



# TRANSIT BENCH OR TRANSIT SHELTER OUTDOOR ADVERTISING SIGN 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, sign specifications

NAME OF APPLICANT					
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 COMPANY TO ERECT SIGN					
MAILING ADDRESS					
CITY	STATE	ZIP	PHONE	FAX	E-MAIL
TYPE OF SIGN <input type="checkbox"/> Transit bench <input type="checkbox"/> Transit shelter		ROUTE MAP <input type="checkbox"/> Transit System route map or other official document showing this is a stop on the route is included.			
PURPOSE OF APPLICATION <input type="checkbox"/> New <input type="checkbox"/> Reconstruction		SKETCH OF SIGN, INCLUDING STRUCTURE, FACE, AND CONFIGURATION OF SUPPORTS. (MAY NOT RESEMBLE AN OFFICIAL SIGN – ORS 377.720)			
OVERALL HEIGHT OF STRUCTURE AND SIGN					
SIGN FACE HEIGHT (FEET)					
SIGN FACE LENGTH (FEET)					
SIGN FACE AREA (SQUARE FEET)					
SIGN FACES <input type="checkbox"/> Single face (SF) <input type="checkbox"/> Back to back (BB)					
NAME OF HIGHWAY			HIGHWAY ROUTE NUMBER	SIDE OF HIGHWAY	ESTIMATED MILE POINT
STREET ADDRESS OF SIGN SITE			TOWNSHIP	RANGE	SECTION / SUBSECTION MAP NO.   TAX LOT
CITY	STATE	ZIP	LOCATION MARKING <input type="checkbox"/> The site is marked as follows: _____		
PROPERTY OWNER NAME			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		
MAILING ADDRESS					
CITY	STATE	ZIP			

## Part 2: Certification of applicant

The applicant, or their representative, certifies by signing that the information contained in this application is accurate and complete. Applicant must attach official document demonstrating this (a route map produced by the transit system showing that the site meets this requirement). 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 the bench or shelter has been legally placed under local jurisdictional requirements. Additionally, the right of way of the state highway will not be crossed to access, construct or maintain the sign. (OAR 734.065-0020(6))

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

## ODOT USE ONLY

SITE LOCATION				APPROVAL		PERMIT INFORMATION	
HIGHWAY 1 NO.	HIGHWAY 1 NAME			<input type="checkbox"/> Approved <input type="checkbox"/> Denied		PERMIT NO.	
SIDE	MILEPT	ES		DECISION MADE BY	DECISION DATE	OWNER CODE	CONSTRUCTION DATE*
HIGHWAY 2 NO.	HIGHWAY 2 NAME			CANCELLATION		* Failure to construct within 180 days results in cancellation of permit.  <input type="checkbox"/> Conforming <input type="checkbox"/> Non-conforming	
SIDE	MILEPT	ES		CANCELLATION DATE	REASON		
PHYSICAL DESCRIPTION				COMMENT		REASON	
COUNTY	CITY	DISTRICT	REGION				



## Transit Bench or Shelter Outdoor Advertising Sign Checklist for Permit Application

Use this checklist for assistance in completing the application before sending it to ODOT. See administrative rule on permit applications and processing for complete details. We cannot process incomplete applications

### Part 1 – Applicant Information, Sign Specifications

Fill in all information.

- The applicant must be an individual or a legal entity such as a corporation or partnership. Fill in name exactly as it legally exists.
- Fill in name and address of property owner at proposed sign location. If it is on city right-of-way, so indicate.
- Check the appropriate box – whether this sign will be on a bus/transit bench or on a bus/transit shelter. Slightly different rules exist depending on which structure you are using.
- Fill in who will erect the sign. If not the applicant, that person must have a license from our office.
- Check the appropriate box: bench sign or shelter sign
- Check the box confirming you are including an official document, such as the route map, showing this is a stop on the route.
- Check the appropriate box: new sign or reconstructed sign. Do not check “new plate” as this is something only done by the ODOT office.
- Include all sign description information. If you have a photo you may include that instead of a sketch.
- Include all site information including Township-Range-Section (and sub-section) and tax lot, and estimate the milepoint. Indicate how you have marked the spot so ODOT staff can find it. Indicate if the bench or shelter is already on site.
- Mark whether the sign will be posted for compensation, or will not be at the location of some business or some activity open to the public. This makes it an “outdoor advertising sign” under the law.

### Part 2– Review Certification of Applicant – DO NOT SIGN IT YET

- Do not yet sign the application. Verify that all information you have supplied is complete and accurate. Read the certification you will need to sign when complete.

### Part 2 – Sign Certification of Applicant

- Once you have reviewed the application for completeness and accuracy print your name and title if you are signing as a representative or a corporation or other legal entity. Sign and date the certification.

### Other Required Items / Submitting the Application

- If the sign is being erected on property owned by someone else, include a copy of the lease or a written statement from the property owner stating you have permission to erect the sign there. The document must be signed by the landowner and dated.
- Include a current route map of the bus/transit system, or other official document, showing this is a stop on that route. Bench signs may only be located at a bus or transit stop on a city or urban transit system route.
- Determine the correct fee (see front of this form) and include a check for that amount, made out to Oregon Department of Transportation.
- Mail or deliver the original application form, and other required items to:  
OREGON DEPARTMENT OF TRANSPORTATION  
ATTN: OUTDOOR ADVERTISING SIGN PROGRAM  
4040 FAIRVIEW INDUSTRIAL DRIVE SE MS#2  
SALEM OR 97302-1142

\*Applications or checks sent to any other ODOT office may not reach us.