



# APPLICATION FOR OFF-PREMISE OUTDOOR ADVERTISING DEVICE PERMIT

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

***(Instructions for completion of this application and related information is available as Form RW-745I)***

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 there under (67 Pa. Code, Chapter 445), hereby applies for a permit to erect a sign 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 (NHS), including the additional NHS controlled miles as amended by MAP 21; and supplies the following information in support of this application.

**A. APPLICANT (New Sign Owner):** \_\_\_\_\_

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

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

Type of Business entity, if applicable: \_\_\_\_\_

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

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

E-mail Address: \_\_\_\_\_

Consent for paperless correspondence

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

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

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

Tax Parcel Number: \_\_\_\_\_

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

E-mail Address: \_\_\_\_\_

**(LAND OWNER Mailing Address)**

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

Has applicant obtained permission from the land owner to construct the sign on the owner's land?  Yes  No Include a copy of the lease or other agreement, or a letter from the property owner confirming their consent. (If "No" a permit will not be granted.)

**C. THIS APPLICATION IS TO (Check one of the following):**

- Erect a new OFF-PREMISE ADVERTISING sign, OR
- Make information change regarding previously permitted sign,  
Permit No. \_\_\_\_\_

This information change is for:

- Owner of Sign;  
 Location of Sign;  
 Dimension of Sign;  
      Change size  
      Add faces  
 Landowner  
 LED

(Refer to Form RW-745I, Part C.)

- D.** For a new sign, applicant is required to meet with a PENNDOT representative at the proposed sign location to review the location and application. The District Outdoor Advertising Manager will contact you to schedule the meeting.

**E. LOCATION OF PROPOSED SIGN:**

E.1. County: \_\_\_\_\_

E.2. Municipality: \_\_\_\_\_  City  Boro.  Twp.

E.3. The sign site is adjacent to State Route Number \_\_\_\_\_  
 Eastbound  Westbound  Northbound  Southbound  
 On the  Right  Left Side. GPS Coordinates, if available: \_\_\_\_\_

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 or \_\_\_\_\_ Feet  East  West  North  
 South of the nearest interchange, or intersection. Provide name, state route number(s), exit number, etc. \_\_\_\_\_
- E.6. Applicant must verify the highway right-of-way width with the PENNDOT District Engineering Office. The Right-of-Way width is \_\_\_\_\_  
Right-of-Way information provided by \_\_\_\_\_ on this date \_\_\_\_\_  
(Note: No part of the sign may encroach on highway right-of-way. Refer to Form RW-745I, E. 7.)
- E.7. The applicant is required to obtain a PENNDOT highway right-of-way plan for the sign site location (except for an Interstate "crossing" COTTON AREA, see Section 1.1) Contact the local District Office for a right-of-way plan. Right-of-Way plan provided by \_\_\_\_\_ on this date \_\_\_\_\_ .
- E.8. Indicate the distance \_\_\_\_\_ (feet) from (check one)  
 Centerline,  Right-of-way line,  Right-of-way fence, or  Edge of pavement (the line between the lane and the shoulder) to the closest edge of sign.
- E.9. For a new sign, applicant is required 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. If staking is not feasible, some other form of marking is required.  
Has the proposed site been marked?  Yes  No
- E.10. Will the sign message be visible (whether or not legible) from another State Route?  Yes  No If yes, provide SR No. \_\_\_\_\_
- E.11. 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 67 Pa. Code, Chapter 212, Subchapter E, Temporary Traffic Control and the Department's Publication 213, Temporary Traffic Control Guidelines whenever any erection or maintenance activities are performed from within the right-of-way.)

E.12. 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 highways; access to sign must be only from private property. Refer to Form RW-745I, E.12.)

E.13. Will it be, or was it necessary, to remove vegetation in the highway right-of-way to enable a proposed outdoor advertising device to be visible from the main traveled way?     Yes     No

**(If yes, a permit will not be issued.)**

**F. PENNSYLVANIA BYWAY:** (Refer to Form RW-745I, Part F., and attachment number 6A)

Has the highway, adjacent to the proposed sign location, been designated a Pennsylvania Byway?     Yes     No

(If yes, new off premise outdoor advertising devices are prohibited.)

