

# APPLICATION FOR OUTDOOR ADVERTISING PERMIT

**[A] APPLICANT INFORMATION:** (If you currently hold a State of Florida outdoor advertising license or permits, please enter the name, address and account number on file with the Department.) **PLEASE TYPE OR FILL OUT IN INK. APPLICATIONS SUBMITTED IN PENCIL WILL BE RETURNED. For assistance in completing this form, please call (850) 414-4569. THE DEPARTMENT WILL NOT MAKE CHANGES OR CORRECTIONS TO THIS FORM. PLEASE NOTE: If you do not currently hold an Outdoor Advertising License, it may be necessary for you to obtain one before a permit can be issued.**

- 1. Name of Applicant or Company: \_\_\_\_\_
- 2. FDOT Account Number: \_\_\_\_\_ (If new account, leave blank. The Department will assign an Account Number)
- 3. Address of record: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ E-Mail: \_\_\_\_\_
- 4. Mailing address for permit tag (if different from above): \_\_\_\_\_
- 5. Telephone #: \_\_\_\_\_ Fax#: \_\_\_\_\_

**[B] SIGN LOCATION INFORMATION:**

- 6. County: \_\_\_\_\_ 7. Within incorporated area?  Yes  No. If "yes," name of municipality: \_\_\_\_\_
- 8. Property Tax ID#: \_\_\_\_\_ Do you  own or  lease site? If lease, land owner: \_\_\_\_\_
- 9. Location is on: US Route#: \_\_\_\_\_ State Road#: \_\_\_\_\_ Local Name/Number: \_\_\_\_\_  
\_\_\_\_\_  miles  feet  N  E  S  W of \_\_\_\_\_ (nearest intersection),  
on the  N  E  S  W side of the roadway, facing  N  E  S  W
- 10. Sign Location Address (if available): \_\_\_\_\_
- 11. Distance of closest part of sign to state right of way: \_\_\_\_\_ feet
- 12. Method of marking sign location:  Stake/flag  Other (please describe): \_\_\_\_\_

**[C] SIGN DESCRIPTION:**

- 13. Sign is:  Existing  Proposed 14. Facing height (in feet): \_\_\_\_\_ Facing width (in feet): \_\_\_\_\_ Total Sq.Ft. \_\_\_\_\_
- 15. Changeable facing?  Yes  No If "yes," describe: \_\_\_\_\_
- 16. Configuration of sign:  Single facing (only one side)  Multiple facings (a separate application is required for each facing)
- 17. Sign structure height: \_\_\_\_\_ 18. Will sign be externally lighted?  Yes  No

**[D] ADDITIONAL INFORMATION**

- 19. Is this an application submitted as the result of a Department transportation project?  Yes  No If "yes," no permit fees need to be submitted  
If yes, tag number(s) for sign to be cancelled: \_\_\_\_\_
- 20. Will cutting, trimming or removal of vegetation from State right of way to be required to create a viewing zone for this sign?  Yes  No  
If the answer is "Yes," an Application to Permit Vegetation Management at Outdoor Advertising Sign, Form 575-070-055 must be approved by the Department and the permits for two approximate comparable size nonconforming signs cancelled. The cancellation form(s) for the nonconforming permits surrendered for vegetation management MUST be submitted with the Application to Permit Vegetation Management at Outdoor Advertising Sign.  
Tag numbers of nonconforming permits to be cancelled: \_\_\_\_\_
- 21. Is an existing permit being cancelled as a condition of issuance of this permit OTHER than for 19. or 20., above?  Yes  No  
If yes, tag number(s) of permit(s) to be cancelled: \_\_\_\_\_

**NOTE: IF A PERMIT IS BEING CANCELLED FOR ISSUANCE OF A NEW PERMIT, SUBMIT THE CANCELLATION CERTIFICATION WITH THIS PERMIT APPLICATION. FOR 19 & 21 ABOVE, THE EXISTING PERMIT WILL NOT BE CANCELLED UNLESS THE NEW PERMIT IS APPROVED.**

- 22. Is application being submitted as the result of a Notice of Violation or Jurisdictional Change of Road?  Yes  No If yes, Notice Number: \_\_\_\_\_

**[E] CERTIFICATION**

I, \_\_\_\_\_, herby certify that the information given and the statements made in this application are true and that I have received, in writing, permission from the landowner or other person in lawful possession of the site to erect an outdoor advertising sign at the location designated in this application.

