



# West Virginia Department Of Transportation

## Division Of Highways

1900 Kanawha Boulevard East  
Building 5, Room 220  
Charleston, West Virginia 25305



Revised: 05/07/24

### Application For Changeable Message Sign Permit

Issued \_\_\_\_\_

Date of Application \_\_\_\_\_

Permit # (provided by WVDOT) \_\_\_\_\_

"Changeable Message Sign" means an outdoor advertising sign, display or device, which changes the message or copy of the sign, electronic rotation of panels or slats, or by LED, OLED, or other illuminated message center (CSR 157, Series 6, Section 2.4).

#### Applicant Information

#### Property Owner Information

Applicant Name \_\_\_\_\_

Property Owner Name \_\_\_\_\_

Address \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone # \_\_\_\_\_ Email \_\_\_\_\_

Phone # \_\_\_\_\_ Email \_\_\_\_\_

#### Property Information

Map Number \_\_\_\_\_ Parcel Number \_\_\_\_\_ Tax ID Number \_\_\_\_\_

#### Sign Location Information

County: \_\_\_\_\_ Route Type: \_\_\_\_\_ Route #: \_\_\_\_\_ located \_\_\_\_\_

of \_\_\_\_\_ road or intersection. Sign position is on \_\_\_\_\_ side of highway, facing \_\_\_\_\_.

Latitude: \_\_\_\_\_ Longitude (i.e. degrees): \_\_\_\_\_

Within incorporated area? Yes ☐ No ☐ If "yes," name of municipality: \_\_\_\_\_

#### Un-zoned Areas Only

Is the proposed location within 800 feet of an active business? Yes ☐ No ☐

Name of Activity: \_\_\_\_\_

#### Sign Description

Is this CMS considered LED or OLED? Yes ☐ No ☐ If so, a certified statement is required from the manufacturer of the device certifying the maximum light candelas per square feet in color during day and night hours. Exceeding the manufacturer's certified candelas per square foot will result in cancellation of all permits at this location.

Delineate size desired of each face to be permitted. Number of faces: \_\_\_\_\_

Length: \_\_\_\_\_ Height: \_\_\_\_\_ Area: \_\_\_\_\_ Sq. Ft. Viewed From N ☐ S ☐ E ☐ W ☐ Direction C ☐Length: \_\_\_\_\_ Height: \_\_\_\_\_ Area: \_\_\_\_\_ Sq. Ft. Viewed From N ☐ S ☐ E ☐ W ☐ Direction C ☐Type of Construction (circle all that apply): Single Face ☐ Back-to-Back ☐ Type V ☐Is an existing permit being cancelled as a condition of issuance of this permit? Yes ☐ No ☐