**G. ZONING:** (Refer to Form RW-7451, Part G.)

G.1. Does the municipality have zoning?     Yes     No

G.2. If yes, what is the zoning at the sign site? \_\_\_\_\_  
Provide a copy of the zoning ordinance or a letter from the municipality confirming the zoning.

G.3. If the municipality has no zoning, you must provide the name, address, telephone, hours of operation, and the number of years in operation of a commercial or industrial activity within 800 feet of sign on the same side of the highway.

\_\_\_\_\_  
\_\_\_\_\_

G.4. Is the above activity clearly visible from the main-traveled way of the highway and recognizable as commercial or industrial?  
 Yes     No     Not Applicable

(If yes, applicant is required to submit photographs of the commercial or industrial activity with the application.)

**H. SPACING:**

H.1. Are there any existing off-premise signs on the same side of the highway within a below indicated distance of the herein described sign structure, between the closest points of each sign structure? Check the appropriate box below. The distance between the closest points of each sign structure shall be measured along the nearest edge of the pavement between points directly opposite the signs along the same side of the traveled way.

- a. \_\_\_\_\_ 500 feet if limited access highway  Yes  No  
 b. \_\_\_\_\_ 300 feet if non-limited access in a township  Yes  No  
 c. \_\_\_\_\_ 100 feet if non-limited access in a city or borough  Yes  No

(If yes, the sign is prohibited. Refer to Form RW-745I, H.1.)

H.2. Is the sign location adjacent to a limited access highway?

Yes  No

If yes, is the sign location outside the boundaries of a city or borough?

Yes  No

If yes, is the sign location adjacent to an interchange or rest area on either side of the highway, or is there an entrance or exit lane on either side of the highway within 500 feet of the proposed sign location measured along the highway from the beginning or ending of pavement widening at the exit lane from or entrance lane to the main-traveled way?

Yes  No

(If yes is answered to all 3 questions, the sign is prohibited.)

(Refer to Form RW-745I, Part H.2., and attachment number 2.)

**I. INTERSTATE HIGHWAY:** Please note that an off-premise sign along the Interstate system shall only be located in a zoned or unzoned commercial or industrial "Cotton Area" or in a "Kerr Area."

I.1. Cotton Area: A zoned or unzoned commercial or industrial area along those portions of the interstate system constructed on right-of-way, any part of the width of which was acquired on or before July 1, 1956. Is the sign site located within a Cotton Area?  Yes  No

(If yes, a recorded PENNDOT right-of-way plan sheet is required to document a "crossing" "COTTON AREA". (refer to Form RW-745I, Part I.1, and attachment number 3). If the "COTTON AREA" is adjacent to a highway listed on attachment number 4 a right-of-way plan is not required.

- I.2. Kerr Area Type 1: An area currently zoned commercial or industrial along the interstate system and lying within the boundaries of a city, borough, town or first class township as such boundaries existed on September 21, 1959. Is the sign site located within a Kerr Area Type 1?  Yes  No

(Refer to Form RW-745I, Part I.2. and attachment number 5.)

- I.3. Kerr Area Type 2: An area along the interstate system located within a second class township that is currently zoned industrial or commercial and has been so zoned since September 21, 1959. Is the sign site located within a Kerr Area Type 2?  Yes  No

(If yes, documentation is required.)

#### J. LOCAL REGULATIONS:

- J.1. Does the municipality or county where sign is to be located have a sign ordinance or regulations?  Yes  No

- J.2. If yes, does the sign, for which application is hereby made, conform to local requirements?  Yes  No  Not Applicable

If yes, include the sign ordinance or a letter from the municipality confirming the sign conforms.

(Refer to Form RW-745I, Part J.)

- J.3. Does the municipality or county require application for and issuance of a permit for the erection of a sign?  Yes  No

If yes, a copy of the approved permit must be provided with the application.

