

**APPLICATION FOR PERMIT TO  
ERECT AND/OR MAINTAIN  
OUTDOOR ADVERTISING**

**IN ACCORDANCE WITH  
SECTION 226.550 RSMO AND  
7 CSR 10-6.070**



<b>For Official Use Only</b>		
TMS #: _____	Log Point: _____	
Trans #: _____	Check #: _____	
Permit Type: <input type="checkbox"/> Billboard	<input type="checkbox"/> Billboard Exempt	<input type="checkbox"/> Public Utility
<input type="checkbox"/> Directional	<input type="checkbox"/> Directional Exempt	<input type="checkbox"/> Service Club & Religious Notices
<input type="checkbox"/> Official	<input type="checkbox"/> Public Service	

**MISSOURI DEPARTMENT OF TRANSPORTATION**

<p><b>PART I: PERMIT OWNER INFORMATION</b></p> <p>Permit Applicant Name: _____</p> <p>Contact Person: _____</p> <p>Mailing Address: _____</p> <p>City: _____ State: _____ Zip Code: _____</p> <p>Telephone Number: (____) _____ - _____</p> <p>Email Address: _____</p> <p>Billing Email Address: _____</p>	<p><b>PROPERTY OWNER INFORMATION</b></p> <p>Property Owner Name: _____</p> <p>Contact: _____</p> <p>Mailing Address: _____</p> <p>City: _____ State: _____ Zip Code: _____</p> <p>Telephone Number: (____) _____ - _____</p> <p>Email Address: _____</p>
<p><b>PART II: LOCATION OF OUTDOOR ADVERTISING STRUCTURE</b></p> <p>The sign will be visible from Highway/Route _____ in _____ County.</p> <p>Traveling: <input type="checkbox"/> North <input type="checkbox"/> South <input type="checkbox"/> East <input type="checkbox"/> West, the sign will be located on the RIGHT side of the road and approximately _____ <input type="checkbox"/> MILES <input type="checkbox"/> FEET</p> <p><input type="checkbox"/> BEFORE <input type="checkbox"/> AFTER _____. Is the sign within the City Limits? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, City Name: _____ (state or county intersecting route)</p> <p>Land Use or Zoning: <input type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Other _____ <input type="checkbox"/> Unzoned</p> <p>Name of Qualifying Business within 750 feet: _____ Phone: _____ Date Opened: _____</p>	
<p><b>PART III: DESCRIPTION OF OUTDOOR ADVERTISING STRUCTURE</b></p> <p>The structure is made of (check one): <input type="checkbox"/> Wood <input type="checkbox"/> Metal <input type="checkbox"/> Other (explain) _____</p> <p>The pole construction is (check one): <input type="checkbox"/> Monopole <input type="checkbox"/> Multiple Poles (number) _____ <input type="checkbox"/> Other (explain) _____</p> <p>Size of sign face (in feet): Vertical _____ Horizontal _____ <b>(Total size per side of structure cannot exceed 800 square feet)</b></p> <p>Number of Faces: _____ Will the sign have lighting? <input type="checkbox"/> YES <input type="checkbox"/> NO <b>PLEASE NOTE: STACKED STRUCTURES ARE NOT PERMITTED</b></p> <p>The faces will be positioned: <input type="checkbox"/> Back To Back <input type="checkbox"/> Back To Back, Side-by-Side <input type="checkbox"/> V-Type <input type="checkbox"/> V-Type, Side-by-Side <input type="checkbox"/> Single Side <input type="checkbox"/> Side By Side (one direction)</p> <p>Technology: <input type="checkbox"/> Trivision <input type="checkbox"/> Digital <input type="checkbox"/> Other: _____ <input type="checkbox"/> Painted Face <input type="checkbox"/> Vinyl Wrap</p>	

**Do not begin construction of the sign until you receive the outdoor advertising permit.**

**With all applications enclose the following:**

- \_\_\_\_\_ Enclose a copy of lease or a letter from the land owner granting permission to erect or maintain a sign on their property.
- \_\_\_\_\_ Enclose a diagram of the proposed sign location in relation to intersecting routes (include direction of travel and measurements).
- \_\_\_\_\_ Enclose a copy of the last deed of record for the property.
- \_\_\_\_\_ If applicable, enclose proof of tax exemption pursuant to Section 226.550, RSMo.

**Billboard Checklist:**

- \_\_\_\_\_ If the property is zoned, enclose a letter from the Zoning Authority stating the zoning classification.
- \_\_\_\_\_ Enclose copies of local business license(s) for the qualifying business.
- \_\_\_\_\_ Enclose a check or money order made payable to **Director of Revenue, Credit State Road Fund**, in the amount of \$200.00.

**Service Club and Religious Sign Checklist:**

- \_\_\_\_\_ Enclose proof of exemption pursuant to Section 226.550, RSMo.
- \_\_\_\_\_ Enclose a sketch of the desired message to be placed on sign.

**Directional Sign Checklist:**

- \_\_\_\_\_ Enclose a sketch of the desired message to be placed on sign.
- \_\_\_\_\_ Enclose a check or money order in the amount of \$200.00.
- \_\_\_\_\_ Enclose a letter of intent and supporting documentation.

The appropriate documentation must be provided as well as **NOTARIZATION ON THE BACK** of this completed form and permit fee, when applicable, or the application may be returned. The area specialist may request additional information in order to process this application.

