



INSTRUCTIONS FOR COMPLETING OUTDOOR ADVERTISING PERMIT APPLICATIONS

An Outdoor Advertising Construction Permit must be obtained from the Idaho Transportation Department (ITD) prior to erecting a sign visible from Interstate and most state highways in Idaho. The sign permit application, ITD FORM 1850, must be submitted to the ITD District office in which the sign site is to be located with the following items when the application is filed.

- 1) A completed, legible sign application; all required information must be supplied including the signature from the local zoning authority to confirm acceptable zoning.
- 2) \$10.00 fee.
- 3) A SITE PLAN. A site plan means a sketch of the proposed sign on the subject parcel and it's relationship to the following: all structures, property lines, highways, overpasses, interchanges, driveways, power lines, waterways, sidewalks, etc. that will aid the sign agent in the field review process. The site plan is to be as professional as possible; to scale is desirable. If you are applying for more than one sign on the same parcel, please number each sign on the site plan and on the plan view.
- 4) A PLAN VIEW. A plan view means the sign configuration from ALL angles, especially if you were to looking down on the sign from above. Indicate each sign face(s) size, such as 12 ft X 30 ft. Indicate the overall height of the sign from the ground to the top of the sign and the height from the bottom of the sign face to the ground. Show the face configuration: Back to back, "V"-shape, etc., the structure type such as monopole (unipole), steel I-beams, wooden 4 X 4's or poles. Include illumination (if applicable) and cat walks. Engineered drawings are preferred.
- 5) A copy of the sign site lease may be provided in lieu of the property owner's signature on the sign application. A copy of the lease from the property owner that includes signatures and a termination date is required for applications from licensed sign companies.
- 6) A copy of the last deed of record to confirm ownership of the subject property.
- 7) Proof of local approval (if applicable) such as an approved building permit for a sign.

8.) THE PROPOSED SIGN SITE MUST BE STAKED OR MARKED IN AN OBVIOUS MANNER FOR FIELD INSPECTION.

Illegible, incomplete applications or applications submitted without required items will not be processed and will be returned to the sign applicant. ITD reserves the right to request additional information to complete the sign application process.

APPLICATION REVIEW PROCESS

It is the policy of the Idaho Transportation Department's Outdoor Advertising Unit to review applications for completeness and compliance with Idaho Codes, IDAPA Rules, The Highway Beautification Act, 23 USC 131, 23 CFR 750 and the State of Idaho Agreement with the United States of America.

- *A sign identification number will be assigned to each acceptable sign application.*
- *A checklist is utilized to review and approve/deny applications*
- *Applications are reviewed in the order in which they are accepted.*
- *Every effort is made to review acceptable applications in a timely manner.*
- *A response letter of approval/denial will be delivered to the applicant following the application review process.*