- J.4. Name of Municipality: \_\_\_\_\_  
Office Address: \_\_\_\_\_  
Name of Zoning/Codes Officer: \_\_\_\_\_  
Telephone: \_\_\_\_\_

#### K. SIGN DETAILS: 67 Pa. Code, Chapter 445.6(b)(2)(iii) and (iv) requires a drawing to scale of the sign and the proposed site.

A sign structure may contain one or two signs per facing, and may be placed double-faced, back to back, or V-type.

K.1. Check the box which best describes the sign structure configuration:

- 1.  Single Face
- 2.  2 faces: back-to-back (facing opposite directions)
- 3.  2 faces: side-by-side (abutting and facing same direction)
- 4.  2 faces: stacked (abutting and facing same direction)
- 5.  2 faces: "V"
- 6.  3 faces: 2 faces side-by-side, 1 face opposite
- 7.  3 faces: 2 faces stacked, 1 face opposite
- 8.  3 faces: "V"
- 9.  4 faces: back-to-back, side-by-side
- 10.  4 faces: back-to-back, stacked
- 11.  4 faces: "V"

K.2. Provide dimensions, including any border and trim, of each sign face, the area in Square Feet, and the fee. (Refer to Form RW-745I, K.2.)

ANNUAL FEE for EACH sign face per SIZE of face:

\$10.00 face up to 300 square feet

\$20.00 face 301 to 600 square feet

\$30.00 face 601 square feet to 1200 square feet maximum (if greater than 600 square feet, sign may not be double-faced.)

face #1: \_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_ s.f. Fee \$ \_\_\_\_\_

face #2: \_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_ s.f. Fee \$ \_\_\_\_\_

face #3: \_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_ s.f. Fee \$ \_\_\_\_\_

face #4: \_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_ s.f. Fee \$ \_\_\_\_\_

Total Fee \$ \_\_\_\_\_

K.3. Indicate material of face(s):  wood;  metal;  LED;  
 other (indicate) \_\_\_\_\_

K.4. Uprights: how many? \_\_\_\_\_ Material:  wood;  metal;  
 other (indicate) \_\_\_\_\_

K.5. Approximate height above ground level to bottom of lowest face: \_\_\_\_\_

K.6. Lights?  Yes  No If yes, type \_\_\_\_\_

**L. ELECTRONIC MESSAGE BOARDS**

L.1. Signs which contain, include or are illuminated by a flashing, intermittent or moving light or lights shall be prohibited, except those giving public service information such as time, date, temperature, weather or similar information.

Will the sign contain, include or be illuminated by a flashing, intermittent or moving light or lights?      Yes      No

If yes, indicate content of message:

---

---

---

L.2. Will the sign include a changeable message display area that will be controlled by electronic process or remote control, including, but not limited to, LED or digital lights, electronically controlled lights, video displays, etc.?  
 Yes      No

(If yes, the following conditions apply:)

- a. The sign shall be a conforming sign located in a zoned or unzoned commercial or industrial area.
- b. All messages/displays shall remain unchanged for a minimum of five (5) seconds.
- c. The time interval used to change from one complete message/display to the next complete message/display shall be a maximum of one (1) second.
- d. There shall be no appearance of a visual dissolve or fading in which any part of one electronic message/display appears simultaneously with any part of a second electronic message/display.
- e. There shall be no appearance of flashing or sudden bursts of light, and no appearance of animation, movement, or flow of the message/display.
- f. Any illumination intensity or contrast of light level shall remain constant.

Does the applicant agree to conform to the above conditions?

Yes      No      Not Applicable

**M. CONDITIONS OF ACCEPTANCE OF APPLICATION AND ISSUANCE OF PERMIT**

M.1. The applicant acknowledges the opportunity to review Form RW-745I "Instructions and Information for the Completion of this Application."



