



**COMMONWEALTH OF PENNSYLVANIA  
DEPARTMENT OF TRANSPORTATION**

PERMIT NO.: \_\_\_\_\_  
(FOR DEPT. USE)

**APPLICATION FOR DIRECTIONAL OR PUBLIC SERVICE OUTDOOR  
ADVERTISING DEVICE PERMIT**

The undersigned, pursuant to the Outdoor Advertising Control Act of 1971, Act No. 160, December 15, 1971, P.L. 596, as amended, (36 P.S. 2718.101 et seq.) and the regulations promulgated thereunder (PA Code Title 67 Chapter 445), hereby applies for a permit to erect a sign or other advertising device to be located adjacent to the National System of Interstate Highways, or the Federal-Aid Primary Highway System as these existed on June 1, 1991, and/or the National Highway System; and supplies the following information in support of this application:

**A. APPLICANT (Sign Owner):**

Name of Applicant: \_\_\_\_\_

Title: \_\_\_\_\_

Business Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

**B. LAND OWNER (Where Sign Is To Be Located):**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Has applicant obtained permission from the land owner to construct the sign on the owner's land?      Yes      No

**C. THIS APPLICATION IS TO (Check One Of The Following):**

Erect a new DIRECTIONAL sign

Erect a new PUBLIC SERVICE (School Bus Shelter) sign

**D.** Does applicant wish to meet with a PENNDOT representative at the proposed sign location to review the location and application?      Yes      No

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**E. LOCATION OF PROPOSED SIGN:**

- E.1. County: \_\_\_\_\_
- E.2. Municipality: \_\_\_\_\_ City Boro. Twp.
- E.3. The sign site is adjacent to Interstate Route Number \_\_\_\_\_  
Eastbound Westbound Northbound Southbound  
On the Right Left Side.
- E.4. The sign site is \_\_\_\_\_ feet East West North South  
of the nearest State Route Segment Marker No. \_\_\_\_\_ and/or Mile Marker  
No. \_\_\_\_\_.
- E.5. The sign site is \_\_\_\_\_ Miles Feet East West  
North South of the nearest interchange, or intersection. Provide  
name, state route number(s), exit number, etc. \_\_\_\_\_.
- E.6. If available, provide any other readily identifiable fixed object that may be  
used to identify the location: \_\_\_\_\_
- E.7. Did the applicant verify the highway right-of-way width with the PENNDOT  
District Engineering Office? Yes No  
If yes, the right-of-way width is \_\_\_\_\_  
(Note: No part of the sign may encroach on highway right-of-way.)
- E.8. Indicate the distance \_\_\_\_\_ (feet) from centerline, right-of-way line,  
right-of-way fence, or edge of pavement to the closest edge of sign.
- E.9. Applicant is requested to place a stake at least 3 feet high, with applicant's  
name on it, to mark the closest edge of the sign as indicated in E.8. Is a stake  
in place? Yes No
- E.10. Is the sign site located adjacent to a non-limited (free) access highway?  
Yes No  
If yes, will all erection and maintenance activities, including parking of vehicles  
and equipment, be performed on privately owned property? Yes No  
If no, the applicant must comply with Title 67 Pa. Code, Chapter 203, Work Zone  
Traffic Control, and PENNDOT Publication 203M, Work Zone Traffic Control,  
whenever any erection or maintenance activities are performed from within the  
right-of-way.

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- E.11. Is the sign site located adjacent to a limited access highway?  
Yes      No  
If yes, permitted signs shall not be erected or maintained from limited access highway; access to sign must be only from private property.
  
