**Application Instructions**

**Application Form Page 1 (Applicant Cover)**

1.) All applicants must complete Form page 1 in its entirety. Failure to do so will result in the application being returned. Upgrade/change include any change in height, width, area, number of facings, materials, See ARM 18.6.252 for a complete description.

2.) Estimated Longitude and Latitude should be provided in decimal degrees and to the 4th decimal. An example would be: Longitude: -111.9928 Latitude: 46.5892. A web based source for obtaining this is: [http://www.gps-coordinates.net/](http://www.gps-coordinates.net/)

Other GPS devices can be used as well.

3.) All applications must include the $150.00 non-refundable inspection fee. For “New Permits” an additional permit fee based on sign size must be included.

**Application Form Page 2 (Description of Sign Structure)**

1.) All sign applicants must complete Form Page 2 in its entirety. Failure to do so will result in the application being returned.

2.) The dimension Height above Ground Level (HAGL) is measured at a right angle from the surface of the center of the roadway to the lowest edge of the sign. “Bus Shelter/Bench” signs do not require a HAGL.

**Application Form Page 3 (Detailed Drawing of Sign Location)**

1.) All sign applicants must complete Form Page 3 in its entirety. Failure to do so will result in the application being returned.

2.) Additional sketches and drawings may be attached to the application.

**Application Form Page 4 (Landowner Affidavit)**

1.) All sign applicants must complete Form Page 4 in its entirety. Failure to do so will result in the application being returned.

2.) If the sign applicant has an Easement for the sign location, the applicant can attach a copy of the Recorded Easement document to serve as the Landowner Affidavit.

3.) If a “Bus Shelter/Bench” or “Welcome To” sign applicant is requesting the sign to be placed in the public Right Of Way, then an approved encroachment permit issued from the department or an equivalent local government permission needs to be attached to the application in place of the landowner affidavit.

**Application Form Page 5 (Local Zoning Certificate)**

1.) All sign applicants must complete Form Page 5 in its entirety. Failure to do so will result in the application being returned. “Bus Shelter/Bench” or “Welcome To” sign applicants requesting the sign to be placed in the public Right Of Way do not need to complete this page.

**Application Form Page 6 (Qualifying Business Description)**

1.) All New Permit and Relocation sign applicants (except “Bus Shelter/Bench” or “Welcome To” signs) that are not located in a zoned commercial or industrial location must complete Form Page 6 in its entirety. Failure to do so will result in the application being returned.

2.) Note: The proposed sign location must be within 600 feet of the outside edge of a qualified Activities’ permanent building. Parking and or display areas and other uses of the Qualified Activities’ lands may not be used for this measurement.

**Application Form Page 7 (Welcome To Alternative Locations)**

1.) Only Community-Welcome-To sign applicants must complete Form Page 7 in its entirety if proposed sign location is located on Right Of Way. Failure to do so will result in the application being returned.

Due to a variety of rules and regulations that may affect issuing a sign permit, we suggest you contact an MDT OAC Agent about your sign plans prior to submitting an application. However, approval is only considered after receiving a complete application. Outdoor Advertising Control 406-444-6068

Submit applications to:
Montana Department of Transportation Attn: OAC
PO Box 201001
Helena, MT 59620-1001
Application Type (This Form Must Be Completed In Full)
☐ New Sign ☐ Upgrade/Change: Permit #_____________ ☐ Relocate: Permit #_____________
☐ Bus Shelter/Bench sign in Right of Way located on active fixed bus route
☐ Community “Welcome to” sign

Sign Owner/Applicant (Print: Last, First)
Tel: (____) _______ Cell: (____) _______
Address _______________________________ City _______________ State ______ Zip __________
Seasonal Address _________________ City _______________ State ______ Zip __________
Email Address ____________________________

Location
Highway # __________ Side of Highway: ☐ North ☐ South ☐ East ☐ West
City/Town _________________ County ______ Nearest Milepost to tenth _______
Estimated Longitude/Latitude in NAD 83 Decimal Degrees: _______/_______

Land Zoned: ☐ Yes ☐ No If Yes: City ☐ County ☐

Application Fees
Fees shall be transmitted with the application by check payable to the Montana Department of Transportation. For Credit Card use please contact OAC. The department assumes no responsibility for loss in transit of such remittances. Applicants not submitting proper fees will be notified by the department. The Inspection Fee is nonrefundable.

1.) INSPECTION FEE ☐ $150.00 (All Applications)

2.) NEW PERMIT applications also include one Initial permit fee for total sign face square footage:
☐ 32 s/f or less $10.00 ☐ 33 sq. ft to 375 s/f $50.00 ☐ 376 s/f to 672 s/f $100.00 ☐ 672-1,344 s/f $150.00

TOTAL $___________

Sign Owner Certification
I agree to abide by the provisions on the reverse side of this application and 75-15-101, et seq., Montana Code Annotated, and 18.6.202, et seq., Administrative Rules of Montana. Upon approval, failure to stay in compliance with all local sign regulations may result in revocation of this sign permit. Providing incorrect or false information whether unintentional or not may result in permit revocation.

