**

Have you read all of the statutes and regulations pertaining to outdoor advertising control?  YES

REMARKS:

Inspector  
Pre-review:

STATE OF: \_\_\_\_\_ §  
 County of: \_\_\_\_\_

\_\_\_\_\_ being of lawful age and first duly sworn upon oath deposes and states the following:

I, on behalf of \_\_\_\_\_ myself ( or ) \_\_\_\_\_ as authorized representation of the organization listed above as Applicant, so attest that I have read the foregoing information and that the facts set out therein are true and correct to the best of my knowledge and belief.

NOTARY PUBLIC:

Signature of Applicant or Representative

Subscribed and sworn to me this \_\_\_\_\_ day of \_\_\_\_\_, 20

My commission expires: \_\_\_\_\_.

Printed Signature

Signature of Notary

## **GENERAL INSTRUCTIONS:**

- (1) Read through this entire set of instructions before attempting to fill out the application form.**
- (2) All entries must be legibly printed or typewritten. Any omission of required information may result in the rejection of this application.**
- (3) An application fee of \$100, payable to the Oklahoma Department of Transportation, per sign location, must be submitted with all applications. The fee is non-refundable.**

### **PART I - SIGN OWNER INFORMATION**

- 101 – Applicant’s Name:** Give the full name of the person, firm or corporation to which the registration and permit are to be issued.
- 102 – Address:** Sign owner’s responsibility to keep updated.
- 103 - 105:** Self-explanatory.
- 106 - 108:** Please supply all if available.

### **PART II - LOCATION OF SIGN SITE**

- 201 - Located on Highway:** Provide the complete highway designation and number as posted on the highway, adjacent to where you intend to build your sign. The designation should include the prefix I (Interstate) U (US Highway,) S (State Highway,) T (Turnpike,) and any other suffixes such as BUS (Business,) ALT (Alternate,) BYP (Bypass,) E (East,) W (West,) N (North,) or S (South) if applicable.
- 202 - Side of Highway:** Enter N, S, E or W indicating the side of highway upon which you intend to construct your sign.
- 203 - County Name:** Enter the name of the county in which the sign will be located.
- 204 - City Name:** If the sign will be located inside the corporate limits of any city or town, enter the name. Otherwise, enter the word “none”.
- 205 - Nearest Intersecting Highway:** Provide the complete highway designation (see 201 above,) of the nearest numbered highway (or turnpike,) which intersects the highway adjacent to your sign location. (Highway you entered on item 201.)
- 206 - Direction from Intersection:** Enter N, S, E or W, indicating the direction from the intersection that your sign will be located.
- 207 - Distance from Intersection:** Enter the distance in miles and/or tenths that your sign will be located from the intersection.
- 208 - Distance from Right-of-Way:** Enter your best estimate of the distance, in feet, from your sign location to the nearest right-of-way boundary of the highway entered in item 201. (If you are unsure of the right-of-way boundaries, you can contact the local ODOT office in your area, and they can provide you with this information. If you need contact information for your area can be obtained from the OAC Branch.) Please keep in mind it is YOUR responsibility to ensure you are not encroaching on state right-of-way.

### **PART III - LAND OWNER INFORMATION (No. to be assigned by ODOT.)**

- 301 - 306 -** Self Explanatory
- 307 -** If applicant is not land owner, a form of written land use consent must be submitted with the application. The location of the sign site must be referenced, and all owners of record must sign the document. Time frame referenced on the document must be current. Be sure to build and maintain your sign on the property of the given landowner. Do not encroach on state right-of-way.

### **PART IV - PHYSICAL DESCRIPTION OF SIGN**

**401 - Dimensions:** Enter the following dimensions in feet: (Refer to drawings enclosed in outdoor advertising information packet if necessary. Contact the Outdoor Advertising Control office for copies.) Be sure to consider that any cut-outs or extensions that extend outside of the regular portion of a sign are also configured into the overall height and/or width of facing. The overall square footage of the advertising display area is limited to 1200 sq. ft per facing (direction).

