

OUTDOOR ADVERTISING APPLICATION INSTRUCTIONS

“Sign Owner Name” Indicate the name of the individual or company that owns the sign, along with their mailing address and phone number.

“Property Owner Name” Indicate the name of the owner of the property where the sign is located, along with their mailing address and phone number.

“Lease Number (Optional)” This space is provided in order for the sign owner to record the sign owner’s sign number for reference.

“Highway Route” Indicate the highway route to which the sign shows. Indicate the route by number, such as I-40, SR 89, or US 60.

“Milepost” Indicate the milepost, to the nearest tenth, at the site where the sign is located.

“County sign is in” Indicate the county where the sign is located.

“Nearest city to sign site” Indicate the name of the city or town which is closest to the sign site.

“Is proposed sign in city limits?” Indicate whether the proposed sign site is within the city limits of an incorporated city.

“Direction of travel” Indicate the direction that a motorist would be traveling on the highway with the sign site on the right-hand side of the driver.

“Direction to the nearest off-premise sign on same side of road” Indicate the direction to the nearest off-premise advertising sign which is on the same side of the highway as the proposed sign.

“Distance to nearest sign in feet” Indicate the distance in feet to the nearest off-premise advertising sign on the same side of the highway as the proposed sign.

“Will this sign have Electronic Outdoor Advertising” Indicate if the proposed sign will display Electronic Outdoor Advertising. If it will, initial where indicated in order to certify that the sign will be erected and maintained in accordance with all statutory and regulatory requirements for EOA.

IF THE SIGN IS LOCATED OUTSIDE OF CITY LIMITS, COMPLETE THE NEXT SIX ITEMS:

- (1) Indicate the name of the nearest active commercial or industrial activity which is located on the same side of the highway as the proposed sign site.
- (2) Indicate the direction from the sign site to the nearest active commercial or industrial activity.
- (3) Indicate whether the nearest commercial or industrial activity is within 1000 feet of the proposed sign site.
- (4) Indicate whether the proposed sign site is adjacent to a freeway and within 3000 feet of a traffic interchange where a commercial or industrial activity is located on the same side of the highway as the sign site and within 1000 feet of the interchange.
- (5) Indicate whether the proposed sign site is adjacent to a freeway and in an area located between the center of an interchange and a point which is 500 feet beyond where the pavement widens for an exit or entrance ramp.
- (6) Indicate whether the proposed sign site is adjacent to a freeway and in an area located between a rest area and a point which is 500 feet beyond where the pavement widens for an exit or entrance ramp.

“Sign Owner/Agent Name” This is where the sign owner or the sign owner’s agent signs the application to certify that all of the information presented on the application is correct.

Date” Indicate the date that the sign owner/agent signed the application.

THE FOLLOWING SECTION IS TO BE COMPLETED BY THE ZONING AUTHORITY OF THE GOVERNING JURISDICTION:

“County Assessor Book – Map -- Parcel” Indicate the county assessor’s parcel number for the parcel of land where the proposed sign will be located.

“Zoning Code where sign is to be placed” Indicate the zoning of the property where the proposed sign will be located.

“Zoning Official Name (Print)” Indicate the name of the governing jurisdiction’s zoning official who verified the zoning of the property where the proposed sign will be located.

“Zoning Official Signature” This is where the governing jurisdiction’s zoning official signs in order to verify that the property is zoned as indicated on the application.

“Title” Indicate the title of the zoning official that verified the zoning of the property.

“Office Phone Number” Indicate the phone number of the zoning officials office.

“Date” The date that the governing jurisdiction’s zoning official signed the application.

IN ADDITION TO THE COMPLETED APPLICATION FORM, PLEASE INCLUDE THE FOLLOWING:

- (1) A signed lease agreement or letter from the property owner granting permission to the sign owner to place a sign on the proposed site.
- (2) An 8 ½ “ X 11” diagram of the proposed site indicating significant landmarks, side roads, milepost markers, etc. which provide enough information for the department to locate the site.
- (3) A check or money order in the amount of \$20.00 made payable to the Arizona Department of Transportation.
- (4) A complete legal description of the property where the proposed sign site is located. The description should include the Assessors Book-Map-Parcel number as well as the section-township-range. This information may be obtained from the zoning authority or county assessor.
- (5) An 8 ½ “ X 11” sketch/drawing of the proposed sign structure and facings including dimensions.

Submit the application along with all of the attachments to:

Arizona Department of Transportation
206 South 17th Ave. MD 004R
Phoenix, AZ 85007

Before submitting the application, please ensure that the proposed site is marked with a stake and ribbon and that the sign owner’s name is printed on the stake.

If you have any questions please contact this department at (602) 712-8177.