

# Outdoor Advertising Permit Application

Outdoor Advertising Program • 2829 West Howard Place, 3rd Floor • Denver, CO 80204 • (303) 512-4496

The Rules Governing Outdoor Advertising in Colorado can be found at:

<https://www.codot.gov/programs/signs/outdoor-advertising>

Leave no space blank. Mark "n/a" if not applicable. **Incomplete applications will not be processed.**

## Part 1: Applicant information, sign specification

Sign Owner Name					
Mailing Address					
City	State	ZIP	Phone	E-mail	
Sign Operator Name and Phone			EMERGENCY CONTACT NAME AND PHONE		
Property Owner Name					
Mailing Address					
City	State	ZIP	Phone	E-mail	
Purpose of Application					
<input type="checkbox"/> Static Sign <input type="checkbox"/> Changeable Electronic Variable Message Sign (CEVMS)			<input type="checkbox"/> Attached <b>Exhibit A</b> , Colorado Secretary of State certificate of corporate good standing, if applicable. <input type="checkbox"/> Attached <b>Exhibit B</b> , Local jurisdiction zoning certification. <input type="checkbox"/> Attached <b>Exhibit C</b> , Current property owner's lease agreement or notarized letter of consent, if applicable. <input type="checkbox"/> Attached <b>Exhibit D</b> , Sign location (metes & bounds, survey) with latitude and longitude coordinates. <input type="checkbox"/> Attached <b>Exhibit E</b> , Copy of local jurisdiction's relevant rules regarding CEVMS, if any. <input type="checkbox"/> Attached <b>Exhibit F</b> , Architectural or engineered drawings of the sign structure with operation specifications.		
How many faces will your sign have? _____					
Sign(s) is(are) facing: <input type="checkbox"/> North <input type="checkbox"/> South <input type="checkbox"/> East <input type="checkbox"/> West					
Sign Dimensions Sign Face Height _____ Feet    Length _____ Feet Area _____ Square Feet    Height Above Ground _____ Feet		Sign Location Latitude _____ Longitude _____ GPS Datum _____ Surveyor _____ Distance to Nearest CEVMS (if applicable) _____ Feet Spacing Along Highway (Ahead) _____ Feet    Spacing Along Highway (Behind) _____ Feet <input type="checkbox"/> Kerr Area <input type="checkbox"/> Cotton Area Documentation must be submitted with this application proving that this location is within a Kerr or Cotton Area. [See Rule 7.00(A)(2)]			
Does the proposed/existing sign reside within an unincorporated area? <input type="checkbox"/> Yes <input type="checkbox"/> No					
If yes, is the proposed/existing sign adjacent to or within the limits of an auxiliary lane? <input type="checkbox"/> Yes <input type="checkbox"/> No					
Name of Highway		Highway Route Number		Side of Highway	Estimated Mile Point
Street Address of Sign Site		Parcel Number	Lot	Block	Subdivision
City	State	ZIP	Distance from Right-of-Way _____ Feet		

## Part 2: Certification of applicant

The applicant or authorized representative of the applicant certifies by signing below that the information contained in this application is accurate and complete, that information was accurate and complete when the local jurisdiction signed its certification, and that no changes were made since, or will be made after, the local jurisdiction certification. The applicant further certifies by signing that the land described in this application is not encumbered by any prohibition on this type of sign, and that highway right of way will not be crossed to access the sign or site for construction or maintenance. The applicant agrees to erect and maintain the advertising device in a safe, sound, and good condition. **By signing this application, the applicant certifies that the sign will comply with the Rules Governing Outdoor Advertising in Colorado, 2 CCR 601-3. Failure to comply with the Colorado Outdoor Advertising Act, C.R.S. § 43-1-401, et seq., and the Highway Beautification Act, 23 U.S.C. 131, et seq., its regulations codified at 23 CFR 750, et seq., shall result in revocation of the permit and removal of the sign.**

Print Sign Owner Name	Print Name and Title of Organization (If Signing as Duly Authorized Officer or Agent for Sign Owner)
Signature <b>X</b>	Date
Print Property Owner Name	Print Name and Title of Organization (If Signing as Duly Authorized Officer or Agent for Property Owner)
Signature <b>X</b>	Date

**Part 3: Certification and Approval of local jurisdiction – zoning and compliance with local regulations.** This section is to be completed by the representative of the local jurisdiction. **Applications without local jurisdiction approval will not be processed.** Please contact the CDOT Outdoor Advertising Region Inspector with questions (see attached region map and contact information).

