Print Form

APPLICATION FOR PERMIT TO ERECT AND/OR MAINTAIN OUTDOOR ADVERTISING

IN ACCORDANCE WITH SECTION 226.550 RSMo AND 7 CSR 10-6.070

For Official Use Only
TMS#: _____
Trans#: _____
Check#: _____
Log Point: _____

MISSOURI DEPARTMENT OF TRANSPORTATION

TYPE OF SIGN (check one): ☐ Billboard ☐ Tax Exempt Service, Religious or Veterans Organization ☐ Directional ☐ Official ☐ Public Utility ☐ Public Service

PART I: PERMIT OWNER INFORMATION

Permit Applicant Name: _____
Contact Person: _____
Mailing Address: _____
City: _____ State: _____ Zip Code: _____
Telephone Number: _____
Email Address: _____

PROPERTY OWNER INFORMATION

Property Owner Name: _____
Contact: _____
Mailing Address: _____
City: _____ State: _____ Zip Code: _____
Telephone Number: _____
Email Address: _____

PART II: LOCATION OF OUTDOOR ADVERTISING STRUCTURE

The sign will be visible from Highway/Route _____ in _____ County

Traveling: ☐ North ☐ South ☐ East ☐ West, the sign is located on the RIGHT side of the road and approximately ____ ☐ MILES ☐ FEET

☐ BEFORE ☐ AFTER _____ . Is the sign within the City Limits? ☐ Yes ☐ No If yes, City Name: _____

(state or county intersecting route)

Land Use or Zoning: ☐ Commercial ☐ Industrial ☐ Other _____ ☐ Unzoned

Name of Qualifying Business within 750 feet: _____ Phone: _____ Date Opened: _____

PART III: DESCRIPTION OF OUTDOOR ADVERTISING STRUCTURE

The structure is made of (check one): ☐ Wood ☐ Metal ☐ Other (explain) _____

The pole construction is (check one): ☐ Monopole ☐ Multiple Poles (number) ____ ☐ Other (explain) _____

Size of sign face (in feet): Vertical _____ Horizontal _____ **(Total size per side of structure cannot exceed 800 square feet)**

Number of Faces: _____ Will the sign have lighting? ☐ Yes ☐ No **Please Note: Stacked Structures are NOT PERMITTED**

The faces will be positioned: ☐ Back to Back ☐ V-Type ☐ Single Side ☐ Back to Back, Side-by-Side ☐ V-Type, Side-by-Side ☐ Side by Side (one direction)

Technology: ☐ Trivision ☐ Digital ☐ Other: _____ ☐ Painted Face ☐ Vinyl Wrap

Do not begin construction of the sign until you receive the outdoor advertising permit.

With all applications enclose the following:

- ☐ Enclose a copy of lease or a letter from the land owner granting permission to erect or maintain a sign on their property.
- ☐ Enclose a diagram of the proposed sign location in relation to intersecting routes (include direction of travel and measurements).
- ☐ Enclose a copy of ther last deed of record for the property.
- ☐ Back of this form must be notarized or it will be returned.

Billboard Checklist:

- ☐ If the property is zoned, enclose a letter from the Zoning Authority stating the zoning classification.
- ☐ Enclose copies of local business license(s) for the qualifying business.
- ☐ Enclose a check or money order made payable to: **Director of Revenue, Credit State Road Fund**, in the amount of $200.00.

Tax Exempt Sign Checklist:

- ☐ Enclose a proof of tax-exempt status. No fees required for signs less than 76 sq. ft.
- ☐ Enclose a sketch of the desired message to be placed on sign.

Directional Sign Checklist:

- ☐ Enclose a sketch of the desired message to be placed on sign.
- ☐ Enclose a check or money order in the amount of $200.00.
- ☐ Enclose a letter of intent and supporting documentation.

The appropriate documentation must be provided as well as NOTORIZATION ON THE BACK of this completed form and permit fee, when applicable, or the application may be returned. The area specialist may request additional information in order to process this application.

Our mission is to provide a world-class transportation experience that delights our customers and promotes a prosperous Missouri.

The applicant agrees by signature and under oath that, if a permit is issued, the applicant shall maintain the sign structure completely on the private property listed with no parking on highway right of way. Futhermore the applicant, by signature, agrees that the information provided in thisapplication is complete and accurate. The applicant, by signature and under oath, acknowledges and agrees that any misrepresentation of facts on this application may affect the permit issuance or result in termination of the permit immediately at such time as the factual misrepresentation is made known to the Missouri Highways and Transportation Commission, or the Missouri Department of Transportation.

