

Application Type: New Sign

To submit this application you must include:

1. A sketch/drawing of proposed sign site showing landmarks, side roads, milepost markers, etc., sufficient to locate the site during inspection.
2. Photo(s) of the site marking(s), including surrounding area. Markings must include post(s), apex, end of panels if V-shaped*.
3. A sketch/drawing of the proposed sign structure and facings including dimensions.
4. A complete and signed Zoning Certification (separate ADOT form). NOTE: If the property has been rezoned or changed within the past 36 months, you must provide all case documents. This includes but is not limited to the application, plans of development, meetings, hearings, and final determination.
5. A signed letter or lease from the property owner granting permission to place a sign at the location specified on the application.
6. A check or money order in the amount of \$20.00 made payable to the Arizona Department of Transportation.

Submit your application and required documents by email, US Mail, or in person to:

Arizona Department of Transportation
Statewide Permits Services
1615 W. Jackson Street - MD 004R
Phoenix, AZ 85007

-or-

cmowrer@azdot.gov

**In person delivery is by appointment only. Call 602.290.8776.

***Before submitting application, ensure proposed site is marked and is visible for inspection. You may use a stake, stake/ribbon, pvc, paint, cone, etc. All proposed sign sites are inspected before issuing permit.**

Unmarked sites or marking insufficiently visible to the inspector may delay the review/inspection and permit issuance.

You may contact Statewide Permits Services at 602.712.6993 or visit <http://www.azdot.gov/business/Permits/outdoor-advertising-sign-permits> for more information.

**Application Type: New Sign
(for hand-printing)**

Sign Owner/Company Name

Address

Property Owner/Company Name

City/State

Zip Code

Address

Phone Number

Fax Number

City/State

Zip Code

Email Address

Phone Number

Fax Number

Company Official's Name

Preparer's Name

Email Address

Company Official's Name

PROPOSED SIGN LOCATION

Route

Mile Post

Travel Direction

County

Latitude

Longitude

Sec-Town-Range

Tax Parcel

Zoning Designation

Within City Limits?

Nearest City to Site

Location Description

Is site within 1,000' of a qualifying commercial/industrial activity on the same side of the highway?

Name & address of qualifying commercial/industrial activity on same side of highway **(Required if outside city limits)**

Is site within 3,000' of a traffic interchange where a commercial/industrial activity is located?

Name & address of qualifying commercial/industrial activity on same side of highway **(Required if outside city limits)**

Is site within 500' of highway widening at exit or entrance ramps of a freeway interchange?

Is site within 500' of highway widening to a scenic overlook or safety rest area?

Does sign meet the minimum spacing requirements to the nearest billboard on same side of highway?

Distance to nearest billboard on same side of highway (ft)

Direction to nearest billboard on same side of highway

SIGN INFORMATION

Number of support poles Support Type (Metal, wood) Other support type description

Face Type (Single, V, Double) Sub-Face Type # of Digital Faces # of TriVision Faces Digital Compliance Signature (Enter NA if no digital)

Sign Description

SIGN FACE INFORMATION

Application will not be considered complete without sign face information

Sign Face 1

Face Height (Feet) Face Width (Feet) Face Area (Sq ft)

Illuminated? (Lights facing sign copy) Digital?

Sign Face 2

Face Height (Feet) Face Width (Feet) Face Area (Sq ft)

Illuminated? (Lights facing sign copy) Digital?

Sign Face 3

Face Height (Feet) Face Width (Feet) Face Area (Sq ft)

Illuminated? (Lights facing sign copy) Digital?

Sign Face 4

Face Height (Feet) Face Width (Feet) Face Area (Sq ft)

Illuminated? (Lights facing sign copy) Digital?

By submitting this application, I acknowledge the information and statements provided are true and correct to the best of my knowledge. I understand that any false or misleading information on this application, or any violation of the Arizona Outdoor Advertising Regulations, shall result in the revocation of the issued permit. This application is subject to the condition that applicant comply with local governmental regulations relating to outdoor advertising.

Initials

Date

Terms & Conditions
Arizona Department of Transportation (the 'Department')

Fees and Compliance

A non-refundable fee of \$20 must accompany this application.

Before submitting an application, Applicants are encouraged to confirm that their proposed sign complies with all codes, laws, and regulations, including those described below. When multiple or conflicting rules and regulations exist in relation to any aspect of the sign, its structure, or its location, the more restrictive regulations shall apply. The Applicant/Permittee shall comply with all of the following: ARS § 28-7901-7915 and AAC R17-3-701 & 701.01, local, county, state, and federal codes, laws, and regulations.

Proposed signs shall not be erected prior to the issuance of a permit. If the sign has been erected in violation of this requirement, the application/permit will become invalid and be canceled.

If the landowner withdraws their permission for the sign to be located on their land at any time, the Department may cancel the permit.

Installation

Within 120 calendar days of the date the Department issues the permit, the Permittee shall erect the advertising structure (whole sign built, with or without copy), as identified in the application. The sign shall bear the official decal issued by the Department. Prior to the expiration of 120 calendar days, the Permittee may submit a written request for extension of time. The Department may grant one 60 calendar day extension.

Each sign must be located at the point described in the permit. If the sign is not located at that point, this permit will become invalid and be canceled. The sign must also be removed at the Permittee's expense.

When the sign structure has been erected, the Permittee shall notify the Department, in writing.

The Permittee shall affix the decal provided by the Department on a permanent surface near the portion of the sign structure closest to the main-traveled way and clearly visible from the roadway. Permit decals to replace any which have been issued and were improperly affixed, lost or destroyed, whether before or after attaching to the sign structure, may be purchased for \$5.00.

Changes

The Permittee shall contact the Department regarding proposed changes (from static to electronic format or change in material composition) to a permitted sign structure. If the requests are appropriate, and there are no violations of an existing permit, the Department shall grant approval of the requests.

Relocation

The Department may only issue Outdoor advertising permits for specific locations. Therefore, if the Permittee wishes to relocate a sign, the Permittee shall obtain a new outdoor advertising permit.

Renewals

From the date of issuance, the permit shall be valid for a period of one year. It shall be renewable annually upon payment of a \$5.00 fee.

Payment of the permit renewal fee constitutes acceptance of all federal and state laws governing outdoor advertising control effective on the date of renewal. Payment also certifies there have been no unreported changes to the sign structure since issuance of the permit.

Renewal fees will become delinquent 30 calendar days after the annual renewal date. On becoming delinquent, such sign structure will be in violation and a new initial application fee of \$20.00 will be required.

Transfer of Ownership

Permits are transferable upon sale of sign provided a new owner furnishes the Department with notification of sale within 30 calendar days of sale. The new sign owner shall accept all the terms and conditions of this permit.

Revocation

The Department is authorized to revoke any sign permit issued (a) upon failure of the Permittee to comply with the plans and documentation supporting the application for the permit, or (b) if the permit was issued in error or on the basis of misstatement of facts or fraud by the Applicant or Permittee.

The above terms and conditions are not a complete statement of federal laws, state laws, and regulations governing outdoor advertising control. The terms and conditions do not limit the Department from acting in conformance with such laws.

Appeal

The land owner or sign owner may request a hearing related to a permit application denied or other action taken by the Department. If the land owner or sign owner wishes to request a hearing, they must make the request within seven calendar days after notice of the action is mailed or posted. The written request for appeal must be submitted to the ADOT Executive Hearing Office.