Dear Sir/Madam:

RE: Tourist Oriented Directional Signing (TODS) Program (Excludes freeways or interstate highway use)

Thank you for your inquiry pertaining to the Department’s TODS Program. Enclosed are the TODS application procedures, the Department’s regulations, an application, a form W-9, specifications for the sign manufacturer, and a map of eligible highways.

Please review this information and submit your application, W9 and the $25.00 application fee to the mailing address below. Space on the signs is limited and applications are processed on a first-come, first-serve basis.

If you have any questions please call or email our office at (501) 569-2088 or gail.scott@ardot.gov.

Mailing Address:
Arkansas Department of Transportation
Attn: Beautification Section – Right of Way Division
P.O. Box 2261
Little Rock, AR 72203-2261

Fax: (501) 569-2018

Sincerely,

Jeff Ingram
Section Head, Beautification
Right of Way Division

Enclosure: TODS Application Packet
Tourist Oriented Directional Signing (TODS) Application Procedures  
(Excludes freeways or interstate highway use)

Please complete the following to submit your application:

☐ Review the Department regulations for TODS Program.

☐ Review the specifications for the sign manufacturer. All TODS signs must conform with the specifications. Do not order your signs until notified to do so by the Department.

☐ Complete a separate application for the state highway intersection where TODS signing is desired.

☐ Submit your application, W9 and a check or money order payable to the AHTD Beautification Section for the twenty-five dollar ($25.00) application fee:

Arkansas Department of Transportation  
Right of Way Division - Beautification Section  
P. O. Box 2261  
Little Rock, Arkansas 72203

TOURIST ORIENTED DIRECTIONAL SIGNING (TODS) FEES

<table>
<thead>
<tr>
<th>Fee</th>
<th>Amount</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Fee</td>
<td>$25.00</td>
<td>Per application</td>
</tr>
<tr>
<td>Installation Fee</td>
<td>$50.00</td>
<td>Per sign on state right of way</td>
</tr>
<tr>
<td>Annual Maintenance Fee</td>
<td>$50.00</td>
<td>Per sign on state right of way</td>
</tr>
<tr>
<td>Removal/Cover Fee</td>
<td>$50.00</td>
<td>Per sign on state right of way</td>
</tr>
</tbody>
</table>
Name of Business/Facility

Name of Applicant/Owner/Manager

Business Mailing Address

City

State

Zip Code

BUSINESS LOCATION DATA

County

Nearest City/Town

Direction from Highway (Check One)

North

South

East

West

Name/No. of Nearest Intersecting Road

Distance from Nearest Intersecting Road (Miles/Tenths)

Is business located within the corporate limits of a city or town?

Yes

No

If yes, name of city or town

NOTE: COMPLETE INFORMATION ON PAGE 2 OF THE APPLICATION REGARDING LOCATION

MINIMUM REQUIRED SERVICES

(Check Applicable Services)

- Camping
  - 15 Mile Distance
  - License or Permit where required
  - Restrooms
  - Telephone
  - Open minimum of 8 hours a day, 5 days a week one of which is Saturday
  - Adequate parking accommodations

- Commercial Interest
  - 15 Mile Distance
  - License or Permit where required
  - Restrooms
  - Open minimum of 8 hours a day, 5 days a week one of which is Saturday, and 6 months a year

- Food
  - 15 Mile Distance
  - License or Permit where required
  - Restrooms
  - Telephone
  - Open minimum of 8 hours a day, 5 days a week one of which is Saturday

- Lodging
  - 15 Mile Distance
  - License or Permit where required
  - Restrooms
  - Telephone
  - Adequate sleeping accommodations

- Motorist Services
  - 15 Mile Distance
  - Restrooms
  - Drinking Water
  - Telephone
  - Open minimum of 8 hours a day, 5 days a week one of which is Saturday, and 6 months a year

- Seasonal Agricultural Interest
  - 15 Mile Distance
  - License or Permit where required
  - Restrooms
  - Open minimum of 8 hours a day, 5 days a week one of which is Saturday during the normal seasonal period

- Tourist Attraction
  - 15 Mile Distance
  - License or Permit where required
  - Restrooms
  - Telephone
  - Open minimum of 8 hours a day, 5 days a week one of which is Saturday, and 6 months a year

***APPLICANT CONTINUE TO PAGE 2***

FOR OFFICIAL USE ONLY

Highway

Section

Log Mile

County

N/B

S/B

E/B

W/B

1-TRAIL

2-TRAIL

3-TRAIL

Main lane

Turn

Mileage

Inspector

Date Inspected

APPROVED

DENIED

GPS

Permit No.

Application No.

Check No.

Installation Fee

Annual Maint. Fee

Check Amount

Amount Applied to Permit

Revised 1/2016
OPERATION DETAILS

Is Business open all year? □ Yes □ No

If no, check months closed
□ January □ February □ March □ April □ May □ June
□ July □ August □ September □ October □ November □ December

Description of business/tourist attraction

REMOVAL/REINSTALLATION

The Department shall cover or remove a TODS sign for a seasonal activity when the activity is closed during the off-season period, unless the TODS sign displays the period of operation. The fee for the removal or covering of TODS signs and trailblazer signs on state highway right of way is $50.00. It is the responsibility of the permittee to notify the Department of the off-season period as well as when to remove/reinstall the sign(s).

