

Appendix to Colorado Department of Transportation Outdoor Advertising Manual



October 2014

TABLE OF CONTENTS

Appendix A – Contact Info

Appendix B – CDOT Form 291 – OA Permit Application.....

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APPENDIX A

Contact Info

CDOT Headquarters

Roadside Advertising Program Manager

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Region 1

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Denver, CO 80222

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Region 3 (West and Northwest)

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Grand Junction, CO 81501

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Pueblo, CO 8100 I

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Region 4 (Northeast including Boulder)

Tim Bilobran

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Greeley, CO 80632

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Colorado Springs, CO 80906

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Region 5 (South and Southwest)

Phillip Robinson

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APPENDIX B

COLORADO DEPARTMENT OF TRANSPORTATION ROADSIDE SIGN PERMIT APPLICATION	Region	Date
	Section	Route
	County	Milepost
Leave no space blank. Attached exhibits are considered a part of this application. INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED		

APPLICANT INFORMATION Attach *Exhibit A*, a current notarized statement of property owner's consent or lease agreement.

Sign Owner Name (Company Name & Contact)			Property Owner Name (Company Name & Contact)		
Phone	Email		Phone	Email	
Sign Owner Mailing Address (Street, City, State, ZIP)			Property Owner Mailing Address (Street, City, State, ZIP)		
Parcel Number of Sign Location			Expiration date of consent/lease agreement and any additional terms:		
Subdivision	Block	Lot			

SIGN DESCRIPTION Attach *Exhibit B*, a sketch of property, lease and sign locations (plan & elevation) or photo and actual survey. If sign location is eligible under the Kerr or Cotton Area Exception, sufficient documentation must be submitted with this application.

Height above ground (ft)		Side of Highway	Latitude	Longitude
Sign face Width (ft)	No. of faces	Distance from ROW (ft)	GPS Datum:	Surveyor:
Sign face height (ft)	Total Area (SF)	Date of Construction:	<input type="checkbox"/> Kerr Area Exception (2 CCR 601-3 § IV.F.1)	<input type="checkbox"/> Cotton Area Exception (2 CCR 601-3 § IV.F.2)
Sign Type: (Mark all that apply.) <input type="checkbox"/> Wood <input type="checkbox"/> Lighted <input type="checkbox"/> Changeable Message <input type="checkbox"/> Metal <input type="checkbox"/> Reflectorized <input type="checkbox"/> Electronic <input type="checkbox"/> Other _____ <input type="checkbox"/> Date/Time/Temperature	Spacing Along Highway (Ahead)		Spacing Along Highway (Back)	
	What does the sign advertise?			
	Location of the item advertised			

LOCAL JURISDICTION APPROVAL Attach *Exhibit C*, a certified copy of zoning documentation, attested by City/County Clerk, documenting zoning and date of zoning. Property must be zoned either industrial or commercial or both industrial and commercial.

<input type="checkbox"/> Approved <input type="checkbox"/> Denied	Date Reviewed:	Type of Zoning	Earliest Effective Date of Zoning
Local Zoning Administrator approval*		Zoning documentation was filed in _____ City/County	Book Page
Building Permit Issued? <input type="checkbox"/> YES <input type="checkbox"/> NO	Date Issued	Date Expires	

INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED

* Signature indicates local zoning certification and compliance with local sign ordinances only, CDOT approval is also required.

I DECLARE UNDER PENALTY OF PERJURY IN THE SECOND DEGREE, AND ANY OTHER APPLICABLE LOCAL, STATE OR FEDERAL LAWS THAT THE STATEMENTS MADE ON THIS DOCUMENT ARE TRUE, ACCURATE AND COMPLETE TO THE BEST OF MY KNOWLEDGE. I UNDERSTAND THAT THE PERMIT ISSUED BASED ON THIS PERMIT APPLICATION MAY BE DENIED, REVOKED OR A RENEWAL DENIED IF:

- I provide false or misleading information on this application, or
- Any violation of the rules and regulations of CDOT (2CCR 601-3), or
- Any violation of the provisions of the Outdoor Advertising Act (CRS 43-1-401) including, but not limited to
- Any violation of CRS 43-1-409, § (1)(a) which states in part, If the sign authorized by a permit is not erected within one year from the date the permit was issued, then the permit is void as of one year from the date it was issued.

Applicant signature:	Date:	<input type="checkbox"/> ACCEPTED <input type="checkbox"/> REJECTED	Date Received
Applicant signature witnessed by:	Date	Received by (CDOT Inspector)	

Distribute signed originals including all exhibits to:

Applicant
Region Permit Office
Staff Traffic and Safety Branch

Previous editions are obsolete and may not be used

CDOT Form 291 10/07

**Instructions for filling out CDOT Form # 291
ROADSIDE SIGN PERMIT APPLICATION**

- CDOT Region Number (1-Aurora, 2-Pueblo, 3-Grand Junction, 4-Greeley, 5-Durango or 6-Denver)
- Mtce Section (Maintenance Section—leave blank if unknown)
- State Highway #
- Milepost #
- County
- Date MM/DD/YY
- Proposed sign location—either describe by direction and distance from intersection and side of highway or street address (within cities)
- Sign Owner Name (company name)
- Sign Owner Address (Street Address or PO Box, City, State and ZIP)
- Property Owner Legal Name(s)
- Property Owner(s) Address (Street Address or PO Box, City, State and ZIP)
- Legal description of property (from property title or tax records—NOT Tax ID Number)
- Expiration date and additional terms of lease agreement
- Height above ground (from natural ground to top of sign)
- Number of faces (sign faces, either one or two)
- Sign Face length (in feet)
- Sign Face height (in feet)
- Distance from ROW
- Date erected (MM/DD/YY)
- GPS Coordinates (get these from surveyor and provide these with survey—indicate if providing later)
- GPS Datum (get this from surveyor and provide with survey—indicate if providing later)
- Surveyor (Colorado registration number)
- Type of Permit Requested (Conforming, Directional, Necessary Goods and Services, etc.)
- Distance to nearest sign ahead (in feet, on same side of highway)
- Distance to nearest sign back (in feet, on same side of highway)
- What does this sign advertise?
- Location of the item advertised (distance and direction)

Local Jurisdiction Approval

- Local Zoning Administrator original (three signatures), with approval/denial noted and date of signature (**signature indicates local current zoning approval or denial only**)
- Actual current zoning must be noted as industrial, commercial, or industrial and commercial
- Date when zoning documentation filed with City/County—this is the only zoning date that counts
 - Before July 1, 1956 inside Cotton Areas adjacent to the interstate system
 - Before September 21, 1959 inside Kerr Areas adjacent to the interstate system
 - Before January 1, 1970 for signs up to 1200 square feet (outside Bonus Areas adjacent to the interstate system) along the primary and secondary highway systems for signs erected after July 9, 1971.
 - After January 1, 1970 for signs up to 150 square feet (outside Bonus Areas adjacent to the interstate system) along the primary and secondary highway systems for signs erected after July 9, 1971
 - County, Book and Page in which zoning documentation was filed

Submit three originals, each with original applicant signature

Original applicant signature must be witnessed

Inspector will sign and date all three application copies upon receipt, returning one to applicant and forwarding one to headquarters when application is approved or denied, with approval/denial date noted on application.