Zoning of the Sign Site (Map and Lot Information in the Sign Location Information on Page 1)

A. Current zoning of the sign site described on this application: \_\_\_\_\_

B. This is a (check one):

- Commercial classification
- Industrial classification
- Other (describe): \_\_\_\_\_

If Other, does this zoning classification encompass commercial or industrial type of land use? If YES, please attach a copy of the zoning code classifications and approved uses.  YES  NO

**Note: CDOT Reserves the right to challenge the local jurisdiction's "commercial classification" or "Industrial Classification" determination.**

C. Location was first zoned a commercial or industrial classification:

- On or before January 1, 1970
- After January 1, 1970

D. Check if the following statement is accurate:

- Current zoning was established as part of a comprehensive plan for the development of the overall area and not as spot or strip zoning devised primarily for the purpose of allowing outdoor advertising signs.

Does the local jurisdiction have a prohibition on CEVMS signs? If YES, please attach a copy of the code/ordinance.  YES  NO  N/A

COMPLIANCE WITH LOCAL REGULATIONS AND ORDINANCES

Check only one:

- The proposed sign location and structure **comply** with all applicable ordinances, variances, plans, rules, and other requirements of this jurisdiction.
- The proposed sign location and structure **do not comply** with all applicable ordinances, variances, plans, rules, and other requirements of this jurisdiction.

**Certification of local jurisdiction**

All of Part 3, including any required attachment, is accurate based on the written information provided on this application by the applicant. (Erroneous information or improper zoning can result in permit cancellation.)		
Print Name of City/County Representative	City or County with Jurisdiction	
Title of City/County Representative	Phone	E-mail
Signature of City/County Representative <b>X</b>	Date	

**Approval of local jurisdiction**

<b>Check only one:</b>		
<input type="checkbox"/> Applicant <b>has</b> received written approval from this jurisdiction to erect a sign at the location as applied for in Part 1. Said written approval is attached.		
<input type="checkbox"/> Applicant <b>has not</b> received written approval from this jurisdiction to erect a sign at the location as applied for in Part 1.		
Print Name of City/County Representative	City or County with Jurisdiction	
Title of City/County Representative	Phone	E-mail
Signature of City/County Representative <b>X</b>	Date	

Leave no space blank. Mark "n/a" if not applicable. **Please Note: Incomplete applications will not be processed.**

## Instructions for filling out CDOT Form #291

### Outdoor Advertising Permit Application

Failure to complete this application and provide all applicable exhibits will result in the application not being processed.

