

APPLICATION FOR PERMIT TO
ERECT AND/OR MAINTAIN
OUTDOOR ADVERTISING

IN ACCORDANCE WITH
SECTION 226.550 RSMO AND
7 CSR 10-6.070



MISSOURI DEPARTMENT OF TRANSPORTATION

For Official Use Only

TMS #: _____
Log Point: _____
Trans #: _____
Check #: _____

PART I: PERMIT OWNER INFORMATION Permit Applicant Name: _____ Contact Person: _____ Mailing Address: _____ City: _____ State: _____ Zip Code: _____ Telephone Number: (____) _____ - _____ Email Address: _____ Billing Email Address: _____	LAND OWNER INFORMATION Land Owner Name: _____ Contact: _____ Mailing Address: _____ City: _____ State: _____ Zip Code: _____ Telephone Number: (____) _____ - _____ Email Address: _____
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PART II: LOCATION OF OUTDOOR ADVERTISING STRUCTURE
The sign will be visible from Highway/Route _____ in _____ County.
Traveling: ☐ North ☐ South ☐ East ☐ West, the sign will be located on the RIGHT side of the road and approximately _____ ☐ MILES ☐ FEET
☐ BEFORE ☐ AFTER _____. Is the sign within the City Limits? ☐ YES ☐ NO If yes, City Name: _____
(state or county intersecting route)
Land Use or Zoning: ☐ Commercial ☐ Industrial ☐ Other _____ ☐ Unzoned
Name of Qualifying Business within 750 feet: _____ Phone: _____ Date Opened: _____
Qualifying Business hours of operation when an owner or employee is on the premises with these hours posted on the premises.
Monday _____ Tuesday _____ Wednesday _____ Thursday _____ Friday _____ Saturday _____ Sunday _____

PART III: DESCRIPTION OF OUTDOOR ADVERTISING STRUCTURE
The structure is made of (check one): ☐ Wood ☐ Metal ☐ Other (explain) _____
The pole construction is (check one): ☐ Monopole ☐ Multiple Poles (number) _____ ☐ Other (explain) _____
Size of sign face (in feet): Vertical _____ Horizontal _____ (Total size per side of structure cannot exceed 800 square feet)
Number of Faces: _____ Will the sign have lighting? ☐ YES ☐ NO **PLEASE NOTE: STACKED STRUCTURES ARE NOT PERMITTED**
The faces will be positioned: ☐ Back To Back ☐ Back To Back, Side-by-Side ☐ V-Type ☐ V-Type, Side-by-Side ☐ Single Side ☐ Side By Side (one direction)
Technology: ☐ Trivision ☐ Painted Face ☐ Digital ☐ Vinyl Wrap ☐ Other: _____

Do not begin construction of the sign until you receive the outdoor advertising permit.

With all applications enclose the following:

- _____ Enclose a copy of lease or a letter from the land owner granting permission to erect or maintain a sign on their property.
- _____ Enclose a diagram of the proposed sign location in relation to intersecting routes (include direction of travel and measurements).
- _____ Photo identifying the staked proposed location.
- _____ Enclose a copy of the last deed of record for the property.
- _____ If applicable, enclose proof of tax exemption pursuant to Section 226.550, RSMo.

Billboard Checklist:

- _____ If the property is zoned, enclose a letter from the Zoning Authority stating the zoning classification.
- _____ Enclose copies of local business license(s) for the qualifying business.
- _____ Enclose a check or money order made payable to **Director of Revenue, Credit State Road Fund**, in the amount of \$200.00.

Service Club and Religious Sign Checklist:

- _____ Enclose proof of exemption pursuant to Section 226.550, RSMo.
- _____ Enclose a sketch of the desired message to be placed on sign.

Directional Sign Checklist:

- _____ Enclose a sketch of the desired message to be placed on sign.
- _____ Enclose a check or money order in the amount of \$200.00.
- _____ Enclose a letter of intent and supporting documentation.

The appropriate documentation must be provided with the application initialed where stated, notarization, and permit fee, when applicable, or the application may be returned. The area specialist may request additional information in order to process this application.