- M.2. 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.
- M.3. Permitted signs shall not be erected or maintained from limited access highways; access to sign must be only from private property.
- M.4. Within 30 days after erection of sign, applicant shall submit Form RW-745C, NOTICE OF COMPLETION and the photographs required thereon.
- M.5. Substantially incomplete or inaccurate information submitted on application shall be grounds for denial of permit.
- M.6. If any check for the annual permit fee is returned due to insufficiency of funds, there will be a \$20.00 service charge.
- M.7. Any change in ownership or specifications of sign requires submission of a new application. (Refer to Form RW-745I, part C.)
- M.7.1. Change of ownership requires Form RW-749, Information Change for Sign Owner, attached (Signed by current owner).
- M.8. 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 fee forfeited; sign removed at owner's cost, and subject the applicant to penalties under the laws of the Commonwealth of Pennsylvania.
- M.9. If this application is denied, the decision will be deemed final unless appealed. The applicant may appeal this denial by PENNDOT 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 PENNDOT) 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, 9th Floor, Harrisburg, Pennsylvania 17120-0096. The written request shall include a filing fee as prescribed under the requisites of 67 Pa. Code, Chapter 491, and 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

- M.10. Complete one application for each sign structure; one permit number will be issued for each structure. Sign and date the CERTIFICATION. Return the CERTIFICATION with the completed application to the District Outdoor Manager at the address indicated on the CERTIFICATION page.
- M.11. Once a permit application has been received, reviewed, and approved by the District Outdoor Advertising Control Manager, an invoice will be generated for the initial permitting fee and sent to you by email or regular mail. This invoice must be paid prior to the approval of the proposed sign.
- M.12. Applicant shall not erect the proposed sign until a permit is granted by PENNDOT.
- M.13. If the proposed sign is not erected within 12 months after permit is granted, the permit may be revoked pursuant to Chapter 445.8(b)(1).
- M.14. 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 cover letter "Sign Permit Approved", Form RW 745-A. Any discussion(s) 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 upon oral representations from PENNDOT.
- M.15. 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:

<http://www.pacode.com/secure/data/067/chapter445/chap445toc.html>

---

**N. CERTIFICATION**

---

I hereby certify, in accordance with Section 4904 of the Crimes Code (18 Pa. 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.

---

**INDIVIDUALS**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Date)

**ENTITIES**

\_\_\_\_\_  
(Name of Entity)

BY: \_\_\_\_\_

BY: \_\_\_\_\_

**MAIL COMPLETED APPLICATION TO:**

**ATTENTION: OUTDOOR ADVERTISING CONTROL MANAGER** \_\_\_\_\_

**O. PENNDOT REVIEW:**

FOR USE OF PENNSYLVANIA DEPARTMENT OF TRANSPORTATION:

Date application received: \_\_\_\_\_

Field check required Date: \_\_\_\_\_

Co. \_\_\_\_\_ SR \_\_\_\_\_ Segment \_\_\_\_\_ Offset \_\_\_\_\_

Direction \_\_\_\_\_ LT. or RT. \_\_\_\_\_

GPS : Latitude \_\_\_\_\_ Longitude \_\_\_\_\_

This application has been reviewed by (name): \_\_\_\_\_

The sign permit is:  Granted  Denied  Incomplete

**SIGN CLASSIFICATION:**

- 5  ZONED COMMERCIAL OR INDUSTRIAL AREA SIGN-PRIMARY HIGHWAY
- 6  UNZONED COMMERCIAL OR INDUSTRIAL AREA SIGN-PRIMARY HIGHWAY
- 7  NONCONFORMING SIGN LEGALLY ERECTED PRIOR TO THE DATE OF CONTROL
- 8  "COTTON" ZONED COMMERCIAL OR INDUSTRIAL AREA SIGN INTERSTATE HIGHWAY
- 9  "COTTON" UNZONED COMMERCIAL OR INDUSTRIAL AREA SIGN INTERSTATE HIGHWAY
- 10  "KERR" ZONED COMMERCIAL OR INDUSTRIAL AREA SIGN INTERSTATE HIGHWAY
- 11  NONCONFORMING SIGN COMMERCIAL OR INDUSTRIAL AREA

**REMARKS:**

\_\_\_\_\_  
(Signature District Outdoor Advertising Control Manager and Date)

\_\_\_\_\_  
Permit No. County City/Boro/Twp.

\_\_\_\_\_  
Class Fee Date Granted