STATE OF _____, County of _____

_____, being of lawful age and first duly sworn, upon his oath deposes and states:

(Name of Applicant)

CHECK ONE:

☐ That I am the above-mentioned individual.

☐ That I am the _____ of _____ which is organized under the laws of
(Title) (Name of Corporation)

_____, with its principal office and place of business in _____, _____;
(State) (City) (State)

and that I have the power and authority for and on behalf of said corporation to make this affidavit and in its behalf, and do so make same.

☐ That I am the _____ of _____ which is not a corporation and that I have
(Title) (Name of Firm)

the power and authority for and on behalf of said firm and its members and owners to make this affidavit for in its and their behalf, and do so make same.

INITIAL EACH STATEMENT:

____ That the sign that is the subject of this permit application shall be erected completely and entirely on the private property listed and that no part of the sign shall be erected on, or extend over or above any portion of property owned by the Missouri Highways and Transportation Commission.

____ That there are no restrictions that would prohibit or disallow the sign from being erected on the private property listed above.

____ That I have read the foregoing and that the facts set out therein are true and correct to the best of my knowledge and belief.

_____
Signature of Applicant

Subscribed and sworn to before me this _____ day of _____, 20 ____.

My Commission expires: _____ _____
Notary Public

Print Form

Mail the completed application, enclosures, and payment to the area specialist for the county in which the sign structure is located.

General and financial questions, contact the Outdoor Advertising Technician at 573-522-1725 or Valerie.Minnick@modot.mo.gov

Area 1 **(660) 385-8264** **Missouri Department of Transportation** **26826 U. S. Hwy 63** **Macon, MO 63552** **Attn: Outdoor Advertising Permit Spec.** Counties: Adair, Andrew, Atchison, Buchanan, Caldwell, Clark, Clinton, Daviess, Dekalb, Gentry, Grundy, Harrison, Holt, Knox, Lewis, Linn, Livingston, Macon, Marion, Mercer, Monroe, Nodaway, Putnam, Ralls, Schuyler, Scotland, Shelby, Sullivan, Worth	**Area 2** **(573) 751-7187** **Missouri Department of Transportation** **PO Box 718** **Jefferson City, MO 65102** **Attn: Outdoor Advertising Permit Spec.** Counties: Boone, Carroll, Cass, Chariton, Clay, Cole, Cooper, Howard, Jackson, Johnson, Lafayette, Moniteau, Pettis, Platte, Randolph, Ray, Saline	**Area 3** **(314) 453-1870** **Missouri Department of Transportation** **1590 Woodlake Drive** **Chesterfield, MO 63017-5712** **Attn: Outdoor Advertising Permit Spec.** Counties: Audrain, Callaway, Crawford, Franklin, Gasconade, Jefferson, Lincoln, Montgomery, Osage, Pike, St. Charles, St. Louis, St. Louis City, Warren
Area 4 **(417) 895-7648** **Missouri Department of Transportation** **PO Box 868** **Springfield, MO 65801** **Attn: Outdoor Advertising Permit Spec.** Counties: Barry, Barton, Bates, Cedar, Christian, Dade, Greene, Henry, Jasper, Lawrence, McDonald, Newton, St. Clair, Stone, Taney, Vernon	**Area 5** **(573) 895-1333** **Missouri Department of Transportation** **PO Box 868** **Springfield, MO 65801** **Attn: Outdoor Advertising Permit Spec.** Counties: Benton, Camden, Dallas, Douglas, Hickory, Howell, Laclede, Maries, Miller, Morgan, Ozark, Phelps, Polk, Pulaski, Texas, Webster, Wright	**Area 6** **(573) 472-5352** **Missouri Department of Transportation** **PO Box 160** **Sikeston, MO 63801** **Attn: Outdoor Advertising Permit Spec.** Counties: Bollinger, Butler, Cape Girardeau, Carter, Dent, Dunklin, Iron, Madison, Mississippi, New Madrid, Oregon, Pemiscot, Perry, Reynolds, Ripley, Scott, Shannon, St. Francois, Ste. Genevieve, Stoddard, Washington, Wayne

Additional forms and information available at http://www.modot.org/business/Outdoor_Advertising