Does Business require removal/reinstallation? □ Yes □ No

Date for sign removal

Date for sign installation (sign must be delivered to the appropriate District Headquarters)

PROVIDE THE BUSINESS NAME TO BE USED ON TODS PANEL, USING “X” FOR SPACES BETWEEN WORDS (LIMIT: 2 LINES & 15 CHARACTERS PER LINE. DO NOT INCLUDE ARROWS OR MILEAGE)

DRAW A DETAILED MAP FROM THE MAIN HIGHWAY TO THE BUSINESS. GIVE DISTANCES AND DIRECTIONS OF TURNS, USE LOCAL STREET NAMES AND BE AS DETAILED AS POSSIBLE.

CERTIFICATION

I certify that these statements are true and correct and that my business complies with all applicable laws concerning public accommodations without regard to race, religion, color, age, sex, disability, or national origin, and shall comply with all applicable health and sanitation laws and must possess any required local permits or licenses.

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 Signature: _______________________________ Date: _______________________________
Request for Taxpayer Identification Number and Certification

Go to www.irs.gov/FormW9 for instructions and the latest information.

Give Form to the requester. Do not send to the IRS.

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
   - Corporation (C, S, P)
   - Partnership
   - Trust or estate
   - Limited liability company (LLC) Enter the tax classification (C or S or P)
   - Exempt payee code (if any)

   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 not the 100% owner or 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)

   Note: See instructions on page 3.

5. Address (number, street, apt., and 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, or (c) the IRS has notified me that I am no longer subject to backup withholding; and

3. I am a U.S. citizen or other U.S. person (defined below); and

4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have not been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and 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.

Cat. No. 10231X  Form W-9 (Rev. 11-2017)
Design standards for upper-case letters, numerals, and spacing shall be as provided in the “Standard Alphabets for Highway Signs and Pavement Markings”. Letters and numerals shall be “B” or “C” series.
Border width 0.75”.
Border radius 1.25”.
White border and legend on blue background.
Legend and any logos used shall be centered within area of the borders with a minimum end space of 3”.
The aluminum panel shall be ASTM B 209 5052 H-38 with 0.10” thickness.
Reflective Sheeting shall be AASHTO Type 3 High Intensity Sheeting for border, legend, logo and background.
Design standards for upper-case letters, numerals, and spacing shall be as provided in the “Standard Alphabets for Highway Signs and Pavement Markings”. Letters and numerals shall be “B” or “C” series.
Border width 0.75”.
Border radius 1.25”.
White border and legend on blue background.
Legend and any logos used shall be centered within area of the borders with a minimum end space of 3”.
The aluminum panel shall be ASTM B 209 5052 H-38 with 0.10” thickness.
Reflective Sheeting shall be AASHTO Type 3 High Intensity Sheeting for border, legend, logo and background.
<table>
<thead>
<tr>
<th>Company Name</th>
<th>Address</th>
<th>City, State Zip</th>
<th>Phone</th>
<th>Fax</th>
<th>Email</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arkansas Sign &amp; Barricade, Inc.</td>
<td>10601 Otter Creek East Blvd.</td>
<td>Mabelvale, AR 72103</td>
<td>(501) 653-2300</td>
<td>(501) 653-2301</td>
<td><a href="mailto:hsewell@asbtrafficcontrol.com">hsewell@asbtrafficcontrol.com</a></td>
<td></td>
</tr>
<tr>
<td>Hall Signs, Inc.</td>
<td>4495 West Vernal Pike</td>
<td>Bloomington, IN 47404</td>
<td>(800) 284-7446</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Banner Sign &amp; Barricade</td>
<td>1801 East 17th St.</td>
<td>Little Rock, AR 72202</td>
<td>(501) 372-5978</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Interstate Highway Sign Co.</td>
<td>7415 Lindsey Rd.</td>
<td>Little Rock, AR 72206</td>
<td>(501) 490-4242</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Condray Sign &amp; Advertising Co.</td>
<td>1107 East Harding Ave.</td>
<td>Pine Bluff, AR 71601</td>
<td>(870) 534-5210</td>
<td></td>
<td><a href="mailto:keri@condraysigns.com">keri@condraysigns.com</a></td>
<td></td>
</tr>
<tr>
<td>Interstate Logos, Inc.</td>
<td>5551 Corporate Blvd., 2nd Floor</td>
<td>Baton Rouge, LA 70808</td>
<td>(225) 932-9796</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fast Signs</td>
<td>3503 Sowell Ln.</td>
<td>Texarkana, TX 75503</td>
<td>(903) 831-7446</td>
<td>(903) 831-7449</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Seiz Sign Co.</td>
<td>1231 Central Ave.</td>
<td>Hot Springs, AR 71901</td>
<td>(501) 623-318</td>
<td>(501) 623-4595</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gibson’s Sign-Mart</td>
<td>1021 Neil Dr.</td>
<td>Jonesboro, AR 72401</td>
<td>(870) 972-8693</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Manufactured TODS signs are to be shipped to the ArDOT District Office in the county where they will be erected.

