



# DIGITAL BILLBOARD PERMIT APPLICATION

Outdoor Advertising Sign Program • 4040 Fairview Industrial Drive SE, MS #2 • Salem, OR 97302  
<https://www.oregon.gov/ODOT/ROW/Pages/Outdoor-Advertising-Sign.aspx>

## Part 1: Applicant Information and Sign Specifications

NAME OF APPLICANT						SELECT ONE <input type="checkbox"/> Owns 10% or less relocation credit <input type="checkbox"/> Owns more than 10% relocation credit	
MAILING ADDRESS							
CITY		STATE	ZIP	PHONE	FAX	E-MAIL	
TYPE OF LEGAL ENTITY <input type="checkbox"/> Oregon corporation <input type="checkbox"/> Individual <input type="checkbox"/> Individual, dba: " _____ " <input type="checkbox"/> Other: _____							
NAME OF PERSON OR ENTITY TO ERECT SIGN				NAME OF EMERGENCY MALFUNCTION CONTACT PERSON			PHONE
MAILING ADDRESS				FORFEITED ACTIVE PERMITS AND RELOCATION CREDITS			
CITY				Standing: _____   _____   _____			
STATE				Credits: _____   _____   _____			
ZIP							
PHONE		E-MAIL ADDRESS		DATE AND TIME APPLICATION RECEIVED (ODOT USE ONLY)			
PURPOSE OF APPLICATION <input type="checkbox"/> Reconstruction of permit no.: _____ <input type="checkbox"/> Relocation of permit no.: _____ <input type="checkbox"/> Preexisting sign permit application (complete Supplement)				SKETCH OF SIGN, INCLUDING STRUCTURE, FACE, LIGHTING AND CONFIGURATION OF SUPPORTS. (MAY NOT RESEMBLE AN OFFICIAL SIGN – ors 377.720)			
SIGN FACE HEIGHT (FEET)		SUPPORT NUMBER AND SIZE		HIGHWAY ROUTE NUMBER		SIDE OF THE HIGHWAY	EST. MILE POINT
SIGN FACE LENGTH (FEET)		SUPPORT MATERIAL		TOWNSHIP	RANGE	SECTION/SUBSECTION MAP NO.	TAX LOT
SIGN FACE AREA (SQ. FEET)		NUMBER, TYPE AND LOCATION OF LIGHTING		LOCATION MARKING <input type="checkbox"/> The site is marked as follows: _____			
HAGL		SIGN PANEL NUMBERS		OTHER INFORMATION <input type="checkbox"/> Sign will be posted for compensation <input type="checkbox"/> Sign will not be at the location of a business or activity open to the public <input type="checkbox"/> Uses renewable energy source type: _____ If no renewable source utilized, complete affidavit on Page 3			
SIGN FACE <input type="checkbox"/> Single face (SF)		SIGN FACE SIZE <input type="checkbox"/> Poster <input type="checkbox"/> Billboard	SIGN FACES DIRECTION <input type="checkbox"/> North <input type="checkbox"/> South <input type="checkbox"/> East <input type="checkbox"/> West				
NAME OF HIGHWAY				PROPERTY OWNER NAME			
STREET ADDRESS OF SIGN SITE				MAILING ADDRESS			
CITY		STATE	ZIP	CITY		STATE	ZIP

## Part 2: Certification of Local Jurisdiction – zoning and compliance with local regulations

This section to be completed by the representative of the local jurisdiction. (For questions, contact ODOT OAS Program at the website, listed below form title.)

ZONING OF THE SIGN SITE (MAP AND TAX LOT INFORMATION IN THE SIGN LOCATION INFORMATION IN PART 1)	
A. Current zoning of the sign site described on this application: _____	
B. This is a (check one): <input type="checkbox"/> Commercial classification <input type="checkbox"/> Industrial classification <input type="checkbox"/> Other (describe) _____	c. Location was first zoned a commercial or industrial classification: <input type="checkbox"/> On or before January 1, 1973 <input type="checkbox"/> After January 1, 1973 <input type="checkbox"/> Date is unknown or cannot be determined
D. Check if the following statement is accurate: <input type="checkbox"/> Current zoning was established as part of a comprehensive plan for the development of the overall area and not as spot or strip zoning devised primarily for the purpose of allowing outdoor advertising signs.	
COMPLIANCE WITH LOCAL REGULATIONS	
Check only one: <input type="checkbox"/> The proposed sign location and structure <b>comply</b> with all applicable ordinances, plans, rules, and other requirements of this jurisdiction. <input type="checkbox"/> The proposed sign location and structure <b>do not comply</b> with all applicable ordinances, plans, rules, and other requirements of this jurisdiction. <input type="checkbox"/> Neither of the above statements is fully accurate. <b>A letter of explanation must be attached.</b>	

## Certification of local jurisdiction

All of Part 2, including any required attachment, is accurate based on the written information provided on this application by the applicant. (Erroneous information or improper zoning can result in permit cancellation.)

