

**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>
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**PART II: LOCATION OF OUTDOOR ADVERTISING STRUCTURE**

The sign will be visible from Highway/Route \_\_\_\_\_ in \_\_\_\_\_ County.

Traveling:  North  South  East  West, the sign will be located on the RIGHT side of the road and approximately \_\_\_\_\_  MILES  FEET

BEFORE  AFTER \_\_\_\_\_. Is the sign within the City Limits?  YES  NO If yes, City Name: \_\_\_\_\_  
(state or county intersecting route)

Land Use or Zoning:  Commercial  Industrial  Other \_\_\_\_\_  Unzoned

Name of Qualifying Business within 750 feet: \_\_\_\_\_ Phone: \_\_\_\_\_ Date Opened: \_\_\_\_\_

**PART III: DESCRIPTION OF OUTDOOR ADVERTISING STRUCTURE**

The structure is made of (check one):  Wood  Metal  Other (explain) \_\_\_\_\_

The pole construction is (check one):  Monopole  Multiple Poles (number) \_\_\_\_\_  Other (explain) \_\_\_\_\_

Size of sign face (in feet): Vertical \_\_\_\_\_ Horizontal \_\_\_\_\_ **(Total size per side of structure cannot exceed 800 square feet)**

Number of Faces: \_\_\_\_\_ Will the sign have lighting?  YES  NO **PLEASE NOTE: STACKED STRUCTURES ARE NOT PERMITTED**

The faces will be positioned:  Back To Back  Back To Back, Side-by-Side  V-Type  V-Type, Side-by-Side  Single Side  Side By Side (one direction)

Technology:  Trivision  Painted Face  Digital  Vinyl Wrap  Other: \_\_\_\_\_

**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 experience that delights our customers and promotes 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 \_\_\_\_\_; 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.  
 (title) (name of corporation) (state) (city, state)
- ( ) That I am the \_\_\_\_\_ of \_\_\_\_\_ which is not a corporation and that I have 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.  
 (title) (name of firm)

**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, Cass, Clay, Clinton, Daviess, DeKalb, Gentry, Harrison, Holt, Jackson, Johnson, Lafayette, Nodaway, Pettis, Platte, Ray, Worth</p>	<p><b>Area 2 (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> Adair, Audrain, Boone, Callaway, Carroll, Chariton, Clark, Cole, Cooper, Grundy, Howard, Knox, Lewis, Linn, Livingston, Macon, Mercer, Moniteau, Monroe, Osage, Putnam, 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, Marion, Montgomery, Pike, Ralls, 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, Christian, Dade, Douglas, Greene, Howell, Jasper, Lawrence, McDonald, Newton, Ozark, Stone, Taney, Texas, Webster, Wright</p>	<p><b>Area 5 (417) 895-1333</b>          Missouri Department of Transportation          PO Box 868          Springfield, MO 65801          Attn: Outdoor Advertising Permit Specialist</p> <p><u>Counties:</u> Bates, Benton, Camden, Cedar, Dallas, Henry, Hickory, Laclede, Maries, Miller, Morgan, Phelps, Polk, Pulaski, St. Clair, Vernon</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, Iron, Madison, Mississippi, New Madrid, Oregon, Pemiscot, Perry, Reynolds, Ripley, St. Francois, Ste. Genevieve, Scott, Shannon, Stoddard, Wayne</p>

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