

APPLICATION REQUIREMENTS

Each item on the application form is noted with comments provided to explain each item. Contact the District Permit Officer (DPO) for the County in which you are wishing to erect a sign (The first page of the application contains a map which notes who to contact) if you have any questions.

| ITEM | COMMENT |
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| Date of Application | The date must be the same date as the date the application is signed. |
| Existing Sign-Date Erected | <p>This field is for existing signs only, in which the applicant is requesting to reconstruct or modify an existing sign. The date the existing sign was erected is required in this field.</p> <p>This field is also used in those instances where a route has been added to the HBCS.</p> <p>This field will also be used for any sign erected without a permit.</p> |
| Name of Sign Owner | The person or entity that owns the sign and is legally responsible for the sign. |
| Telephone No. of Sign Owner | Phone number of the Sign Owner. |
| Address of Sign Owner | Address of the Sign Owner for mailing purposes. |
| Name of Landowner | The person or entity that owns the land on which the sign is located. |
| Telephone No. of Sign Owner | Phone number of the Landowner. |
| Address of Landowner | Address of the Landowner for mailing purposes. |
| Class of Sign Applied For | Refer to the Class Requirements for assistance in determining the Class of sign. One of the boxes must be checked. If you are unsure, contact the District Permit Officer (DPO) for the County in which you are wishing to erect a sign. |

| ITEM | COMMENT |
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| <p>Verification of Zoning of Class III Sign Location</p> | <p>All class III signs must be located in either a zoned or unzoned commercial or industrial area. If you are applying for any other class of sign, it is not necessary for you to complete this portion of the application.</p> <p>Note the jurisdiction (city or county) that is responsible for the zoning ordinance.</p> <p>Attach a copy of the zoning map for the sign location and note the location of the sign on this map.</p> <p>Indicate either commercial or industrial.</p> <p>Note the actual specific zoning category, i.e., C-1, C-4, I-1, I-5 (etc.)</p> <p>Print the name of the Local Zoning Administrator and indicate the date.</p> <p>The Local Zoning Administrator must sign in the field provided and indicate the date of signature. The Local Zoning Administrator's signature attests to the actual zoning in place at the sign's location.</p> |
| <p>Verification of Unzoned Class III Sign Location</p> | <p>All class III signs must be located in either a zoned or unzoned commercial or industrial area. If you are applying for any other class of sign, it is not necessary for you to complete this portion of the application.</p> <p>Note the jurisdiction (city or county) in which the sign is located.</p> <p>Refer to the Sign Application Instructions for assistance in determining what constitutes an unzoned area. If your sign is in an unzoned area you must attach a sketch of the unzoned area. The sketch must meet all the requirements and show the business or industrial activity. Please contact the District Permit Officer (DPO) for the County in which you are wishing to erect a sign.</p> <p>Print the name of the City or County Clerk and indicate the date.</p> <p>The City or County Clerk must sign in the field provided and indicate the date of signature. The City or County Clerk's signature attests to the fact that there is not any zoning in place at the sign's location.</p> |

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| Location of Sign | <p>Indicate the County, highway number, and side of highway by compass direction.</p> <p>Note the reference post to the nearest tenth of a mile.</p> <p>Note the distance in feet that the near edge of the sign (that part of the sign closest to the highway right of way) is from the right of way line.</p> <p>The near edge of the sign must be marked by placing a stake in the ground where the sign will be erected.</p> <p>The legal description for the land where the sign is located must be included on the application form. If the land is not platted, please include the Quarter Section, Section, Township and Range where the sign is located. If the location of the sign has been platted, please include the Lot, Block, and Subdivision name.</p> |
| Description of Sign | <p>Check the appropriate box for the type of sign being erected. Please refer to Exhibit 1 for an example of the types noted.</p> <p>Check the appropriate box indicating the type of support (poles) and note the number of support(s). The number of supports does not include any supplemental brace supports.</p> <p>Check the appropriate box for the type of material used in the face of the sign.</p> <p>Indicate the number of faces for the sign.</p> <p>Note the size (length, height, and area) in feet.</p> <p>Note the height above ground to the top of the sign in feet.</p> <p>Check whether the sign contains reflective material, and if yes, note the type of reflective material.</p> <p>Check whether the sign will be illuminated, and if yes, note the type of illumination.</p> |
| Applicant Remarks | <p>Use this area, and additional pages if necessary, to provide any further information or explanation about your sign.</p> |

| ITEM | COMMENT |
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| Applicant Certification | <p>The information provided on this application is used to determine if a permit will be granted. Your signature certifies that the information provided is true and accurate.</p> <p>Print your name, sign and date.</p> <p>Check whether you are the owner, officer or agent.</p> <p>If Officer or Agent, provide your address and phone number. (This address and phone may be different than noted for the sign owner.)</p> |