For sign relocations: upon approval of the new location, the former location becomes revoked. The permit number will transfer to the new location.

Signature ___________________________________________ Date __________________________

The average turnaround time for a completed permit application is 30 working days
**Description Of Sign Structure**

**Style:**
- [ ] Double Faced
- [x] Single Faced
- [ ] V-Shape
- [ ] Stacked
- [ ] Wall Mount
- [ ] Side by Side
- [ ] Other

**Materials of Sign post (s):**
- [ ] Steel
- [ ] Wood
- [ ] Monopole
- [ ] Other (Specify)

**Lighted:**
- [x] YES
- [ ] NO

**Dimensions:**
- Total Height of Sign Structure: __________
- HAGL: Height of bottom of sign to ground level; measured at right angle from road surface to sign: __________
- Sign Face Square footage: __________

Insert sign width (W), height dimensions (H) (including border and trim) and distance (D) between signs for a Side by Side or Stacked structure.

<table>
<thead>
<tr>
<th>Single Faced</th>
<th>Side by Side or V-Shape or back to back</th>
<th>Stacked (Front)</th>
<th>Stacked (Back if applicable)</th>
<th>Other (Sign applicant provided sketch and dimensions)</th>
</tr>
</thead>
<tbody>
<tr>
<td>W_________H_________</td>
<td>W_________H_________</td>
<td>W_________H_________</td>
<td>W_________H_________</td>
<td>W_________H_________</td>
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<td></td>
<td>D_________</td>
<td>D_________</td>
<td>D_________</td>
<td>D_________</td>
</tr>
</tbody>
</table>

Signs may not be erected or maintained that exceed 672 square feet per face in area, including border and trim but excluding base or apron, supports, and other structure members. Signs may not exceed 48 feet in length. The maximum height of the sign structure, including the sign face, is 30 feet, measured at right angle from the surface of the roadway at the centerline of the interstate or primary highway. No more than two facings visible and readable from the same direction on the main-traveled way may be erected on any one sign structure. Whenever two faces are so positioned, neither may exceed 325 square feet. Ref., 75-15-113, Montana Codes Annotated. The name of the Sign Owner must be displayed on the Sign Structure.
**Detailed Drawing Of Proposed Sign Location**

Sketch in the appropriate proposed sign location corresponding to the appropriate side of the highway where you wish to build your sign. If applicable, the sketch should include references to the distance requirements described below.

Sign structures proposed along the interstate and primary highways must be located on private property and cannot be erected within or encroach upon the highway right-of-way. It is the sign owner’s responsibility to ensure that the sign does not encroach upon the right-of-way. The Department will not assume responsibility for encroachments due to mapping errors. For Un-zoned permit applications, please sketch Qualifying Activity’s Building and indicate distance from proposed sign location.

**Distance requirements**

All Signs

- Signs on interstate, limited access primary or National Highway System (NHS) must be minimum of 500 feet apart on the same side of the roadway.
- Signs adjacent to non-limited access primary or NHS highways must be minimum 300 feet apart on the same side of the roadway.
- Signs must not be located within 500 feet of an intersection in rural areas or within 140 feet in cities or towns unless the sign has a Height Above Ground Level (HAGL) as defined of at least 8’.
- Signs must not be located within limits of a grade separated interchange which extends 500 feet beyond the beginning or ending of the gore.
- Signs must not be located within 500’ of the following unless the sign is within an incorporated area: Public Park, public forests, public playgrounds, cemeteries or scenic areas designated by the department or state agency.

**Specific signs**

Off-Premise Signs

- The commercial or industrial permanent buildings used to qualify an un-zoned area must be located within 660 feet of the outer edge of right of way and sign location must be within 600’ of the edge of the qualifying building.

**Community Welcome To Signs**

- Must have adequate spacing between Welcome To and Traffic control devices: 150 feet for speed limits less than 30 mph; 200 feet for speed limits 30-45 mph; 500 feet speed limits greater than 45 mph.
Applicant – Landowner Affidavit
(or if applicable attach copy of Easement allowing sign)

I, __________________________________________ (Print Name Applicant) and
I, __________________________________________ (Print Name Landowner) by our
signature do swear that the information given herein is true to the best of our knowledge and
belief that we will comply with Montana Codes Annotated 75-15-101 through 75-15-134 and the
Administrative Rules of Montana (ARM) 18.6.202 through 18.6.272 covering the granting,
renewal, and revocation of permits for Outdoor Advertising and that the Agent for the applicant
attests that they have the authority to contract in this matter and that the landowner does hereby
acknowledge that the applicant has my consent to erect and maintain said advertising sign on my
property and that both applicant, landowner, and their assigns herein grant to the Montana
Department of Transportation (MDT) the right to enter the property in question for the purpose of
inspecting said sign or remove any illegal sign. (MCA 75-15-131)

We also agree to hold MDT harmless and indemnify the Department for any damages caused
either directly or indirectly by the erection and maintenance of said structure. In lieu of the
landowner’s acknowledgement, attach a lease or dated statement signed by the landowner
(identify sign location by state route, County, side of roadway, and distance to milepost). Should
the landowner be represented by an agent in this matter, documentation of said agent’s authority
which is satisfactory to the Department is required. A dated statement of lease must include a
right of entry in favor of and acceptable to the Department for the purpose of inspecting said sign
site or to remove any illegal sign.

