# OUTDOOR ADVERTISING PERMIT AND ALTERATION APPLICATION

North Dakota Department of Transportation, Environmental and Transportation Service
SFN 10051 (Rev. 11-2008)

PLEASE PRINT

**APPLICANT MUST HAVE THIS SECTION COMPLETED BY THE ZONING AUTHORITY**

## APPLICANT

| | | |
|---|---|---|
| Name | | |
| Mailing Address | | |
| City | State | Zip Code |
| Telephone Number | | |

I, the undersigned, herewith accept the terms and conditions of law and of the rules of the N.D. Department of Transportation and agree to fully comply therewith. I certify that all the information stated in this application is true and correct.

| | |
|---|---|
| Signature | Date |

Submit application with check for $50 for the permit.

## DESCRIPTION

1. LOCATION of the sign is on the ☐ N ☐ S ☐ E ☐ W side of _____ (Highway) a distance of _____ ft.
   ☐ N ☐ S ☐ E ☐ W from milepost number _____
2. SIGN MESSAGE:

| | Height | Width |
|---|---|---|
| 3. SIZE: (Panel) | | |
| SIZE: (Apron, if any) | | |

4. ILLUMINATED SIGN: ☐ Yes ☐ No
5. SIGN STRUCTURE:
   ☐ Single Face ☐ End to End
   ☐ Back to Back ☐ "V" Type
6. SUPPORTS TYPE: ☐ Wood ☐ Metal ☐ Other
   PANEL TYPE: ☐ Wood ☐ Metal ☐ Other

## LANDOWNER

| | | |
|---|---|---|
| Name | | |
| Mailing Address | | |
| City | State | Zip Code |

Letter or lease attached ☐ Yes ☐ No

Applicant must submit letter, copy of land lease, or landowner's signature below.

Signature of Landowner

## LOCATION

Inside corporate city limits? ☐ Yes ☐ No

Legal description of property:

## ZONING STATUS

Zoned: ☐ Yes ☐ No

If yes, type of zoning:

Is the zoned location comprehensively zoned and not zoned for the sole purpose of erecting billboards? ☐ Yes ☐ No

Date that the current zoning became effective

## UNZONED STATUS

If not zoned, is the sign within 600 feet of an active unzoned commercial or industrial business? ☐ Yes ☐ No

If yes, name of business:

Is both the business activity and proposed sign location unzoned? ☐ Yes ☐ No

Is the useful portion of the business activities property (building, parking lot, etc.) directly adjacent to the highway right of way? ☐ Yes ☐ No

## TITLE AND SIGNATURE OF ZONING AUTHORITY

| | |
|---|---|
| Government Entity | Telephone Number |
| Title | |
| Print Name | |
| Signature | |

## LOCATION SKETCH SPACE

Submit sketch of property and highway showing proposed sign location, land ties, off-premise advertising sign, if within 500 feet, and give distance from proposed sign location.

N ↑

OFFICE USE ONLY - COMMENTS

## ADVERTISING SIGN PERMIT

Permission is hereby granted for the construction of the sign as described in the above application, said sign to be in accordance with the rules of the Department of Transportation and the laws of the state of North Dakota. The permit holder maybe required to obtain a permit in accordance to local city/county ordinances.

**SPECIAL REQUIREMENTS:** Sign must be erected within one year of the date shown below or the permit will be revoked.

**THIS PERMIT DOES NOT AUTHORIZE THE VIOLATION OF LOCAL ZONING ORDINANCES.**

| Permit Number | Date | Signature of District Engineer |
|---|---|---|
| | | |

FOR ALTERATIONS ONLY

PERMIT NO.

The undersigned owner of the advertising sign located adjacent to Highway No._____ , _____ feet ☐ N ☐ S ☐ E ☐ W of milepoint number _____ hereby applies for permission to alter or change said sign (indicate structural, material, lighting, or wanted sign change):

_____

_____

_____

**CONFIRMATION OF CONTINUED CONFORMING LOCATION**

**APPLICANT MUST HAVE THIS SECTION COMPLETED BY THE ZONING AUTHORITY**

| **LOCATION** |
|---|
| Inside corporate city limits? ☐ Yes ☐ No |
| Legal description of property: |
| **ZONING STATUS** |
| Zoned: ☐ Yes ☐ No |
| If yes, type of zoning: |
| Is the zoned location comprehensively zoned and not zoned for the sole purpose of erecting billboards? ☐ Yes ☐ No |
| Date that the current zoning became effective |
| **UNZONED STATUS** |
| If not zoned, is the sign within 600 feet of an active unzoned commercial or industrial business? ☐ Yes ☐ No |
| If yes, name of business: |
| Is both the business activity and proposed sign location unzoned? ☐ Yes ☐ No |
| Is the useful portion of the business activities property (building, parking lot, etc.) directly adjacent to the highway right of way? ☐ Yes ☐ No |
| **TITLE AND SIGNATURE OF ZONING AUTHORITY** |

| Government Entity | Telephone Number |
|---|---|
| Title | |
| Print Name | |
| Signature | |

It is understood and agreed that altering or changing done prior to filing and the approval of this application is cause for the immediate cancellation of the permit as issued by the North Dakota Department of Transportation, which will necessitate the removal of said sign. (The changing of the advertising copy is permissible without filing this alteration application.)

| Date | Signature of Owner |
|---|---|
| | |

**DO NOT COMPLETE LOWER PORTION**

| Issuance Date | Approved Signature of District Engineer |
|---|---|
| | |