I understand that if a building permit is submitted in lieu of local government permission sign-off on this application, I am certifying that the local government has approved the placement of the proposed sign designated in this application, or in the case of an existing sign designated in this application, that the local government has not provided notice that the sign is illegal, and that the local government has taken no action to cause the sign to be removed.

I understand that submission of false or misleading information of material consequence on this application or attachments thereto, or any other violation of Chapter 479, F.S., or Chapter 14-10, F.A.C., unless corrected within 30 days of notification by the Department, will result in revocation of this permit.

I understand, pursuant to s. 479.106(5), F.S., that the Department shall not issue a permit for the cutting, trimming, or removal of trees or vegetation planted within the state right of way as part of a beautification project approved prior to the submission date of this application. I understand, pursuant to s. 14-10.057(1)(e)10., F.A.C., that a beautification project is approved when it is specifically identified in the Department's five-year work program, is a permitted landscape project, is part of an executed agreement between the Department and a local government, or has been approved in writing by the Department for installation at a later date by a local government.

I understand that the established view zone as defined in s. 479.106(6), F.S will automatically be assigned as a result of this application being approved. Pursuant to s. 479.106(6), F.S., a view zone other than what is provided must be established by agreement with the Department's District Maintenance Engineer or Designee in the appropriate District Office.

I further understand that the metal permit tag issued as a result of this application being approved must be posted at the sign site designated in this application within 30 days of issuance. A completed sign, including the posting of a message, must be built within 270 days of permit issuance or the permit will become VOID.

Signature of Applicant \_\_\_\_\_ Position in Company, if applicable \_\_\_\_\_ Date \_\_\_\_\_

**Applications are deemed incomplete if [A]-[E] above are not completely filled in and the following required attachments are not submitted with the application (see instructions): Landowner authorization; Location Sketch; Local Government Zoning/Land Use verification; Local Government building permit (or equivalent); photograph of site showing markings (per [B]12) and surrounding area; Application fee.**

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City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ E-Mail: \_\_\_\_\_
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- 6. County: \_\_\_\_\_ 7. Within incorporated area?  Yes  No. If "yes," name of municipality: \_\_\_\_\_
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- 22. Is application being submitted as the result of a Notice of Violation or Jurisdictional Change of Road?  Yes  No If yes, Notice Number: \_\_\_\_\_

**[E] CERTIFICATION**

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I understand that if a building permit is submitted in lieu of local government permission sign-off on this application, I am certifying that the local government has approved the placement of the proposed sign designated in this application, or in the case of an existing sign designated in this application, that the local government has not provided notice that the sign is illegal, and that the local government has taken no action to cause the sign to be removed.

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I understand that the established view zone as defined in s. 479.106(6), F.S will automatically be assigned as a result of this application being approved. Pursuant to s. 479.106(6), F.S., a view zone other than what is provided must be established by agreement with the Department's District Maintenance Engineer or Designee in the appropriate District Office.

I further understand that the metal permit tag issued as a result of this application being approved must be posted at the sign site designated in this application within 30 days of issuance. A completed sign, including the posting of a message, must be built within 270 days of permit issuance or the permit will become VOID.

Signature of Applicant \_\_\_\_\_ Position in Company, if applicable \_\_\_\_\_ Date \_\_\_\_\_

**Applications are deemed incomplete if [A]-[E] above are not completely filled in and the following required attachments are not submitted with the application (see instructions): Landowner authorization; Location Sketch; Local Government Zoning/Land Use verification; Local Government building permit (or equivalent); photograph of site showing markings (per [B]12) and surrounding area; Application fee.**

FLORIDA DEPARTMENT OF TRANSPORTATION

RE: Application for outdoor advertising sign permit

To be completed by applicant:

Name of Applicant or Company: \_\_\_\_\_  
Sign is:  existing  proposed  
County: \_\_\_\_\_ Municipality, if applicable: \_\_\_\_\_  
Highway Name & Number: \_\_\_\_\_  
Sign location description: \_\_\_\_\_  
Property Tax ID#: \_\_\_\_\_

DETERMINATION OF LAND USE

To be completed by appropriate zoning official:

Designation of parcel on the Future Land Use Map: \_\_\_\_\_  
Current zoning of parcel (from Land Development Regulations): \_\_\_\_\_

Does the referenced property qualify as a commercial or industrial parcel as defined in section 479.024, F.S. and section 14-10.0052, F.A.C:  Yes  No

Provide the specific website page where electronic copies of the documents referencing the future land use designation listed above: http:// \_\_\_\_\_