Signed, sealed, and delivered this ______ day of ____________ 20______.

________________________________________
Applicant/Agent Signature

________________________________________
Landowner Signature

Landowner Address: ________________________________________________

City: ______________________________ State: __________ Zip Code: _________

Phone: __________________________ Email: __________________________

(Signatures required by both Applicant and Landowner)
Local Zoning Certificate

To be filled out by Local Zoning Authority

I hereby certify that the (City of) (County of): __________________________________________

(Check all that apply):

☐ Does not have a zoning plan and ordinances or sign controls of any kind.

☐ Has zoning in the proposed sign location designated as: ______________________________

Approved uses for this zoning type: ________________________________________________

________________________________________________________________________________

☐ Has other land use controls or ordinances in the proposed sign location.

Please Specify: ___________________________________________________________________

________________________________________________________________________________

________________________________________________________________________________

☐ Has a specific sign ordinance/regulation which requires sign spacing of more than 500’ and/or size or height limits Please Specify: _____________________________________________

________________________________________________________________________________

I further certify that I have reviewed the description of the outdoor advertising structure described on the attached application and find the proposed sign is to be located in an area appropriate for such structures and is in compliance with all local laws, ordinances or regulations.

This _____ day of _____________, 20____

__________________________________________  ________________________________
Authorised Official Signature              Printed Name, Title

__________________________________________
Phone Number

MDT USE ONLY: Nearest MP to tenth___________Longitude/Latitude _____/_______  Application Form Page 5/7
Qualifying Business Description

Qualifying Activity__________________________________ Business Name__________________________

Address________________________________ City________________ ST____ Zip____________________

Manager/Owner________________________________ Phone Number___________________________

If a proposed sign is located within an un-zoned area, a qualifying commercial or industrial activity must be present. By submitting and signing this Outdoor Advertising Application you agree the following qualifying activity requirements have been met.

1. The permanent buildings comprising a business used to qualify the area are within 660 feet of the right-of-way of an interstate or primary highway.

2. The qualifying activity is not located in what is primarily used as residential property.

3. The qualifying business has been in business for at least one year.

4. The permanent buildings or improvements comprising the business are clearly visible to the traveling public and easily recognizable as a commercial or industrial activity.

5. The business cannot be seasonal, temporary, or transient.

6. The qualifying activity must be open to the public during regular scheduled hours in excess of 20 hours per week.

7. The activity must have direct vehicular access from a public road that is normal and customary for ingress and egress by the public to the activity as well as adequate parking to accommodate public access.

8. The qualifying activity must be in a permanent building with an indoor restroom, telephone, running water, functioning electrical connections, adequate heating and permanent flooring.

9. The business must have an on-premise sign, displays, or other devices identifying the business.

10. The qualifying activity may not be an agricultural, forestry, ranching, grazing, or farm producing operation.

11. If qualifying activity is a mobile home, all wheels and axles and springs must be removed and secured permanently on piers, pad or foundation.

12. The activity holds a current, valid business license issued by a local, county or state government which authorizes the business to operate from that location and is attached to this application including a photo of the business. If a business license is unavailable please explain:

________________________________________________________________________________________

________________________________________________________________________________________
Community “Welcome To” Alternative Locations

Qualifying welcome to sign applicants must first thoroughly explore all options to erect the sign off public right-of-way adjacent to the controlled route, and may request placement within the right-of-way only as the option of last resort.

Alternative locations considered outside of RIGHT OF WAY

Location #1:
Landowner: ___________________________ Phone No.: ___________________________
Address: _________________________________________________________________________
Reason for denial: ________________________________________________________________
________________________________________________________________________________

Location #2:
Landowner: ___________________________ Phone No.: ___________________________
Address: _________________________________________________________________________
Reason for denial: ________________________________________________________________
________________________________________________________________________________

NOTE: APPROVED ENCROACHMENT PERMIT MUST BE COMPLETED AND ATTACHED TO APPLICATION FOR ANY WELCOME TO SIGN TO BE LOCATED WITHIN THE RIGHT-OF-WAY.

Applicant Certification
I certify that I attempted to get permission from the above listed landowners to place the welcome to signs listed on the application on their property and was denied.

Signature:_________________________________________ Date: _________________________

Title: ___________________________

City, Community, County, Sovereign Nation of ________________________________

MDT USE ONLY: Nearest MP to tenth_________ Longitude/Latitude _____/_______

Application Form Page 7/7