Dear Sir/Madam

RE: Billboard Sign Control Program

Enclosed is an application for a State Permit and our regulation booklet. Please review the regulations and if the sign complies, submit a signed, completed application and W9 with the following:

☐ Enclose a copy of lease or the attached property owner permission statement for the erection and/or maintenance of this sign.

☐ Enclose a diagram or satellite image of the proposed sign location in relation to intersecting routes (include direction of travel and measurements).

☐ If the property is zoned, enclose a letter from the Zoning Authority stating the zoning classification.

☐ If the property requires a building or sign permit, enclose a copy of the permit dated within 30 days of the application date.

☐ Enclose a check or money order made payable to the Arkansas Department of Transportation, in the amount of $40.00.

Please submit your application within thirty (30) days, or return this letter with your signature at the bottom indicating that the sign has been removed. Please call (501) 569-2088, or write, if we may be of service.

Sincerely,

Jeff Ingram
Area Beautification Coordinator
Beautification Section
Right of Way Division
Application is hereby made for a Permit to erect and/or maintain an advertising sign in accordance with the provisions of Act 640 of the 1967 Arkansas Legislature and in accordance with the rules and regulation established thereunder by the State Highway Commission.

PLEASE PRINT OR TYPE

Name of Business/Facility

Name of Applicant/Owner/Manager

Business Mailing Address

Phone

Email Address

City

State

Zip Code

PURPOSE OF APPLICATION

☐ New Construction (How is location marked – stake, flag, etc.)

☐ Existing Sign, Old Permit No.

☐ Enlarge Existing Sign

☐ Add Illumination to Existing Sign

☐ Re-erect Existing Sign

☐ Other

SIGN LOCATION DATA

Highway

County

Nearest City/Town

Geographical Location (Decimal Degrees):

Latitude

Longitude

Side of Highway (N, S, E, W)

Number of Intersecting State or U.S. Highway

Direction from Intersecting Highway (N, S, E, W)

Distance from Intersecting Highway (Miles/Tenths)

Name of Landowner

Mailing Address

City

State

Zip

Phone

DESCRIPTION OF SIGN

Facing:

Height

Width

Lighting:

Illuminated

Non-illuminated

Arrangement of Facing:

Single sided

Back-to-back

“V” Type

Side by side

Double decked

Tri-vision

Electronic Message Display (EMD)

Other

Number of Support Poles:

Support Pole Material:

Wood

Metal

Other

***APPLICANT CONTINUE TO PAGE 2***
ARKANSAS DEPARTMENT OF TRANSPORTATION
Billboard Sign Control Program
Application

ZONING AND LAND USE OF SIGN LOCATION
Is the location within the corporate limits of a city or town?  ☐ Yes  ☐ No
How is the location legally zoned?  ☐ Commercial  ☐ Industrial  ☐ Residential  ☐ Other
Is City Building Permit or Sign Permit required?  ☐ Yes  ☐ No
Is the location within 600 feet of any business?  ☐ Yes  ☐ No  If yes, business name ____________________________
ATTACH WRITTEN VERIFICATION OF ZONING AND A COPY OF CITY BUILDING OR SIGN PERMIT

ON-CALL CONTACT PERSON
Name of Contact Person ____________________________
Title ____________________________
Office Phone ____________________________  Cell Phone ____________________________

REQUIRED ATTACHMENTS
☐ Enclose a copy of lease or the attached property owner permission statement for the erection and/or maintenance of this sign.

☐ Enclose a diagram or satellite image of the proposed sign location in relation to intersecting routes (include direction of travel and measurements).

☐ If the property is zoned, enclose a letter from the Zoning Authority stating the zoning classification.

☐ If the property requires a building or sign permit, enclose a copy of the permit dated within 30 days of the application date.

☐ Enclose a check or money order made payable to the Arkansas Department of Transportation, in the amount of $40.00.

Please submit application to the Arkansas Department of Transportation, Right of Way Division, P.O. Box 2261, Little Rock, AR 72203.

CERTIFICATION
I certify that I have the authority to sign this application and the statements made herein are true and correct. I certify that this sign will not encroach, in any manner, on state highway right-of-way and that it will be removed at no expense to the Department if it is found to be an encroachment on state highway right-of-way. I certify that this sign will comply with all city and/or state ordinances.

I further understand that any falsification or misrepresentation of the statements in this application may result in the denial of the application or the revocation of my permit.

Applicant Name (Please Print): ____________________________  Title ____________________________

Applicant Signature: ____________________________  Date: ____________________________

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W-9
Request for Taxpayer Identification Number and Certification

1. Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

2. Business name/disregarded entity name, if different from above.

3. Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes:
   - Individual/sole proprietor or single-member LLC
   - C Corporation
   - S Corporation
   - Partnership
   - Trust/estate
   - Limited liability company. Enter the tax classification (C=corporation, S=corporation, P=Partnership)
   - Other (see instructions)

   Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

4. Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):
   - Exempt payee code (if any)
   - Exemption from FATCA reporting (if any)

   Notes to accounts maintained outside the U.S.

5. Address (number, street, and apt. or suite no.). See instructions.

6. City, state, and ZIP code.

7. List account number(s) here (optional).

Part I: Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see How to get a TIN, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see What Name and Number To Give the Requester for guidelines on whose number to enter.

Social security number

or

Employer identification number

Part II: Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here

Signature of U.S. person ▶

Date ▶

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN. If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.
To the Arkansas Department of Transportation:

________________________________________________________________________
(Sign Owner)
HAS MY PERMISSION TO ERECT AND/OR MAINTAIN

A SIGN ON MY PROPERTY ADJACENT TO HIGHWAY ___________ IN _______________________

COUNTY NEAR ________________________ .
(City or Town)

Name of Property Owner (Please Print) _____________________________________________
Email Address

_______________________________________
Property Owner Mailing Address
City
State
Zip Code

_______________________________________
Property Owner Signature
Date

NOTE: Must be signed and dated within 30 days of the application date. A written lease agreement between the sign owner and the property owner may be substituted for this statement if dated within 30 days of the application date.