

## **INFORMATION NEEDED FOR BILLBOARD PERMITTING** **(LOCAL COMMUNITY)**

### ***DOCUMENTS REQUIRED:***

- 1. Billboard application filled out completely with signature and date.**  
(locations can be competitive—first come, first serve)
- 2. Legal Description of tract of land where Billboard will be placed.**  
(needed for locating property to check for proper zoning/land use)
- 3. Lease Agreement** (this is proof that the owner has agreed to placement of sign)
- 4. Site Drawing** ( be specific! Show nearest roadways or intersections or other landmarks—always show North arrow on drawing)
- 5. Billboard Drawing** (may be included on your site drawing—show sign structure w/dimensions and distance from ground level)
- 6. State Zoning Permit Supplement** (--this is for Billboard Companies)

(Other Information may be required, as necessary to complete review process)

### ***PERMITTING INFO:***

--Plan review and Site review may take up to one (1) week or longer, in some instances.

### **\*Below is information for Billboard Companies proposing sign locations\*:**

--Be familiar with the community's "Billboard/Off-Premise Outdoor Advertising Sign" Ordinance. (this is so that you are not wasting your time when submitting something that might be denied)