**A. Height of facing,** including border and trim, but not the apron. (Cannot exceed 25 ft.)

**B. Width of facing,** including border and trim. (Cannot exceed 60 ft.)

**C. Overall Height Above Ground,** includes the distance from the top of the sign to the ground. State and Federal regulations do not limit the height above ground, only the height and width of the facing.

**402 - Arrangement of Panels:** Check only the types that apply to your intended sign.

### **PART IV - PHYSICAL DESCRIPTION OF SIGN (continued)**

**403 - Number of Panels:** Each separate advertising display attached to a sign structure constitutes a panel. For example, a double-stack, back to back type structure would have four panels.

**404 - Is Sign Illuminated?** Check “yes” only if artificial illumination will be provided for the sign. Reflectorized signs without other illumination are not included in this category. If you intend to utilize LED/digital type illumination, you will need to refer to the Tri-Vision guidelines for guidance.

### **PART V - ZONING AND COMMERCIAL/INDUSTRIAL ACTIVITIES**

One of these qualifications *must* be met to obtain a Class “A” Permit. (If you are applying for a Class “C” sign (Ref: OAC 730:35-5-13,) this section does not apply.) Commercial or industrial business must meet standards as designated under OAC 730:35-5-12[a][2].

#### **ZONED AREA**

**501 - Is proposed location zoned?** Must be zoned by an official zoning authority recognized by the State of Oklahoma as thus.

**502 - What is the zoning designation?** Must be some type of commercial, industrial or business zoning. Agricultural or Residential will disqualify the location. In the case of PUD, SPUD or Corridor, a copy of the approved development plan must be attached.

**503 - Who is the zoning authority?** Enter name of entity that has zoned the property.

**504 - A Zoning Confirmation form (Z-504)** must be completed, including signature of zoning official, and submitted with the application. These forms are provided in the outdoor advertising information packet, or can be obtained thru the Outdoor Advertising Control office. (Other official confirmation can be acceptable in lieu of this form.)

#### **UNZONED AREA**

**505 -** If area is unzoned, then your sign location must be within 600 ft. of a qualifying commercial or industrial activity. The 600 ft. distance is measured from the nearest point of a regularly used portion of the business then along the highway to the sign location. The distance between these two points cannot exceed 600 ft.

**506 -** Self explanatory.

**507 -** Diagram must be clearly labeled and include measurements or distances which confirm that proposed sign site is located within the required 600 feet of a regularly used portion of the business. (Hand rendered drawings are acceptable.)

### **PART VI - ACKNOWLEDGMENT**

Rules and regulations pertaining to the control of outdoor advertising can be found in Title 69 O.S. §1271 et. seq. and OAC Title 730:35-5 et. seq. Copies of regulations can be obtained from the OAC office.

#### **REMARKS**

You may use this space for any additional comments or information that you consider applicable.

#### **APPLICANT SIGNATURE AND NOTARY PUBLIC**

Each application for sign registration and permit must be made under oath. The oath provided on this form must be fully executed, including notary’s stamp and signature. False or erroneous information provided on the application form can be grounds for denial or revocation.

#### **PHOTOGRAPHS/GPS Location**

Each application must be accompanied by two photos of the staked location, and GPS coordinates, where the sign is intended to be constructed. The photos should be taken from two different angles to assist ODOT personnel in locating the proposed site. These photos will also document your intent of designated site.

#### **DISPOSITION**

The original, fully completed, notarized application form along with photos, proof of land use consent and \$100 fee should be sent to the following address:

**Oklahoma Department of Transportation  
Outdoor Advertising Control Branch  
200 N.E. 21<sup>st</sup>, Room 2A1  
Oklahoma City, OK 73105  
Telephone: (405)521-3005  
Fax: (405)522-0386**