



OUTDOOR ADVERTISING CONTROL PROGRAM

R-407 Sign Alteration Application



Application is hereby made under Administrative Code R933-2 and the Utah Outdoor Advertising Act for a permit to alter or change said sign or structure as specifically indicated on this application. Only fully completed applications will be accepted, reviewed, and processed. All others will be returned to the applicant for completion.

Permit Number	
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SIGN OWNER INFORMATION	LAND OWNER INFORMATION
Owner Name:	Owner Name:
Contact Name:	Contact Name:
Mailing Address:	Mailing Address:
City, State, Zip:	City, State, Zip:
Email: Phone:	Email: Phone:
EXISTING SIGN INFORMATION	PROPOSED CHANGES FROM EXISTING SIGN
Real Property Street Address:	Real Property Street Address:
City, County, and ZIP Code:	City, County, and ZIP Code:
Highway or Route Number:	Highway or Route Number:
Mile Post Marker:	Mile Post Marker:
Side of Road (N,S,E,W):	Side of Road (N,S,E,W):
Latitude: Longitude:	Latitude: Longitude:
Distance to R/W Line (in feet):	Distance to R/W Line (in feet):
Current Zoning Classification:	Current Zoning Classification:
Sign Type (single face, back to back, V type):	Sign Type (single face, back to back, V type):
Sign Face Height and Width (in feet): X	Sign Face Height and Width (in feet): X
Overall Structure Height (in feet):	Overall Structure Height (in feet):
Face Type (static, tri-vision, digital):	Face Type (static, tri-vision, digital):
Light Illumination?	Light Illumination?
# of Support Poles & Material (wood or metal):	# of Support Poles & Material (wood or metal):

SIGN ALTERATION DESCRIPTION AREA

Describe why the sign alteration is being requested, the scope of the proposed changes, and note if the sign will move to a new location. Attach additional sheets if needed.

APPLICATION COMPLETION CHECKLIST AND CERTIFICATION

	Attach a location diagram, map or sketch that includes the required information (instruction on page 2)
	Local Zoning Verification is completed and attached (page 2)
	Attach the current Building Permit
	All fields in this application are fully complete
	A check in the amount of \$950 for the nonrefundable permit application fee (payable to UDOT) is included with submission
	If the sign is moving from it's current location the center point of the new proposed location is marked with a clearly visible stake and ribbon.

Signing below, I certify all the information provided on this form and submitted attachments are to the best of my knowledge true and complete. I certify this application contains no false or misleading statements and I understand any such statements will void the permit. I further acknowledge that construction shall begin within 180 days and shall be completed within 365 days of the "approved" date listed under "Step Two" on the internal review page of this application, or this initial approval becomes void and a new R-407 Form must be submitted. Finally, I understand I am required to notify in writing and submit post-alteration photographs of the completed alterations to the Outdoor Advertising Control Program when the sign alteration is complete in order to finalize "Step Three" on the second page.

APPLICATION SUBMISSION INSTRUCTIONS: Please submit completed application, supporting documentation, and nonrefundable fee to the Utah Department of Transportation, Outdoor Advertising Control Program, 4501 South 2700 West, PO Box 148420, Salt Lake City, Utah 84114-8420. For additional information please send an email to: OutdoorAdvertisingControl@Utah.Gov, or call (801) 633-1466.

Print Name:		Sign Name:		Date:	
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Location

Attach a diagram, map or sketch depicting the area of the sign location and includes the following information:

- 1) route number(s);
- 2) the proposed sign location;
- 3) the proposed sign face orientation;
- 4) other off-premise sign(s) located within 500' feet of the proposed sign on the same side of the controlled route; and
- 5) location of interchange(s) and point(s) of gore within 500' of the proposed sign location.

Notation on the diagram, map or sketch shall include distances between each of the above listed items (if applicable) and the distance of the proposed sign location from the Right-of-Way Line.

UCA 72-7-505(3)(b) Spacing Conformity Verification

Please note if this sign is located within an incorporated or unincorporated area.

	This sign is located within an incorporated area, therefore UCA 72-7-505(3)(b) spacing requirements do not apply.
	This sign is located within an unincorporated area and meets the minimum UCA 72-7-505(3)(b) spacing requirements below:

Minimum of 500' of Clearance Feet From:	Yes	No
Public Parks		
Public Forests		
Public Playgrounds		
Areas Designated as Scenic		
Cemeteries		

Local Zoning Verification

Instructions: The zoning verification has two components. The first section shall be completed by the sign owner. This section includes the sign owner's name and the proposed sign location information. The second section is required to be completed by the local government who has jurisdiction over the property in which the proposed sign will be located.

TO BE COMPLETED BY APPLICANT:

Sign Owner Name:			
Sign is:	Existing	Proposed	
County:			
State Route Number:			
Location:	Lat:	Long:	
Parcel Number:			

TO BE COMPLETED BY THE APPROPRIATE ZONING OFFICIAL:

1	Current zoning of the parcel where the sign is (or will be) located:	
2	Approved uses for this zoning type:	
3	Website where Zoning Ordinance can be found:	

Print Name:		Sign Name:		Date:	
Title:		Email:		Phone:	



STEP ONE—UDOT APPLICATION CONFORMITY REVIEW AND EVALUATION SECTION

Region No.	
New Permit No.	
Orig. Permit No.	
Mile Post:	

APPLICATION SUBMISSION DATE:	
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Comments:

Conforming

Non-Conforming

Reason for Non-Conforming

STEP TWO—INITIAL APPROVAL/DENIAL

By checking the “approved” box, I certify the application and all required supporting documentation is complete. The application and associated documents have been reviewed and meet current Utah Outdoor Advertising Act and the Administrative Code R933-2. As a result, the application status is thereby formally approved. If the “denied” box is checked the reason(s) for denial are included within the “additional comments” section below and a copy of the denial is being forwarded to the applicant.

Additional Comments:

APPROVED

DENIED

Print Name:		Sign Name:		Date:	
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STEP THREE—FINAL APPROVAL/DENIAL

By checking the “approved” box, I certify **1)** the completed sign alterations have been inspected and photographed; **2)** the alteration is consistent with the sign alteration(s) described and permitted within this application; **3)** all work was completed within 365-days; **4)** the applicant has provided post-alteration photographs; **5)** and the internal record of this permitted activity is archived within UDOT’s permanent sign inventory records. If the “denied” box is checked the reason(s) for denial are included within the “additional comments” section below and a copy of the denial is being forwarded to the applicant.

Additional Comments:

APPROVED

DENIED

EXPIRED

Print Name:		Sign Name:		Date:	
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For Internal UDOT Use Only