



COMMERCIAL SIGN COMPLAINT

To File a Public Complaint Regarding a Commercial Sign

For Department Use Only

Complaint ID: _____

Date Opened: _____

Part 1 – Instructions

This form is susceptible to changes. To ensure you are using the latest version file online at aca3.accela.com/txdot

Complete this form in its entirety. Please be specific in describing your complaint so that the department can address it as quickly and efficiently as possible. The regulations concerning commercial signs are in Title 43 of the Texas Administrative Code, under subchapters I (Interstate and Primary Highways) and K (Rural Roads).

The regulations and statutes, as well as additional information, is available online at the below address:
www.txdot.gov/inside-txdot/division/right-of-way/outdoor-signs.html

Part 2 – Location of Sign

Highway designation and No (e.g. IH 10, SH 6, US 62, etc.):		Side of highway (check one): <input type="checkbox"/> North <input type="checkbox"/> South <input type="checkbox"/> East <input type="checkbox"/> West	
Distance to nearest intersection from sign site (e.g. 955 ft. N of Jones Rd. or 5.2 mi. W of FM 1626, etc.):			
Street address (If available):	Nearest city:	County:	
City limits: <input type="checkbox"/> Inside <input type="checkbox"/> Outside <input type="checkbox"/> Unknown		Complaint involves more than 10 signs: <input type="checkbox"/> Yes <input type="checkbox"/> No	

Part 3 – Other Information

If there is sign company name or logo visible, please describe it here:
If there is a permit plate visible, please describe it here:
Brief description of the surrounding area: (e.g. commercial or residential)
Brief description of the advertising message shown on the sign:

Part 4 – Alleged Violation

In the below area, please describe the alleged violation:

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Part 5 – Complainant Information

NOTE: TxDOT is unable to accept anonymous complaints.

Full name:		
The following is my (select one): <input type="checkbox"/> Home Address	Phone:	
<input type="checkbox"/> Business Address		
Address (Number and Street):		
City:	State:	ZIP code:

Part 6 – Submission

1. Complete and Submit Online:

You can submit this form online at aca3.accela.com/txdot or by email to ROW_OutdoorAdvertising@txdot.gov.

OR

2. By Mail:

You can mail this form (and any attachments) to the following address:

**Texas Department of Transportation
ROW Division – Commercial Signs
PO Box 5075
Austin, TX 78763-5075**

The Texas Department of Transportation maintains the information collected through this form. With few exceptions, you are entitled on request to be informed about the information that we collect about you. Under §552.021 and §552.023 of the Government Code, you are entitled to receive and review this information. Under §559.004 of the Government Code, you are also entitled to have us correct information about you that is incorrect. For more information, please call (512) 416-3030.