- E.12. Will it be necessary to remove vegetation in highway right-of-way to enable proposed sign to be viewed?      Yes      No

**F. LOCAL REGULATIONS:**

- F.1. Does the local municipality or county where the sign is to be located have a sign ordinance or regulations?      Yes      No
- F.2. If yes, does the sign for which application is hereby made conform to local requirements?      Yes      No
- F.3. Does the local municipality or county require application for and issuance of a permit for the erection of a sign?      Yes      No
- F.4. If yes, has the Applicant applied for and received a municipal or county permit to erect the herein proposed sign?      Yes      No  
(If yes, provide a copy with application.)
- F.5. Name of Municipality: \_\_\_\_\_  
Office Address: \_\_\_\_\_  
Name of Zoning/Codes Officer: \_\_\_\_\_  
Telephone: \_\_\_\_\_

**G. DIRECTIONAL SIGNS:**

G.1 Complete this section for Directional Signs which meet the following criteria:

Privately-owned activities or attractions eligible for directional signing are limited to the following: natural phenomena, scenic attractions; historic, educational, cultural, scientific and religious sites, and outdoor recreational areas.

To be eligible, privately owned attractions or activities shall be nationally or regionally known, and of outstanding interest to the traveling public.

Does the activity or attraction meet the above criteria?    Yes    No

G.2. Message Content:

The message on directional signs shall be limited to the identification of the attraction or activity and directional information useful to the traveler in locating the attraction, such as mileage, route number or exit number. Descriptive words or phrases, and pictorial or photographic representations of the activity or its environs is prohibited.

Does the message content comply with the above?    Yes    No

Indicate the message content: \_\_\_\_\_  
\_\_\_\_\_

G.3. Spacing of Directional Signs:

- (a) A directional sign may not be located within 2,000 feet of an interchange, or intersection at grade along the Interstate system or other freeways (measured along the Interstate or freeway from the nearest point of the beginning or ending of the pavement widening at the exit from or entrance to the main traveled way).
- (b) A directional sign may not be located within 2,000 feet of a safety rest area, parkland or scenic area.
- (c) Two directional signs facing the same direction of travel may not be spaced less than one mile apart.

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- (d) Not more than three directional signs pertaining to the same activity and facing the same direction of travel may be erected along a single route approaching the activity.

Does the proposed sign meet the above spacing requirements?  
Yes      No

G.4. Lighting and Size of Directional Signs:

- (a) Signs may be illuminated, however, signs which contain, include or are illuminated by a flashing, intermittent or moving light are prohibited.
- (b) A sign may not exceed the following limits:
  - Maximum Height - 20 feet (top to bottom)
  - Maximum Length - 20 feet (side to side)
  - Maximum Area - 150 square feet

Does the proposed sign meet the above lighting and size requirements?  
Yes      No

G.5. Annual Permit Fee

The annual permit fee for each directional sign is \$ 10.00. Submit the fee along with this completed application.

H. **PUBLIC SERVICE SIGNS:**

H.1. Complete this section for:

Signs located on school bus stop shelters, which signs:

- (a) Identify the donor, sponsor or contributor of the shelter.
- (b) Contain public service safety slogans or messages, which shall occupy not less than 50% of the area of the sign.
- (c) Contain no other message.
- (d) Are located on school bus shelters which are authorized or approved by city, county or State law, regulation or ordinance and at places approved by the city, county, State or other agency controlling the highway involved.
- (e) May not exceed 32 square feet in area. Not more than one sign on each shelter shall face in any one direction.

H.2. Is the school bus stop shelter approved by the School District and is it located at an approved school bus stop?  
Yes      No

Provide name, address and telephone number of approving School District \_\_\_\_\_  
\_\_\_\_\_

H.3. Do the signs included in this application comply with the requirements in subsection H.1?      Yes      No

H.4. Provide message contents of signs:  
\_\_\_\_\_  
\_\_\_\_\_

H.5. Annual Permit Fee:

The annual permit fee for each public service sign is \$ 10.00.

\$ 10.00 X \_\_\_\_\_ (# of sign faces) = Total Fee \$ \_\_\_\_\_

Submit the total fee along with this application.