Provide the specific website page where electronic copies of the documents referencing the current zoning designation listed above: http:// \_\_\_\_\_

Is location within city limits:  Yes  No If yes, name of city: \_\_\_\_\_

Please provide the name and telephone number of the person the Department may contact if additional information is required:

Name: \_\_\_\_\_ Telephone #: \_\_\_\_\_

I certify that the above information reflects the designation of the parcel as it is shown on the current comprehensive plan adopted pursuant to chapter 163, Florida Statutes, and that I am authorized to sign this form on behalf of the county/municipality named above:

\_\_\_\_\_  
Signature of Local Government Official Date

\_\_\_\_\_  
Printed Name and Title

**NOTE:** Form must be completed not more than six (6) months prior to receipt of the completed outdoor advertising permit application by the Department.

**FLORIDA DEPARTMENT OF TRANSPORTATION**

RE: Application for outdoor advertising sign permit

**To be completed by applicant:**

Name of Applicant or Company: \_\_\_\_\_

Sign is:  existing  proposed

County: \_\_\_\_\_ Municipality, if applicable: \_\_\_\_\_

Highway Name & Number: \_\_\_\_\_

Sign location description: \_\_\_\_\_

Property Tax ID#: \_\_\_\_\_

**Is this sign site intended to be qualified under reduced spacing as authorized by Section 479.07(9)(c), Florida Statutes?**

Yes  No

If Yes, you must submit the following documents with this application package:

- (a) A copy of the local government adopted policy, ordinance, or other official document authorizing the placement of a new outdoor advertising sign on an interstate highway in exchange for the removal of an existing sign or signs; and
- (b) A copy of the agreement between the Applicant and the local government identifying the sign(s) to be removed and approving the location that is the subject of this application.

**LOCAL GOVERNMENT PERMISSION**

**Local Government Permission:** Please complete the items below. You may submit another form of written statement indicating that the sign complies with all local governmental requirements. For a proposed sign location, a copy of the building permit issued by the local government may be submitted.

The outdoor advertising sign identified in this application:

- Is in compliance with all duly adopted local ordinances and has been or will be issued the necessary permits.
- Is not in compliance with local ordinances, but is legally existing as a non-conforming sign.
- Is not in compliance with local ordinances and is/would be considered to be an illegally maintained structure.

I certify that I represent the governmental entity within whose jurisdiction the sign described herein is located and that the determination reflected in this section is made under my delegated authority.

\_\_\_\_\_  
Signature of Local Government Official Date

\_\_\_\_\_  
Printed Name and Title

**NOTE:** Form must be completed not more than six (6) months prior to receipt of the completed outdoor advertising permit application by the Department.

## INSTRUCTIONS FOR COMPLETING

### APPLICATION FOR OUTDOOR ADVERTISING SIGN PERMIT

All items on **Page 1, Parts [A] through [E]** must be filled in and **all required attachments submitted**. Applications must be typed or filled out in ink. Applications filled out in pencil will be returned. Only completed applications will be reviewed; incomplete applications will be returned to the applicant. THE DEPARTMENT WILL NOT MAKE ANY CHANGES OR CORRECTIONS TO THIS FORM. Each sign facing (side of sign) requires separate permitting; each permit requires a separate application. A permit is valid only for the location specified on the application form. **For assistance, call (850) 414-4569.**

Prohibited signs – Before making application for an outdoor advertising sign permit, check Chapter 479, Florida Statutes, and Administrative Rule Chapter 14-10, to ensure sign meets all requirements. Any sign not complying with the law will not be permitted. Furthermore, Department of Transportation approval is subject to compliance with all applicable local governmental regulations.

#### PART [A] Applicant Information

1. **Name of Applicant or Company:** Person or business entity in whose name the permit will be listed. This will be the name used by the Department for all billing notices, violation notices, and any correspondence from the Department to you. If you already have an outdoor advertising account with the Department, use the name currently on file (account Name of Record).
2. **FDOT Account Number:** All persons/business entities which currently hold a DOT outdoor advertising license or permit have been assigned an account number. If you are a new account (i.e., you do not have a current Outdoor Advertising License or permit(s) with the Department) leave this item blank. An Account Number will be assigned to you.
3. **Email and Mailing Address of Record:** These will be the addresses used by the Department for all billing notices, violation notices, and any correspondence from the Department to you. The mailing address will be used in instances where email is unsuccessful. [For existing accounts, this address must be the same as the address currently on file with the Department or the application will be returned for correction.]
4. **Mailing address for permit tag:** Permit tag will be mailed to the address of record (3, above) unless this item is completed.
5. Enter **Telephone#**, and **Fax#**, as applicable.