<table>
<thead>
<tr>
<th>DISTRICT ONE</th>
<th>DISTRICT TWO</th>
<th>DISTRICT THREE</th>
<th>DISTRICT FOUR</th>
<th>DISTRICT FIVE</th>
</tr>
</thead>
<tbody>
<tr>
<td>2701 US Hwy 64</td>
<td>4900 Hwy 65 South</td>
<td>2911 Hwy 29 North</td>
<td>808 Frontier Road</td>
<td>1673 Batesville Blvd.</td>
</tr>
<tr>
<td>Wynne, AR  7236</td>
<td>Pine Bluff, AR 71611</td>
<td>Hope, AR 71802</td>
<td>Barling, AR 72917</td>
<td>Batesville, AR 72503</td>
</tr>
<tr>
<td>71611</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Crittenden</td>
<td>Arkansas</td>
<td>Hempstead</td>
<td>Crawford</td>
<td>Cleburne</td>
</tr>
<tr>
<td>Cross</td>
<td>Ashley</td>
<td>Howard</td>
<td>Franklin</td>
<td>Fulton</td>
</tr>
<tr>
<td>Lee</td>
<td>Chicot</td>
<td>Lafayette</td>
<td>Logan</td>
<td>Independence</td>
</tr>
<tr>
<td>Monroe</td>
<td>Desha</td>
<td>Little Rive</td>
<td>Polk</td>
<td>Izard</td>
</tr>
<tr>
<td>Phillips</td>
<td>Drew</td>
<td>Miller</td>
<td>Scott</td>
<td>Jackson</td>
</tr>
<tr>
<td>St. Francis</td>
<td>Grant</td>
<td>Nevada</td>
<td>Sebastian</td>
<td>Sharp</td>
</tr>
<tr>
<td>Woodruff</td>
<td>Jefferson</td>
<td>Pike</td>
<td>Washington</td>
<td>Stone</td>
</tr>
<tr>
<td></td>
<td>Lincoln</td>
<td>Sevier</td>
<td></td>
<td>White</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DISTRICT SIX</th>
<th>DISTRICT SEVEN</th>
<th>DISTRICT EIGHT</th>
<th>DISTRICT NINE</th>
<th>DISTRICT TEN</th>
</tr>
</thead>
<tbody>
<tr>
<td>8900 Mabelvale Pike</td>
<td>2245 California Ave</td>
<td>372 Aspen Lane</td>
<td>4590 Hwy 65</td>
<td>2510 Hwy 412 West</td>
</tr>
<tr>
<td>Little Rock, AR 72209</td>
<td>Camden, AR 71711</td>
<td>Russellville, AR 72811</td>
<td>Harrison, AR 72602</td>
<td>Paragould, AR 72451</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Garland</td>
<td>Bradley</td>
<td>Conway</td>
<td>Baxter</td>
<td>Clay</td>
</tr>
<tr>
<td>Hot Spring</td>
<td>Calhoun</td>
<td>Faulkner</td>
<td>Benton</td>
<td>Craighead</td>
</tr>
<tr>
<td>Lonoke</td>
<td>Clark</td>
<td>Johnson</td>
<td>Boone</td>
<td>Greene</td>
</tr>
<tr>
<td>Prairie</td>
<td>Cleveland</td>
<td>Montgomery</td>
<td>Carroll</td>
<td>Lawrence</td>
</tr>
<tr>
<td>Pulaski</td>
<td>Columbia</td>
<td>Perry</td>
<td>Madison</td>
<td>Mississippi</td>
</tr>
<tr>
<td>Saline</td>
<td>Dallas</td>
<td>Pope</td>
<td>Marion</td>
<td>Poinsett</td>
</tr>
<tr>
<td></td>
<td>Ouachita</td>
<td>Van Buren</td>
<td>Newton</td>
<td>Randolph</td>
</tr>
<tr>
<td></td>
<td>Union</td>
<td>Yell</td>
<td>Searcy</td>
<td></td>
</tr>
</tbody>
</table>
TODS REMOVAL & REINSTALLATION PROCEDURES

The Department shall cover or remove a TODS sign for a seasonal activity when the activity is closed during the off-season period, unless the TODS sign displays the period of operation. The fee for the removal or covering, of TODS signs and trailblazer signs on state highway right of way is $50.00 per sign.

It is the responsibility of the permittee to notify the Department of the off-season period as well as when to remove/reinstall the sign(s).

Removal
Upon notification of removal and receipt of the removal fee ($50.00), the Department has 30 days to mobilize, remove and deliver the sign(s) to the permittee for storage.

Reinstallation
Upon notification of reinstallation and receipt of the sign(s), the Department has 30 days to mobilize and reinstall the sign(s). If the removal fee and/or the sign(s) are not received, the Department will not reinstall the sign(s).