



Office of Outdoor Advertising  
Ten Park Plaza, Room 6141  
Boston, MA 02116-3969

Telephone: (857) 368-9700

<http://www.mass.gov/massdot/ooa>

*For Internal Office Use*

Application # \_\_\_\_\_

**APPLICATION FOR UN-LICENSED PERMIT(S)  
TO LOCATE OUTDOOR ADVERTISING**

Application is hereby made to erect and maintain an advertising device in accordance with the rules and regulations under the provisions of 700 C.M.R. 3.00 et. seq. and all applicable state and federal laws at the location (s) stated herein. I certify that to the best of my knowledge and belief the information set forth in this application is true and complete.

PLEASE PRINT OR TYPE:

1) Applicant Name \_\_\_\_\_

Principal Business Address: (Street address must be included) \_\_\_\_\_

City/Town \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Contact ( Name & Title) \_\_\_\_\_

Telephone # \_\_\_\_\_ Fax # \_\_\_\_\_

Email: \_\_\_\_\_

2) Property Owner Name: \_\_\_\_\_

*(if different from Applicant)*

Address \_\_\_\_\_

City/Town \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Contact (Name & Title) \_\_\_\_\_

Telephone # \_\_\_\_\_ Fax # \_\_\_\_\_

Email \_\_\_\_\_

3) EXACT LOCATION OF PROPOSED ADVERTISING SIGN

fill out 1 page per permit

a. Does applicant own the property? YES or NO (circle one)

b. Street and Number \_\_\_\_\_ Route # \_\_\_\_\_  
City/Town \_\_\_\_\_ Zip Code \_\_\_\_\_

c. Name of road sign is intended to face \_\_\_\_\_

d. Distance from the road on which the sign is located, to nearest edge of sign \_\_\_\_\_

e. Distance from the boundary line of public way \_\_\_\_\_

f. Sign Location (check one) on Wall? \_\_\_\_\_ on Roof? \_\_\_\_\_ on Ground? \_\_\_\_\_

- g. Applicant Proposes to:  Construct New Structure
- Dismantle / Remove Existing Structure and Construct New Structure
- Permit Existing Structure (if requesting to permit existing structure, answer the following)

- I. When was sign built? \_\_\_\_\_
- II. Was sign permitted by the OOA? YES or No (circle one)
- III. If YES, list permit number. (if known) \_\_\_\_\_
- IV. If YES, list permit issue date. (if known) \_\_\_\_\_
- V. If YES, list the permit holder's name. (if known) \_\_\_\_\_
- VI. If YES, does applicant own sign structure? YES or No (circle one)
- VII. If NO, please list sign structure's owner. \_\_\_\_\_
- VIII. If applicant does NOT own sign structure, does applicant have permission from owner? YES or No (circle one)

h. Sign faces (check one): N \_\_\_\_\_ S \_\_\_\_\_ E \_\_\_\_\_ W \_\_\_\_\_

4) DIMENSION OF SIGN

(do not include any extensions or cutouts)

a. LENGTH \_\_\_\_\_ feet \_\_\_\_\_ inches

b. HEIGHT \_\_\_\_\_ feet \_\_\_\_\_ inches

c. DEPTH \_\_\_\_\_ feet \_\_\_\_\_ inches

d. HEIGHT from Ground to Top of Sign \_\_\_\_\_ feet \_\_\_\_\_ inches

e. HEIGHT from Roof to Top of Sign (if applicable) \_\_\_\_\_ feet \_\_\_\_\_ inches

f. HEIGHT above Road sign is intended to face to Top of Sign \_\_\_\_\_ feet \_\_\_\_\_ inches

5) CONSTRUCTION OF SIGN

a. Materials \_\_\_\_\_

b. Number of upright supports \_\_\_\_\_

c. Will proposed sign be illuminated? YES or NO (circle one)

d. Tri-Vision YES or NO (circle one)