#### PART [B] Sign Location Information

6. **County:** The county in which the sign will be located.
7. **Within incorporated area?:** Indicate whether location is within an incorporated are. If “Yes,” indicate municipality.
8. **Property Tax ID#:** The parcel identification number of the land on which the sign is or will be located. This information may be obtained from the county Property Appraiser’s office. Indicate whether you are the property owner or if you lease this site. If lease, enter the name of the property owner.
9. **Location:** Indicate the state road number of the roadway you wish to permit the sign to. If there is a US route number or a local name, enter that information also. The location description should follow this format: located on US001 (US Route#), SR002 (State Road#), Palm St. (local street name of number sign is or will be located on), 200 □ miles feet x [North] (designated direction of travel – N.E.S.W.) of Main Avenue (Nearest intersection). Sign will be on the x [East] side of the highway, facing x [South]. The designated direction of travel (N,E,S, or W) from the nearest intersection must be given in relation to the designated direction of travel of the route on which the sign will be located (i.e., North-South for odd numbered routes, East-West for even numbered routes). The side of road (N,E,S, or W) is given in relation to the direction of travel. The direction the sign will face is the principal direction (N,E,S, or W) of the sign facing in relation to the direction of travel of the route. The required location sketch MUST show the roadway the sign will be on, the distance and direction from the nearest intersection(s), and any other identifiable characteristics or landmarks which will assist the Department in properly identifying the sign location (see b., under REQUIRED ATTACHMENTS).
10. **Sign Location Address:** Enter the street address of the sign location, if available.
11. **Distance of closest part of sign to edge of right of way:** Give the distance (to the nearest whole foot) from the edge of state right of way to the portion of the sign closest to the road.
12. **Method for marking location:** To ensure that the location inspected is that specified in the application, you must mark the proposed sign location with easily visible markings. Identify the markings used. The markings must be in place prior to submission of the application and remain in place 30 days after the Department’s receipt of the application.

#### PART [C] Sign Description

13. **Sign is existing/proposed:** Indicate whether the sign has been erected or proposed to be erected.
14. **Facing height, width and total square feet:** These measurements are taken to the nearest whole foot and include border, trim, and all embellishments. Total square feet: height times the width. Sign facing refers to the portion of the sign on which the advertising copy is displayed.
15. **Changeable facing:** This refers to a sign facing where the advertising copy changes, either mechanically or electronically. Examples of changeable facings are tri-panels, which rotate, or LED displays.
16. **Configuration of sign:** Indicate whether the completed sign will have either one facing or two. A facing is a side of the sign, or the direction a sign faces. If you are applying for a sign with two sides (facings), you need to submit an application for each side.
17. **Sign structure height:** This measurement is (to the nearest whole foot) the total vertical distance from the elevation of the crown of the road to the top of the highest sign face, including any border or trim, but excluding embellishments.
18. **Will the sign be lighted externally?** Indicate whether lighting that is not incorporated into the sign facing will be used.

**PART [D] Additional Information**

19. **Is this an application submitted as the result of a Departmental transportation project?:** Indicate whether the application is being submitted due to a Department eminent domain proceeding. List the permit tag numbers of the permits being cancelled. Permit fees do not need to be included with an application submitted as a result of a Department project.

20. **Do you intend to cut, trim or remove existing vegetation from state right of way to improve the visibility of the sign?** If "yes," you must obtain a vegetation management permit from the Department before the sign permit application can be approved. Enter the permit tag numbers of the two nonconforming signs to be cancelled.

21. **Is an existing permit being cancelled as a condition of issuance of this permit other than for #19 OR #20?:** If "yes," enter permit number(s) of permit(s) to be cancelled.

22. **Is application being submitted as a result of a Notice of Violation or Notice of Jurisdictional Change of Road?:** If you have received a Notice for an unpermitted sign at this location, you should answer "yes" to this question, and enter the Notice number.