#### Part 1: Applicant information, sign specification

- Sign Owner Name – individual, business, trust, etc. that owns the sign
- Mailing Address – number and street mailing address of sign owner
- City, State, ZIP – city, state and ZIP for mailing address
- Phone – phone number of sign owner
- E-mail – e-mail of sign owner
- Sign Operator Name and Phone – party responsible for operating the sign
- Emergency Contact Name and Phone – CDOT should contact in case of emergency, such as falling sign or other hazardous condition.
- Property Owner Name – on whose property the sign resides
- Mailing Address – of property owner
- City, State, ZIP – of property owner
- Phone – property owner
- E-mail – property owner
- Purpose of Application – check one of the boxes for “Static Sign” or for “Changeable Electronic Variable Message Sign (CEVMS)”
- How many sign faces will your sign have? – provide the number of sign faces
- Sign(s) is(are) facing – if the sign is facing toward the east, select east; toward the west, select west; etc
- Exhibit A – check this box if the sign owner is a business, and attach a copy of the Secretary of State certificate of good standing
- Exhibit B – check this box if you obtained local jurisdiction certification for zoning documents you obtained, and attach a copy of the zoning documents with the certification
- Exhibit C – check this box if the sign owner currently leases or will be leasing the property on which the sign resides and attach a property owner’s lease agreement or notarized letter of consent
- Exhibit D – check this box and attach a copy of the metes and bounds of the property with the sign location marked on the document with coordinates (latitude and longitude); include a survey of the sign location, if available
- Exhibit E – check this box if “Changeable Electronic Variable Message Sign (CEVMS)” is checked, attach a copy of the local jurisdiction’s relevant rules regarding CEVMS, if any
- Exhibit F – check this box and attach a copy of architectural or engineered drawings of the sign structure and provide operation specifications if the sign is a CEVMS; if no architectural or engineered drawings exist, include plan and elevation drawings along with photos or renderings of the sign
- Sign Dimensions – provide the height, length and area of the sign face, and provide the height of the sign structure from ground to top of sign

- Sign Location –
  - Provide the longitude, latitude and GPS datum (if applicable) of the sign.
  - If this information was obtained by a surveyor, provide the surveyor’s Colorado registration number (under Surveyor).
  - For “Distance to Nearest CEVMS,” provide the distance (in feet) to the nearest permitted CEVMS that is situated ahead or behind of the proposed CEVMS location on the same side of the highway.
  - For Spacing Along Highway (Ahead), provide the distance (in feet) to the nearest permitted Off-Premise sign that is situated ahead of the proposed sign location on the same side of the highway.
  - For Spacing Along Highway (Behind), provide the distance (in feet) to the nearest permitted Off-Premise sign that is situation behind the proposed sign location on the same side of the highway.
  - Finally, check the appropriate Kerr or Cotton box if the sign resides in a Kerr area or Cotton area as defined in 2 CCR 601-3(7.00)(A)(2).
- Check Yes if the proposed/existing sign resides within an unincorporated area. Check No if the proposed/existing sign does not reside within an unincorporated area.
- If the Yes box is checked, Check Yes if the proposed/existing is adjacent to or within the limits of an auxiliary lane. Check No if the proposed/existing sign is not adjacent to or within the limits of an auxiliary lane.
- Name of Highway – the name of the highway adjacent to the sign (for example, I-25, Colorado Blvd., etc.)
- Highway Route Number – for example, 070 for I-70, 025 for I-25, etc.
- Side of Highway – the side of the highway where the sign resides (i.e., North for north of the highway, South for south of the highway, etc.)
- Estimated Mile Point – the mile point along the highway where sign resides
- Street Address of Sign Site – if applicable
- Parcel number – of sign site
- Lot, Block, Subdivision – of the sign site if applicable.
- City, State, ZIP – of sign site
- Distance from ROW – the distance of the sign from the nearest edge of the highway right-of-way

**Part 2: Certification of applicant**

- Sign owner and Property owner/lessor are to print names, sign, and date to certify that the information contained in this application is accurate and complete.

**Part 3: Certification and Approval of local jurisdiction—zoning and compliance with local regulations**

- A. Current zoning of the sign site described on this application – provide the current zoning of the sign site
- B. Check the appropriate box for zoning
- C. Check the appropriate box for zoning prior to January 1, 1970 or after January 1, 1970
- D. Check this box if the statement is accurate.
- Check the appropriate box if the local jurisdiction does or does not have a prohibition on CEVMS signs

- Compliance with Local Regulations and Ordinances – check the appropriate box
- Certification of local jurisdiction – Local jurisdiction representative is to provide name, city or county with jurisdiction, title, phone and e-mail, then sign and date. Verification of authority to sign as representative should be provided.
- Approval of local jurisdiction – check the appropriate box regarding written approval; Local jurisdiction representative is to provide name, city or county with jurisdiction, title, phone and e-mail, then sign and date. Verification of authority to sign as representative should be provided.