6) DOCUMENTATION ATTACHED

- In accordance with 700 C.M.R. 3.00, the following information must accompany each application. Each individual permit request requires the submission of the below documentation.
- A copy of a plan or map showing the area within a 680 foot radius of the proposed sign and including therein all public parks, reservations, public ways, businesses, water bodies or water ways, residential properties, historic properties or districts, and any other buildings, signs and other natural features and structural improvements viewable from the principal highways which the sign is to be located. 700 C.M.R. 3.06 (1) (c)
- A certified plot plan showing the exact location of proposed sign. 700 C.M.R. 3.06 (1) (e)  
*Any plan/blue print document(s) submitted must be no larger than 11 x 17 inches.*
- Plans and specifications showing the proposed dimensions, materials, location, number of faces, anchorage and other construction details of the sign sufficient to satisfy 780 CMR 1401.0 of the Massachusetts State Building Code. 700 C.M.R. 3.06 (1) (b) *(Applies to new construction only)*  
*Any plan/blue print document(s) submitted must be no larger than 11 x 17 inches.*
- As stated in 700 C.M.R. 3.06 (1) (f), a list identifying by name and address the two separate businesses, industrial or commercial activities.
- A set of photographs of the proposed sign location and the surrounding area. 700 C.M.R. 3.06 (1) (g)

7) PERMIT NOTICE OF CERTIFICATION

I hereby certify that the proposed sign(s) is/are beyond 300 feet of any public park, playground, cemetery, forest, reservation and or any other scenic or recreational area and will be maintained in conformity with the standards for permits set forth in 700 CMR and the sign(s) is/are in compliance with applicable local, state and federal law.

I hereby certify that if the proposed sign(s) does not currently exist, I will notify the Office of Outdoor Advertising's Director on the date the proposed sign is operational.

Date sign is operational (if applicable): \_\_\_\_\_

I hereby certify that liability insurance for sign will be maintained pursuant to 700 CMR 3.04 (5) (c).

I hereby certify that all property owners within 500 feet of the proposed location of the sign have been notified by certified mail at least 30 days prior to submitting the application to the Department pursuant to 700 CMR 3.06 (1)(j). *(see page 4 of application)*

I hereby certify that I have given written notification to the city/town where the proposed sign is to be located. *If this section of application is not completed by applicant, the written notification date will be considered to be the date that the municipality's duly authorized official signs off on application pursuant to 700 CMR 3.06 (1)(i).*

\_\_\_\_\_ (Notification Date)

Municipal Office(s) Notified:  Mayor's Office  
 Administrator / Manager  
 Board of Selectmen  
 \_\_\_\_\_ (Other - list office)  
*(check all that apply)*

*The undersigned warrants and represents that he/she is duly authorized to sign this document, and that the information provided on application and any accompanying documents to be true and accurate. The undersigned warrants and represents that he/she has permission from the landowner and signowner (if different than landowner) to erect/maintain a sign at the proposed location and that he/she has legal access to the property. The undersigned hereby authorizes the Office of Outdoor Advertising to enter the property whereon the proposed sign is located.*

Applicant Name (please print) \_\_\_\_\_

Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_

8) TAX CERTIFICATION:

**ALL APPLICANTS:** A completed *W-9 Request for Taxpayer Identification Number and Certification* form must accompany this application. The most current version of the W-9 form may be found on the Internal Revenue Service website: <http://www.irs.gov>

**ALL APPLICANTS:** The applicant certifies under the penalties of perjury that the applicant has paid all local and all state taxes due and payable as required by M.G.L. Chapter 62C, Sec. 49A.

_____ Signature of Individual or Corporate Officer	_____ Individual or Business Name <i>(Please Print)</i>
_____ Date	_____ Social Security # (Individual) <i>or</i> Federal ID # (Business)

9) INFORMATION TO BE INCLUDED IN NOTICE TO ABUTTER(S)

Pursuant to 700 CMR 3.06 (1) (j) please provide the following in the notice:

The location of proposed sign;

The height and dimension of the proposed sign;

Applicant's name and address;

Contact information for applicant and the municipality's Chief Municipal Officer for abutter(s) to submit all written comments regarding the proposed sign.

10) FEES

A new permit fee must accompany this application as defined in 700 C.M.R. 3.03 (2)(a)  
*Please indicate the number of each of the requested permits under the appropriate category below.*

\_\_\_\_\_  
*\$250 ea. · 1 – 1200 sq.  
ft. (Non-Electronic)*

Check or money order enclosed in the sum of: \$ \_\_\_\_\_  
*\*Make payable to: MassDOT*



Applicant \_\_\_\_\_ Application #: \_\_\_\_\_

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**DIRECTOR'S REPORT**

APPLICATION APPROVED

APPLICATION DENIED

If denied, please state  
reason(s):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date

\_\_\_\_\_

Director