**IF EXISTING, VALID PERMITS ARE BEING CANCELLED AS A CONDITION FOR THE ISSUANCE OF A NEW PERMIT, THE CANCELLATION CERTIFICATION MUST BE SUBMITTED WITH THIS PERMIT APPLICATION.**

**PART [E]:** This portion of the application must be executed and notarized.

**REQUIRED ATTACHMENTS:** This application for an outdoor advertising sign permit will be returned to you as Incomplete if Parts [A] through [E] of the application are not completely filled in or if any of the following attachments are not submitted:

- a. A signed statement by the owner or other person in lawful control of the proposed sign site authorizing placement of the sign at that location. If you have indicated that you are the landowner ([B]8), you do not need to submit this authorization.
- b. A sketch of the proposed sign location showing, at a minimum, the roadway the sign will be permitted to, and the distance and direction from the nearest intersection(s). Include any additional information which may make the site easier to locate, e.g., local roads, landmarks, businesses, distance from other permitted signs, driveways, etc.
- c. A statement from the appropriate local government official identifying the land use designation on both the Future Land Use Map and the current Land Development Regulations of the parcel on which the sign is or will be located. This statement must include whether the location designated in this application qualifies as a commercial or industrial parcel. The name of the appropriate official whom the Department may contact with any questions must also be supplied. You may use Page 2 of this application or any other form of written statement from the appropriate local governmental official provided all required information is supplied.
- d. Verification that a building permit has or will be issued for a new sign, or that the existing sign complies with all local government regulations as either a conforming or nonconforming structure. You may use Page 2 of this application or any other form of written statement from the appropriate local governmental official provided all required information is supplied.
- e. A photograph of the proposed sign site showing the location markings and the surrounding vegetation; and
- f. The correct permit fee.

**PERMIT FEES:**

- 1. THE PERMIT FEE IS \$71.00. EACH SIGN FACING REQUIRES A SEPARATE APPLICATION. FOR APPLICATIONS SUBMITTED AS A RESULT OF A DEPARTMENT PROJECT, NO PERMIT FEES NEED TO BE SUBMITTED.
- 2. PERMIT FEES FOR THE YEAR IN WHICH APPLICATION IS MADE MAY BE PRORATED BY PAYING ONE-FOURTH OF THE ANNUAL FEE FOR EACH WHOLE OR PARTIAL QUARTER REMAINING IN THAT YEAR. **APPLICATIONS RECEIVED AFTER SEPTEMBER 30 MUST INCLUDE THE FEES FOR THE LAST QUARTER PLUS FEES FOR THE FOLLOWING YEAR. (SEE CHART BELOW.)**

	1 <sup>st</sup> Qtr. Jan. 16 through April 15	2 <sup>nd</sup> Qtr. April 16 through July 15	3 <sup>rd</sup> Qtr. July 16 through September 30	4 <sup>th</sup> Qtr. October 1 through January 15 (includes next year fees)
Prorated permit fees	\$71.00	\$53.25	\$35.50	\$88.75

Payment may be made by personal or business check or money order. Make check or money order payable to the Department of Transportation. Cash or credit cards will not be accepted as payment. It is suggested that you submit separate checks for each permit applied for.

**SUBMISSION OF APPLICATION:** Submit the application and all required attachments to the Florida Department of Transportation, 605 Suwannee Street, Mail Station 22, Tallahassee, FL 32399-0450.

**APPROVAL OF APPLICATION:** Every completed application shall be acted on by the Department within 30 days after receipt by the Department. Upon approval of the application, a copy of the permit and the permit tag will be mailed to the applicant. If not approved, the Outdoor Advertising Office will notify the applicant, in writing, stating the reason(s) for the denial.

**PERMIT TAGS:** Upon approval of the application for a sign permit, the applicant will be furnished a serially numbered permanent metal permit tag, which must be displayed at the permitted location at all times until returned to the Department for cancellation. **THE PERMIT TAG MUST BE POSTED AT THE SIGN LOCATION WITHIN 30 DAYS OF ISSUANCE BY THE DEPARTMENT. A COMPLETED SIGN MUST BE ERECTED WITHIN 270 DAYS FROM THE DATE OF PERMIT ISSUANCE OR THE PERMIT WILL BECOME VOID BY ACTION OF LAW. A PERMITTEE WHO HAS NOT POSTED THE PERMIT TAG AT THE LOCATION WITHIN THE PRESCRIBED 30 DAYS MUST APPLY TO THE DEPARTMENT FOR A NEW PERMIT TAG. A PERMITTEE WHO HAS NOT ERECTED A COMPLETE SIGN, INCLUDING DISPLAYING A MESSAGE, WITHIN THE PRESCRIBED 270 DAYS MAY NOT SUBMIT ANOTHER APPLICATION FOR THAT SIGN SITE FOR AN ADDITIONAL 270 DAYS FROM THE DATE THE PERMIT IS DECLARED VOID.**