PRINT NAME OF CITY/COUNTY REPRESENTATIVE		CITY OR COUNTY WITH JURISDICTION	
TITLE OF CITY/COUNTY REPRESENTATIVE		PHONE	EMAIL ADDRESS OF REPRESENTATIVE
SIGNATURE OF CITY/COUNTY REPRESENTATIVE <b>X</b>		DATE	

**Part 3: Certification of applicant**

The applicant or authorized representative of the applicant certifies by signing below that the information contained in this application is accurate and complete, that information was accurate and complete when the local jurisdiction signed its certification, and that no changes were made or will be made after the local jurisdiction certification. The applicant further certifies by signing that the land described in this application is not encumbered by any prohibition on this type of sign, and that highway right of way will not be crossed to access the sign or site for construction or maintenance.

PRINT APPLICANT NAME	PRINT TITLE (IF SIGNING AS REPRESENTATIVE)
SIGNATURE <b>X</b>	DATE

**ODOT USE ONLY**

SITE LOCATION				PERMIT INFORMATION		APPROVAL	
HIGHWAY 1 NO.	HIGHWAY 1 NAME			PERMIT NO.		<input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> Withdrawn	
SIDE	MILE POINT	ES		OWNER CODE		DECISION MADE BY	
HIGHWAY 2 NO.	HIGHWAY 2 NAME			CONSTRUCTION DATE*		DECISION DATE	
SIDE	MILE POINT	ES		* Failure to construct within 90 days results in cancellation of permit.		<b>CANCELLED</b>	
PHYSICAL DESCRIPTION				<input type="checkbox"/> Conforming <input type="checkbox"/> Non-conforming		CANCELLATION DATE	REASON
				REASON		COMMENT	
COUNTY	CITY	DISTRICT	REGION				

**Do not write below this line – ODOT Permit Office Use Only**

PERMIT FEE \$	CHECK NUMBER	DATE PAID
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# DIGITAL BILLBOARD PERMIT APPLICATION SUPPLEMENT FOR RENEWABLE ENERGY AVAILABILITY

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## Certification by applicant

The sign described on the attached application located at the specified site has NO available renewable energy resource.

Including but not limited to:

- Wind energy
- Solar photovoltaic and solar thermal energy
- Wave, tidal and ocean thermal energy
- Geothermal energy
- The purchase of carbon credits
- Other: \_\_\_\_\_

## Affidavit

Under penalty of perjury, I swear or affirm that the above information is complete and accurate to the best of my knowledge. I understand that false or misleading information in an application for an outdoor advertising sign permit can be grounds for cancellation of that permit (ORS 377.725), and can be punished as a criminal matter under ORS 162.

Signature of applicant: **X** \_\_\_\_\_

State of \_\_\_\_\_ County of \_\_\_\_\_

This application supplement was sworn and signed before me on \_\_\_\_\_, 20 \_\_\_\_\_,

by \_\_\_\_\_

Signature of notarial officer: **X** \_\_\_\_\_ Title: \_\_\_\_\_

My commission expires: \_\_\_\_\_

Seal

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# Outdoor Advertising Sign Permit Application Supplement For Pre-existing Sign Permit

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## Certification by applicant

Check all that apply:

- The sign described on the attached application was completely erected prior to May 31, 2007. *“Completely erected” means the sign structure, including supports and stringers or sign faces, were installed at this location.*
- The sign was legal under the local jurisdiction’s ordinances, rules, and laws at the time it was erected at the location described on the attached application. *Enclose, but do not attach, the permit or other authorization issued by the local jurisdiction for the erection of the sign at this location.*
- The sign was legal under state law prior to May 31, 2007, for the following reasons:
  - The sign was an “outdoor advertising sign” under the Oregon Motorist Information Act in effect prior to May 31, 2007, and it complied with that law.
  - The sign was not an “outdoor advertising sign” as defined under the Oregon Motorist Information Act in effect prior to May 31, 2007, and it complied with that law.
  - Other (explain): \_\_\_\_\_
- As of May 31, 2007, the sign met the definition of an “outdoor advertising sign” under HB 2273-A, and it continues to meet that definition, because it was and is:
  - Posted for compensation. *Attach evidence supporting this assertion.*
  - Not at the location of a business or activity open to the public. *Attach evidence supporting this assertion.*

## Affidavit

Under penalty of perjury, I swear or affirm that the above information is complete and accurate to the best of my knowledge. I understand that false or misleading information in an application for an outdoor advertising sign permit can be grounds for cancellation of that permit (ORS 377.725), and can be punished as a criminal matter under ORS 162.

Signature of applicant: **X** \_\_\_\_\_

State of \_\_\_\_\_ County of \_\_\_\_\_

This application supplement was sworn and signed before me on \_\_\_\_\_, 20 \_\_\_\_\_,

by \_\_\_\_\_

Signature of notarial officer: **X** \_\_\_\_\_ Title: \_\_\_\_\_

My commission expires: \_\_\_\_\_

Seal

**ODOT USE ONLY**