The applicant agrees by signature and under oath that, if a permit is issued, the applicant shall access and maintain the sign structure completely on the private property listed with no access or parking on highway right of way. Furthermore, the applicant, by signature, agrees that the information provided in this application is complete and accurate. The applicant, by signature and under oath, acknowledges and agrees that any misrepresentation of facts on this application may affect the permit issuance or result in termination of the permit immediately at such time as the factual misrepresentation is made known to the Missouri Highways and Transportation Commission, or the Missouri Department of Transportation.

STATE OF _____, County of _____

_____, being of lawful age and first duly sworn, upon his oath deposes and states:

(Name of the applicant signing this document)

CHECK ONE:

- () That I am the permit applicant under Part I of the application and above-mentioned individual.
- () That I am the _____ of _____ which is organized under the laws of _____ (title) (name of corporation) _____, with its principal office and place of business in _____ (state) (city, state); and that I have the power and authority for and on behalf of said corporation to make this affidavit and in its behalf, and do so make same.
- () That I am the _____ of _____ which is not a corporation and that I have the power and authority for and on behalf of said firm and its members and owners to make this affidavit for in its and their behalf, and do so make same. (title) (name of firm)

INITIAL EACH STATEMENT:

- () That the sign that is the subject of this permit application shall be erected completely and entirely on the private property listed and that no part of the sign shall be erected on, or extend over or above any portion of property owned by the Missouri Highways and Transportation Commission.
- () That there are no restrictions that would prohibit or disallow the sign from being erected on the private property listed above.
- () That I have read the foregoing and that the facts set out therein are true and correct to the best of my knowledge and belief.
- () That the proposed sign location is staked and will remain staked throughout the duration of the application review process.

Subscribed and sworn to before me this _____ day of _____, 20____. **Signature of Applicant**

My Commission expires: _____ **Notary Public**

Mail the completed application, enclosures, and payment to the area specialist for the county in which the sign structure is located.	Area 1 (816) 607-2049 Missouri Department of Transportation 600 NE Colburn Rd Lee's Summit, MO 64086 Attn: Outdoor Advertising Permit Specialist Counties: Andrew, Atchison, Bates, Buchanan, Caldwell, Carroll, Cass, Clay, Clinton, Daviess, DeKalb, Gentry, Grundy, Harrison, Henry, Holt, Jackson, Johnson, Lafayette, Livingston, Mercer, Nodaway, Pettis, Platte, Ray, Worth	Area 2 (573) 751-7187 Missouri Department of Transportation PO Box 270 Jefferson City, MO 65102 Attn: Outdoor Advertising Permit Specialist Counties: Adair, Audrain, Boone, Callaway, Camden, Chariton, Clark, Cole, Cooper, Howard, Knox, Lewis, Lincoln, Linn, Macon, Marion, Miller, Moniteau, Monroe, Morgan, Pike, Putnam, Ralls, Randolph, Saline, Schuyler, Scotland, Shelby, Sullivan
Area 3 (573) 690-3339 Missouri Department of Transportation 111 Francis Drive Troy, MO 63379 Attn: Outdoor Advertising Permit Specialist Counties: Crawford, Franklin, Gasconade, Jefferson, Laclede, Lincoln, Maries, Montgomery, Osage, Phelps, Pulaski, St. Charles, St. Louis, St. Louis City, Warren, Washington	Area 4 (417) 895-7648 Missouri Department of Transportation PO Box 868 Springfield, MO 65801 Attn: Outdoor Advertising Permit Specialist Counties: Barry, Barton, Benton, Cedar, Christian, Dade, Dallas, Greene, Hickory, Jasper, Lawrence, McDonald, Newton, Polk, St. Clair, Stone, Taney, Vernon, Webster	Area 5 (573) 472-5352 Missouri Department of Transportation 2675 N Main Street Sikeston, MO 63801 Attn: Outdoor Advertising Permit Specialist Counties: Bollinger, Butler, Cape Girardeau, Carter, Dent, Douglas, Dunklin, Howell, Iron, Madison, Mississippi, New Madrid, Oregon, Ozark, Pemiscot, Perry, Reynolds, Ripley, Scott, Shannon, St. Francois, Ste. Genevieve, Stoddard, Texas, Wayne, Wright

Additional forms and information available at <https://www.modot.org/outdoor-advertising-home>