If yes, provide permit number(s) \_\_\_\_\_

**Legal and Regulatory**

- 1. Nothing contained herein shall be construed to abrogate or affect any lawful ordinance, regulation, or resolution, which is more restrictive. (CSR 157, Series 6, Section 7.4.C.1) This is not a building permit. It is the responsibility of the Applicant to comply with any local ordinance, regulation or other requirement prior to erecting the structure.
- 2. All signatures, on all portions of the original permit application shall be original signatures and in ink. Stamped signatures are not acceptable.
- 3. Only State Route Numbers may be used on this form, where applicable.
- 4. Submit an original and one (1) copy of the permit application. Include all attachments with the original application and the copy of the application.
- 5. Applications for permits shall be made to the WV Division of Highways, Traffic Engineering in Charleston.. Each permits application shall be accompanied by an application fee (posted on WVDOT website) made payable to the *WV Division of Highways*. Permits shall be renewed annually by June 30<sup>th</sup> of each year, following the year of issuance.
- 6. Signs shall be built as permitted based on the linear dimensions indicated on this permit. Cut-outs or embellishments are not allowed unless they are specifically provided for in this permit and can be accomplished within the dimensional requirement previously stated. A detailed plan for such construction must be submitted along with this application.
- 7. Signs shall also be located in the exact location for which they are permitted. If there are any discrepancies, it shall be the responsibility of the sign owner to correct the location within thirty (30) days of notice by WVDOT at his/her own expense. Failure to comply with the location of the permit may result in the revocation of the same.
- 8. The permit identification tag shall be attached to the first sign support and must be clearly visible from the main traveled roadway. It shall remain clear of vegetation, paint or any other obstruction that would obscure its view.
- 9. All signs or proposed locations for a sign under application shall be clearly staked before being inspected by WVDOT.
- 10. All Outdoor Advertising signs, displays, or devices shall be removed by the Permittee within thirty (30) days after the date of expiration or revocation of the permit for same.
- 11. Construction of the sign structure and sign face must be completed within twelve (12) months after the date of issuance of the permit. The division may cancel permit (s) and forfeit fees if construction not completed twelve (12) months.
- 12. The Permittee shall provide notice of completion to WVDOT within ten (10) days of completion of construction of a permitted sign. The notice shall include an electronic photograph of the sign as viewed from the main travelled way of the roadway from which the sign is permitted, and an electronic photograph showing the permit identification tag and where it is affixed to the structure.
- 13. Permittee shall not use the Department's right of way while erecting or maintaining the sign.
- 14. It shall be cause for WVDOT to revoke a sign permit or refuse to issue a sign permit if any of WVDOT's property on the rights of way, including but not limited to trees, vegetation, or fences, is destroyed, damaged, converted, or altered by or on behalf of a person, firm, or corporation who owns, erects, maintains, leases, or uses any permitted outdoor advertising sign or structure.

**Applicant - Landowner Affidavit**

State of \_\_\_\_\_ County of: \_\_\_\_\_

I, \_\_\_\_\_ (Applicant/Agent) and I, \_\_\_\_\_, (Landowner) being duly sworn do swear that the information given herein is true to the best of our knowledge and belief that we will comply with West Virginia Code, Chapter 17, Article 22 and the Rules and Regulations of the West Virginia Department of Transportation ("WVDOT") covering the granting, renewal, and revocation of permits for Outdoor Advertising and that the Agent for the Applicant attests that he has the authority to contract in this matter and that the Landowner does hereby acknowledge that the Applicant has consent to erect and maintain said advertising sign and that both Applicant, Landowner, and their assigns herein grant to WVDOT the right to the enter the property in question for the purpose of inspecting said sign or to remove any illegal sign. In lieu of the Landowner's acknowledgment, a lease signed by the Landowner (identifying sign location by State Route, County, side of roadway, and distance to milepost) may be attached. Should the Landowner be represented by an Agent in this matter, documentation of said Agent's authority which is satisfactory to WVDOT is required. A lease must include a right of entry in favor of and acceptable to WVDOT for the purpose of inspecting said sign site or to remove any illegal sign or take any other lawful action regarding the sign.

\_\_\_\_\_  
Print Applicant/Agent Name Corporate Title

\_\_\_\_\_  
Applicant/Agent Signature

\_\_\_\_\_  
Print Landowner/Agent Name Corporate Title

\_\_\_\_\_  
Applicant/Agent Signature

Signed, sealed and delivered this the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

\_\_\_\_\_  
Notary Public

**For Zoned Areas or Proposed Signs Within Municipalities**

I hereby certify that the (City of)(County of) \_\_\_\_\_ Route Name/Number \_\_\_\_\_ Map and Parcel Number \_\_\_\_\_

☐ Has a zoning plan and ordinance. Original adoption date: \_\_\_\_\_ ☐ Commercial ☐ Residential ☐ Industrial

☐ Does not have a zoning plan and ordinances.

☐ Has no sign controls of any kind

Current zoning of the parcel where the sign is to be located: \_\_\_\_\_

I, \_\_\_\_\_, a duly qualified official of the City/County of \_\_\_\_\_,  
do hereby certify that I have reviewed the location and description of the outdoor advertising structure described  
on the attached application and find the sign is to be located in an area appropriate for such structures and is in compliance with all local  
laws, ordinances, or regulations. I further understand that in evaluating any application for an Outdoor Advertising Permit, WVDOT does  
not review for compliance with local ordinances and that any such permit issued by WVDOT is not a building permit.