*Our mission is to provide a world-class transportation system that is safe, innovative, reliable and dedicated to a prosperous Missouri.*

The applicant agrees by signature and under oath that, if a permit is issued, the applicant shall maintain the sign structure completely on the private property listed with no parking on highway right of way. Furthermore the applicant, by signature, agrees that the information provided in this application is complete and accurate. The applicant, by signature and under oath, acknowledges and agrees that any misrepresentation of facts on this application may affect the permit issuance or result in termination of the permit immediately at such time as the factual misrepresentation is made known to the Missouri Highways and Transportation Commission, or the Missouri Department of Transportation.

STATE OF \_\_\_\_\_, County of \_\_\_\_\_

\_\_\_\_\_, being of lawful age and first duly sworn, upon his oath deposes and states:

(Name of Applicant)

CHECK ONE:

( ) That I am the above-mentioned individual.

( ) That I am the \_\_\_\_\_ of \_\_\_\_\_ which is organized under the laws of \_\_\_\_\_ (title) (name of corporation) \_\_\_\_\_, with its principal office and place of business in \_\_\_\_\_, \_\_\_\_\_; (state) (city, state) and that I have the power and authority for and on behalf of said corporation to make this affidavit and in its behalf, and do so make same.

( ) That I am the \_\_\_\_\_ of \_\_\_\_\_ which is not a corporation and that I have (title) (name of firm) the power and authority for and on behalf of said firm and its members and owners to make this affidavit for in its and their behalf, and do so make same.

**INITIAL EACH STATEMENT:**

( ) That the sign that is the subject of this permit application shall be erected completely and entirely on the private property listed and that no part of the sign shall be erected on, or extend over or above any portion of property owned by the Missouri Highways and Transportation Commission.

( ) That there are no restrictions that would prohibit or disallow the sign from being erected on the private property listed above.

( ) That I have read the foregoing and that the facts set out therein are true and correct to the best of my knowledge and belief.

\_\_\_\_\_  
Signature of Applicant

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.

My Commission expires: \_\_\_\_\_

\_\_\_\_\_  
Notary Public

**Mail the completed application, enclosures, and payment to the area specialist for the county in which the sign structure is located.**

**General and financial questions, contact the Outdoor Advertising Technician at 573-522-1725 or [Valerie.Minnick@modot.mo.gov](mailto:Valerie.Minnick@modot.mo.gov)**

<p><b>Area 1 (816) 387-2504</b> Missouri Department of Transportation 3602 N. Belt Hwy St. Joseph, MO 64506 Attn: Outdoor Advertising Permit Specialist</p> <p><u>Counties:</u> Andrew, Atchison, Buchanan, Caldwell, Carroll, Clay, Clinton, Daviess, DeKalb, Gentry, Grundy, Harrison, Holt, Jackson, Lafayette, Livingston, Mercer, Nodaway, Platte, Ray, Worth</p>	<p><b>Area 2 (573) 526-3503</b> Missouri Department of Transportation PO Box 718 Jefferson City, MO 65102 Attn: Outdoor Advertising Permit Specialist</p> <p><u>Counties:</u> Adair, Audrain, Boone, Callaway, Chariton, Clark, Cooper, Howard, Knox, Lewis, Linn, Macon, Marion, Monroe, Pike, Putnam, Ralls, Randolph, Saline, Schuyler, Scotland, Shelby, Sullivan</p>	<p><b>Area 3 (314) 453-1870</b> Missouri Department of Transportation 1590 Woodlake Drive Chesterfield, MO 63017-5712 Attn: Outdoor Advertising Permit Specialist</p> <p><u>Counties:</u> Crawford, Franklin, Gasconade, Jefferson, Lincoln, Maries, Montgomery, Osage, Phelps, St. Charles, St. Louis, St. Louis City, Warren, Washington</p>
<p><b>Area 4 (417) 895-7648</b> Missouri Department of Transportation PO Box 868 Springfield, MO 65801 Attn: Outdoor Advertising Permit Specialist</p> <p><u>Counties:</u> Barry, Barton, Cedar, Christian, Dade, Douglas, Greene, Jasper, Lawrence, McDonald, Newton, Ozark, Stone, Taney, Vernon, Webster, Wright</p>	<p><b>Area 5 (573) 751-7187</b> Missouri Department of Transportation PO Box 718 Jefferson City, MO 65102 Attn: Outdoor Advertising Permit Specialist</p> <p><u>Counties:</u> Bates, Benton, Camden, Cass, Cole, Dallas, Henry, Hickory, Johnson, Laclede, Miller, Moniteau, Morgan, Pettis, Polk, Pulaski, St. Clair</p>	<p><b>Area 6 (573) 472-5352</b> Missouri Department of Transportation PO Box 160 Sikeston, MO 63801 Attn: Outdoor Advertising Permit Specialist</p> <p><u>Counties:</u> Bollinger, Butler, Cape Girardeau, Carter, Dent, Dunklin, Howell, Iron, Madison, Mississippi, New Madrid, Oregon, Pemiscot, Perry, Reynolds, Ripley, St. Francois, Ste. Genevieve, Scott, Shannon, Stoddard, Texas, Wayne</p>

Additional forms and information available at [http://www.modot.org/business/Outdoor\\_Advertising](http://www.modot.org/business/Outdoor_Advertising)