

PERMIT AMENDMENT APPLICATION
Texas Transportation Code Chapter 391

For Department Use Only

Amendment No: _____

Date Issued: _____

Part 1 – Instructions

Complete this form in its entirety. If the amendment application is incomplete or has incorrect information, the department will reject it and the application fee paid will not be refunded. In no case will the original application be returned to the applicant. You do not need to submit this form to perform routine maintenance activities, You must submit this form and receive an approval before making any other changes. **Failure file an amendment may result in administrative penalties or the cancellation of your permit.**

Part 2 – Identification of Applicant

Complete name of applicant as shown on TxDOT Sign License:

Mailing Address:

Telephone:

TxDOT Sign License No:

Email Address (If you do not have an email, write "NO EMAIL"):

Part 3 – Location of Current Sign

Highway Designation and No (e.g., FM 1626, Connally Rd, etc.):

Side of Highway (check one):

North South East 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):

This site is (check one):

Inside City Limits Outside City Limits

Permit Number:

Nearest City:

County:

Latitude:

Longitude:

Part 4 – Non-Profit Commercial Signs

If you are not a non-profit organization as defined by Title 2 Texas Business Code, Chapter 22, skip this part.

This application is to amend a non-profit commercial sign.

◆ **The application fee is reduced to \$10.00 for non-profit signs.** See Part 11 for further instructions.

Part 5 – Natural Disaster or Vandalism

Is this amended permit application submitted due to a natural disaster or vandalism? Yes No

If "Yes", please provide the date that the damage occurred:

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Part 6 – Changes to be Made	
Read the following sections and instructions carefully. All measurements should be to the nearest half-foot.	
Replacement of Poles <input type="checkbox"/> Change (Continue Below) <input type="checkbox"/> No Change (Skip this section)	
Date you last replaced poles:	Number of poles replaced:
Total No. of poles:	No. of poles to be replaced:
Current Poles: <input type="checkbox"/> Metal <input type="checkbox"/> Wood <input type="checkbox"/> Other	Proposed Poles: <input type="checkbox"/> Metal <input type="checkbox"/> Wood <input type="checkbox"/> Other
Catwalks <input type="checkbox"/> Change (Continue Below) <input type="checkbox"/> No Change (Skip this section)	
Current Sign:	Proposed Sign:
Catwalk platform material: <input type="checkbox"/> Metal <input type="checkbox"/> Wood <input type="checkbox"/> N/A	Catwalk platform material: <input type="checkbox"/> Metal <input type="checkbox"/> Wood <input type="checkbox"/> N/A
Catwalk railing material: <input type="checkbox"/> Metal <input type="checkbox"/> Wood <input type="checkbox"/> N/A	Catwalk railing material: <input type="checkbox"/> Metal <input type="checkbox"/> Wood <input type="checkbox"/> N/A
Catwalk toe board material: <input type="checkbox"/> Metal <input type="checkbox"/> Wood <input type="checkbox"/> N/A	Catwalk toe board material: <input type="checkbox"/> Metal <input type="checkbox"/> Wood <input type="checkbox"/> N/A
<div style="display: flex; align-items: center;"> <p>The following changes may only be made to conforming signs. If your sign is nonconforming, you may not make any of the remaining changes on this form. Mark "No Change" and continue to Page 3.</p> </div>	
Face Mount <input type="checkbox"/> Change (Continue Below) <input type="checkbox"/> No Change (Skip this section)	
Current Mount: <input type="checkbox"/> Center <input type="checkbox"/> Flagged	Proposed Mount: <input type="checkbox"/> Center <input type="checkbox"/> Flagged
Sign Height <input type="checkbox"/> Change (Continue Below) <input type="checkbox"/> No Change (Skip this section)	
Current Height (ft):	Proposed Height (ft):
Reinforcing Devices <input type="checkbox"/> Change (Continue Below) <input type="checkbox"/> No Change (Skip this section)	
Current: <input type="checkbox"/> Braces <input type="checkbox"/> Guy Wires <input type="checkbox"/> Other <input type="checkbox"/> None	Proposed: <input type="checkbox"/> Braces <input type="checkbox"/> Guy Wires <input type="checkbox"/> Other <input type="checkbox"/> None
Adding/Removing Poles <input type="checkbox"/> Change (Continue Below) <input type="checkbox"/> No Change (Skip this section)	
Current Sign:	Proposed Sign:
Number of poles:	Number of poles:
Material of poles: <input type="checkbox"/> Metal <input type="checkbox"/> Wood <input type="checkbox"/> Other	Material of poles: <input type="checkbox"/> Metal <input type="checkbox"/> Wood <input type="checkbox"/> Other
Configuration <input type="checkbox"/> Change (Continue Below) <input type="checkbox"/> No Change (Skip this section)	
Current Configuration (check multiple if needed):	Proposed Configuration (check multiple if needed):
<input type="checkbox"/> Single <input type="checkbox"/> Stacked <input type="checkbox"/> End-to-End <input type="checkbox"/> Back-to-Back <input type="checkbox"/> "Vee"	<input type="checkbox"/> Single <input type="checkbox"/> Stacked <input type="checkbox"/> End-to-End <input type="checkbox"/> Back-to-Back <input type="checkbox"/> "Vee"
Lighting <input type="checkbox"/> Change (Continue Below) <input type="checkbox"/> No Change (Skip this section)	
Current Sign:	Proposed Sign:
Face #1 No. of Lights: <input type="checkbox"/> Up <input type="checkbox"/> Down <input type="checkbox"/> N/A	Face #1 No. of Lights: <input type="checkbox"/> Up <input type="checkbox"/> Down <input type="checkbox"/> N/A
Face #2 No. of Lights: <input type="checkbox"/> Up <input type="checkbox"/> Down <input type="checkbox"/> N/A	Face #2 No. of Lights: <input type="checkbox"/> Up <input type="checkbox"/> Down <input type="checkbox"/> N/A
Face #3 No. of Lights: <input type="checkbox"/> Up <input type="checkbox"/> Down <input type="checkbox"/> N/A	Face #3 No. of Lights: <input type="checkbox"/> Up <input type="checkbox"/> Down <input type="checkbox"/> N/A
Face #4 No. of Lights: <input type="checkbox"/> Up <input type="checkbox"/> Down <input type="checkbox"/> N/A	Face #4 No. of Lights: <input type="checkbox"/> Up <input type="checkbox"/> Down <input type="checkbox"/> N/A
Face Material and Dimensions <input type="checkbox"/> Change (Continue Below) <input type="checkbox"/> No Change (Skip this section)	
Current Sign:	Proposed Sign:
Face #1: Length() Height() Area()	Face #1: Length() Height() Area()
Face #2: Length() Height() Area() <input type="checkbox"/> N/A	Face #2: Length() Height() Area() <input type="checkbox"/> N/A
Face #3: Length() Height() Area() <input type="checkbox"/> N/A	Face #3: Length() Height() Area() <input type="checkbox"/> N/A
Face #4: Length() Height() Area() <input type="checkbox"/> N/A	Face #4: Length() Height() Area() <input type="checkbox"/> N/A
Face #1 Material: <input type="checkbox"/> Static <input type="checkbox"/> Electronic	Face #1 Material: <input type="checkbox"/> Static <input type="checkbox"/> Electronic
Face #2 Material: <input type="checkbox"/> Static <input type="checkbox"/> Electronic <input type="checkbox"/> N/A	Face #2 Material: <input type="checkbox"/> Static <input type="checkbox"/> Electronic <input type="checkbox"/> N/A
Face #3 Material: <input type="checkbox"/> Static <input type="checkbox"/> Electronic <input type="checkbox"/> N/A	Face #3 Material: <input type="checkbox"/> Static <input type="checkbox"/> Electronic <input type="checkbox"/> N/A
Face #4 Material: <input type="checkbox"/> Static <input type="checkbox"/> Electronic <input type="checkbox"/> N/A	Face #4 Material: <input type="checkbox"/> Static <input type="checkbox"/> Electronic <input type="checkbox"/> N/A

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Part 7 – Electronic Sign Faces

- ◆ **Only conforming signs may be amended to have electronic faces.**
- ◆ Electronic signs are any that change their message or copy by programmable electronic or mechanical processes.
- ◆ A sign may not have more than one electronic sign face in each direction of travel.

