

PROCEDURES FOR ISSUING A NDDOT OUTDOOR ADVERTISING PERMIT

An outdoor advertising permit must be obtained from NDDOT prior to erecting a commercial advertising sign along any highway route that is subject to the control of outdoor advertising by the North Dakota Department of Transportation (NDDOT).

To obtain a permit, the sign owner must submit an application for a state outdoor advertising permit (SFN 10051). The application must be completed in its entirety according to the instructions appearing on the application, and submitted to NDDOT along with the required permit processing fee of \$50.00. The application may be submitted either to the NDDOT District Office or to the central office's Maintenance Division.

Upon receipt, the application will be reviewed by the Maintenance Division's Billboard Officer to verify whether the application is complete and whether the proposed sign appears to meet applicable zoning, size, spacing, and lighting requirements that are necessary to qualify for a permit. If the application is complete and the proposal appears to qualify for a permit, the Billboard Officer will assign a permit number to the application. The application will then be sent to the appropriate District for further review at the District level, including (at the discretion of the District Engineer) a field review of the sign's proposed location. The District Office will also verify the sign's location in reference to the lower of the two nearest mile points.

The District Engineer has final authority regarding whether or not a permit will be issued. If the District Engineer approves the permit, he/she will sign and date the permit application. A copy of the signed permit will then be sent to the applicant. Also, the original, signed permit is returned to Maintenance Division's Billboard Officer for inputting into the state computer inventory system, and so that the Billboard Officer may archive the permit into NDDOT's Filenet system.

The District Office is required to (1) verify that the sign has been erected in the correct location as indicated on the permit application; (2) attach the outdoor advertising permit identification tag to the erected sign; (3) take a front and back picture of the sign; and (4) inventory the sign after it has been built.

The identification tag will contain: highway number, mile point number, and permit number. If a permitted sign is not erected within one year of the permit having been issued, the permit is subject to cancellation and the Billboard Officer shall be notified. If the sign is erected improperly, it shall be corrected to conform with the information appearing on the permit.

Only signs with commercial messages are required to have a state outdoor advertising permit. All other types of signs are exempt from the requirement for a state permit.