This the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Authorized Official Signature

\_\_\_\_\_  
Printed Name and Title

\_\_\_\_\_  
Phone Number

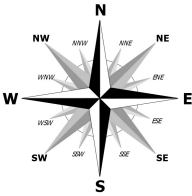
\_\_\_\_\_  
Email Address

A location sketch must be drawn below or affixed, depicting the area of the sign location, including the following information: route numbers, the proposed sign and other signs in the area, commercial or industrial activities in the area. A certified survey may be required.

**Important Measurements:**

**Distance from church, school, cemetery, public park, State Park, or National Forest. If located outside city limits:**

\_\_\_\_\_



FAI ☐ \_\_\_\_\_

FAP ☐ \_\_\_\_\_

NHS ☐ \_\_\_\_\_    Unzoned Land Use ☐    Distance From Right of Way to Sign \_\_\_\_\_    Distance from Centerline to Right of Way \_\_\_\_\_

OTHER ☐ \_\_\_\_\_    \* Measurement must be taken from the outermost edge of structure to the Right of Way.

**For WVDOT Use Only**

Approval ☐    Disapproval ☐

\_\_\_\_\_  
Outdoor Advertising Inspector

\_\_\_\_\_  
Outdoor Advertising Manager

This permit is granted to erect and/or maintain the above described sign adjacent to State Route \_\_\_\_\_ in \_\_\_\_\_ County, West Virginia for a period of 12 months. This is not a building permit. Nothing in this permit shall be construed to abrogate or affect any lawful ordinance, regulation or resolution which is more restrictive than State Law as it pertains to the structure permitted. (CSR 157, Series 6, Section 7.4.C.1)

\_\_\_\_\_  
Division Director

This the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

### Attach to Application

This nonexclusive checklist is provided to assist the Applicant in submitting a complete application package for permitting. Incomplete applications will not be processed.

- |  |   |
|--|---|
| Yes <input type="checkbox"/> No <input type="checkbox"/> | 1. Is the Applicant's and Landowner's information complete?   |
| Yes <input type="checkbox"/> No <input type="checkbox"/> | 2. Is the Applicant and/or Landowner a corporate entity.  |
| Yes <input type="checkbox"/> No <input type="checkbox"/> | 3. Are the property information, sign location information, and sign description entered completely?                      |
| Yes <input type="checkbox"/> No <input type="checkbox"/> | 4. Are the zoning and business activity information complete.   |
| Yes <input type="checkbox"/> No <input type="checkbox"/> | 5. Is the Applicant/Landowner affidavit section complete and notarized?   |
| Yes <input type="checkbox"/> No <input type="checkbox"/> | 6. Is the local government certification section complete?  |
| Yes <input type="checkbox"/> No <input type="checkbox"/> | 7. Is the sign location sketch included?  |
| Yes <input type="checkbox"/> No <input type="checkbox"/> | 8. Is a statement certifying the brightness limitations in accordance with CSR 157, Series 6, Paragraph 7.8.e.1 attached? |
| Yes <input type="checkbox"/> No <input type="checkbox"/> | 9. Is a photograph of the proposed sign site showing the location markings included?                                      |
| Yes <input type="checkbox"/> No <input type="checkbox"/> | 10. Is the permit fee included?   |
| Yes <input type="checkbox"/> No <input type="checkbox"/> | 11. Is a complete copy of your signed application package, with attachments, included?                                    |

### Fee Schedule

License Application: \$125.00 ([Form DT-12](#))  
Regular Permit Application: \$20.00 per sign face  
Changeable Sign Application: \$500.00 per sign face  
One time Inspection Fee: \$75.00 - Controlled Routes (FAP, NHS)  
\$25.00 - All other Routes