**I. CONDITIONS OF ACCEPTANCE OF APPLICATION, ISSUANCE OF PERMIT**

- I.1 The Applicant hereby states that they have not and will not, in any manner, cause the damage, destruction or removal of any vegetation in the highway right-of-way, except by permit pursuant to Act No. 1983 -79, the Highway Vegetation Control Act.
- I.2 Permitted signs shall not be erected or maintained from limited access highways. Access to signs must be only from private property.
- I.3 Within 30 days after erection of sign, Applicant shall submit "NOTICE OF COMPLETION" and the photographs required thereon.
- I.4 Substantially incomplete or inaccurate information submitted on this application shall be grounds for denial of permit.
- I.5 If any check for the annual permit fee is returned due to insufficiency of funds, there will be a \$ 20.00 service charge.
- I.6 Any change in ownership, location or specifications of sign requires submission of a new application.
- I.7 This permit is issued based upon the information and statements made by the applicant. Any false statements or false representations set forth herein shall cause the permit to be revoked, permit fees forfeited, sign removed at owner's cost, and subject the applicant to penalties under the laws of the Commonwealth of Pennsylvania.
- I.8 If this application is denied, the decision will be deemed final unless appealed. The applicant may appeal this denial by the Department under 2 Pa. C.S. Sections 501-508 (relating to practice and procedure of Commonwealth agencies), 1 Pa. Code Part II (relating to general rules of administrative practice and procedure) and 67 Pa. Code Chapter 491 (relating to procedures before the Department) by submitting a written request for a hearing within 30 days after the mail date of the denial, to the Administrative Docket Clerk, Office of Chief Counsel, Commonwealth Keystone Building, 400 North Street, 9<sup>th</sup> Floor, Harrisburg, Pennsylvania 17120-0096. The written request shall include a filing fee as prescribed under the requisites of 67 Pa. Code, Chapter 491, made payable to the "Commonwealth of Pennsylvania", and a copy of the denied application shall accompany the written request. A copy of the request must also be sent to the Engineering District which denied the application, and to: Outdoor Advertising Control Manager, PENNDOT, PO Box 3362, Harrisburg, Pennsylvania 17105-3362.

- I.9 Sign and date the CERTIFICATION. Enclose a check or money order payable to PENNDOT for the \$ 30.00 fee, and mail the completed application and fee to the District Outdoor Advertising Control Manager at the address indicated on the CERTIFICATION page.
- I.10 Applicant shall not erect the proposed sign until a permit is granted by the Department.
- I.11 If the proposed sign is not erected within 12 months after the permit is granted, the permit shall be null and void.
- I.12 A sign permit is not granted until an approved copy of the application with a specific assigned permit number is provided to the applicant, along with a cover letter "Sign Permit Approved", form RW 745-A. Any discussions with PENNDOT representatives prior to the actual issuance or denial of a permit are only for informational and guidance purposes. Neither approval nor denial of a permit shall be based on oral representations from PENNDOT.
- I.13 References to Act No. 160 and the regulations, Chapter 445, herein or in discussion, are for informational purposes and guidance. Determinations in all specific cases are governed by the Outdoor Advertising Control Act of 1971, Act No. 160 as amended, and Title 67, Pa. Code Chapter 445, Outdoor Advertising Devices, copies of which are available from the District Outdoor Advertising Control Manager. Chapter 445 is available at the web site:

[www.pacode.com/secure/data/067/chapter445/chap445toc.html](http://www.pacode.com/secure/data/067/chapter445/chap445toc.html)

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**J. CERTIFICATION**

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I hereby certify, in accordance with Section 4904 of the Crimes Code (18 P.C.S. §4904) relating to unsworn falsification to authorities, that the statements and representations set forth in this application are true and correct; and the advertising device proposed to be permitted under the application is not in violation of any state or local law, ordinance or regulation. This application is made for the purposes of obtaining the issuance of an advertising device permit according to law.

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(Type or print name of applicant or agent, title and date)

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(Signature of applicant or agent)

**MAIL COMPLETED APPLICATION AND FEE TO:**

**ATTENTION: OUTDOOR ADVERTISING CONTROL MANAGER**

