



## APPLICATION SUMMARY OUTDOOR ADVERTISING SIGN PERMIT

SUMMARY FROM OREGON MOTORIST INFORMATION ACT (OMIA) (ORS 377.700-377.840 & 377.992)

*Copies of full text of the law are available upon request*

All Outdoor Advertising Signs (OAS) visible to a state highway need a state permit. An OAS is a sign that is either posted for compensation or is not at the location of some business or an activity open to the public.

Since May 30, 2007, no permits can be issued for the installation of new outdoor advertising signs. Permits can be issued for the continued existence, reconstruction, or relocation of outdoor advertising signs lawfully on location on May 30, 2007. (Permits can be issued for signs on bus benches or shelters. Their requirements are different. Contact our office for information.)

**Preexisting:** A permit may be issued for a sign that was legally in place on May 30, 2007. (NOTE: Due to grandfathering provisions, a preexisting sign may be eligible for a permit even if it does not meet spacing and other requirements under the new law. If your preexisting sign does not meet the requirements described in this summary or in the law, contact our office for guidance on whether you may still be eligible for the permit.)

**Reconstruction:** A reconstruction permit may be issued to replace the sign, repair a damaged sign, change type, number, or height of sign supports, or add a back-up panel (no larger than the existing sign face) to a single-face sign. You do not need a state permit to do basic maintenance or to change the copy on the sign.

**Relocation:** Lawfully erected signs that were erected as of May 30, 2007, under permit and in a commercial or industrial zoned area may qualify for the right to relocate if the site lease is terminated. A sign can be relocated up to 100 road miles from its location as of May 30, 2007, or in some cases as of September 1, 1977. The new site must meet all OMIA requirements.

### PERMITS

1. Before erecting an outdoor advertising sign subject to the OMIA, owner must obtain a permit from ODOT for the sign.
2. Sign site must be zoned some form of commercial or industrial. If first zoned commercial or industrial after January 1, 1973, sign must be within 750 feet of a commercial or industrial development.
3. Sign must comply with city or county regulations; affidavit on back of application must be completed by a local official.
4. No outdoor advertising signs are allowed in Designated Scenic Areas; no relocation permits may be issued in Scenic Byways. Protected Areas of Interstates are more heavily regulated – contact our office for further information.
5. Sign must be installed, and permit plate attached, within 180 days from the date ODOT issues permit. The metal permit plate must be permanently installed on the sign and be visible from the highway.
6. Permit fee must be included with permit application. Renewal fees are due annually by January 1. ODOT mails billing statements in November.

### SPACING & SIZE REQUIREMENTS

**SPACING:** Minimum distance between your Outdoor Advertising Sign and the next OAS on same side of highway.

<u>Type of Highway</u>	<u>Outside City Limits</u>	<u>Inside City Limits</u>
Interstate	2000 feet	500 feet
Freeway	1000 feet	500 feet
Other state highway	500 feet	100 feet

If outside city limits, an Outdoor Advertising Sign must be at least 500 feet from an “interchange” as defined in the OMIA.

Minimum spacing from your Outdoor Advertising Sign and sites on the same side of the highway where a sign was purchased and removed by the State under the OMIA. (Lists of these ‘Beautification Purchase Sites’ available from our office.)

<u>Type of Highway</u>	<u>Distance from Site</u>
Interstate	2000 feet
Freeway	1000 feet
Other State Highways	500 feet

#### SIZE:

**Reconstruction:** restricted to same or smaller overall area; height or width may increase if area remains the same.

#### Relocation:

- If relocated adjacent to I-5, I-205, or I-84, restricted to same or smaller overall area as current permit.
- If relocated adjacent to other state highway routes:
  - Sign may be increased to statutory max of 14’ high x 48’ wide, if original sign area 250 square feet or more.
  - Sign restricted to same or smaller overall area, if original sign area less than 250 square feet.

### FEES

<u>Sign Area in Square Feet</u>	<u>Application Fee</u>	<u>Annual Renewal</u>
Up to 25	\$200.00	\$136.00
26 – 50	\$500.00	\$159.00
51 – 400	\$850.00	\$182.00
400.1 & over	\$1,000.00	\$204.00



## OUTDOOR ADVERTISING SIGN CHECKLIST FOR PERMIT APPLICATION

**Use this checklist for assistance in completing the application before sending it to ODOT. 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.
- Fill in who will erect the sign. If not the applicant, that person must have a license from our office.
- If the application is for relocation, write in the permit number or relocation credit number. If the application is for reconstruction, fill in the current number.
- If the application is for a preexisting sign (legally in place as of May 30, 2007, and does not have a state permit), you must also complete the supplemental form (3<sup>rd</sup> page of application form).
- Include all sign description information. "HAGL" means "height above ground level." If you have a photo you can include that instead of a sketch.
- Include all site information including Township-Range-Section and tax lot, and estimate the milepoint. Indicate how you have marked the spot so ODOT staff can find it. Indicate if the sign 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. Go to Part 3 before signing. **ONCE THE LOCAL JURISDICTION SIGNS OFF YOU MAY NOT CHANGE ANY SIGN OR SITE INFORMATION ON YOUR APPLICATION.**

### Part 3– Certification of City or County

- Provide the original application to the city or county that has jurisdiction over the sign site – usually the Planning Office handles sign matters. A local official must indicate the zoning information and whether the proposed sign complies with local regulations. The local official must sign where indicated and include the required contact information.

### Part 2 – Sign Certification of Applicant

- After obtaining sign-off from the local jurisdiction, return to Part 2 on the front page of the application. Re-read the certification. Print your name and title if you are signing as representative of 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.
- For relocation permits only: if the sign site was first zoned commercial or industrial after January 1, 1973, include a plot plan or drawing that shows the sign location and the distance in feet from the nearest commercial or industrial development that fronts the highway (must be within 750 feet). Commercial or industrial development includes the parking lot, storage or processing area and the buildings used for the commercial enterprise.
- For preexisting sign permits only: include the completed supplemental form, and documentation showing why the sign is eligible for a preexisting sign permit.
- 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 application form, and other required items to:  
 ODOT TECHNICAL LEADERSHIP CENTER, OUTDOOR ADVERTISING SIGNS  
 4040 FAIRVIEW INDUSTRIAL DR SE MS #2  
 SALEM OR 97302

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