Are you adding an electronic sign face? Yes (*Continue Below*) No (*Skip this section*)

Electronic Face #1	Electronic Face #2 (If applicable)
Side of Sign: <input type="checkbox"/> North <input type="checkbox"/> South <input type="checkbox"/> East <input type="checkbox"/> West	Side of Sign: <input type="checkbox"/> North <input type="checkbox"/> South <input type="checkbox"/> East <input type="checkbox"/> West
You must provide contact information for the person who is available to be contacted at any time and who is able to turn off the sign in case of malfunction or to accommodate an emergency notification request for local authorities.	
Name:	Telephone Number:

Part 8 – Applicant Certification

By signing this application, you certify that you have read, understood, and will follow all applicable statutes and rules concerning the erection & maintenance of commercial signs along regulated roadways:

- ◆ Texas Transportation Code, Chapter 391
(Highway Beautification on Interstate and Primary Systems and Certain Roads)
- ◆ Title 43 Texas Administrative Code, Chapter 21, Subchapter I
(Regulation of Signs Along Interstate and Primary Highways)

These statutes and regulations are available online at no cost at the location described in Part 1.
If you need assistance obtaining a copy of the above, contact this office by the means provided in Part 11.

Part 9 – Required Attachments

Please include only the below-listed attachments with your application:

- ◆ **If within a zoned area**, a map or other verification of zoning.
- ◆ **If you are seeking an amendment due to a natural disaster or vandalism**, documentation of the event.

Part 10 – Acknowledgment by Applicant

By signing below, you certify that the information submitted on this application is true and correct and complies with the rules and regulations outlined in Title 43 of the Texas Administrative Code relating to Commercial Signs.

Printed Name of Signatory	Signature of Applicant or Authorized Representative (<i>Must be original signature</i>)
Authorized Representative's Title	Name of Corporation if the Applicant is a Corporation

State of Texas, County of _____

This instrument was acknowledged before me on the ____ day of _____, 20__ by the above signatory, who personally appeared by physically appearing before me, or appearing by an interactive two-way audio and video communication that meets the requirements of Texas Government Code Chapter 406, Subchapter C.

Notary Public's Signature (Must be original signature)

Part 11 – Submitting the Application

1. Attach a \$100.00 **nonrefundable** fee in the form of a check, cashier's check, or money order made payable to the Texas Highway Beautification Fund.
2. If this application is approved, the applicant agrees to abide by the provisions of Texas Law and the rules and regulations established by the Texas Transportation Commission pertaining to Commercial Signs and certify that

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the sign described above is erected and maintained in accordance with all specifications, standards, and requirements under these laws, rules, and regulations.

3. By issuance of an amendment, TxDOT does not represent that the sign or location thereof meets city, county, and/or local government laws, orders, ordinances, or other regulations. By issuance of an amendment, a contract or property right is not created in the permit of the license holder.
4. 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.
5. Send completed application, with **original signatures, payment, and all required attachments** to:

TxDOT Payment Processing - ROW Division
PO Box 13043
Austin, TX 78711-3043

Contact/Help: Reach us by telephone at (512)416-3030 or by email at ROW_OutdoorAdvertising@txdot.gov

Part 12 – Decision on Application
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Upon review of this application and the accompanying documents, the following changes are **APPROVED**:

The following changes are **DENIED** for the reasons included in the attached Notice of Denial:

Any changes approved on this form must be completed within one year of issuance. Your permit will be updated to reflect the changes completed by this date. If you are unable to complete any changes within this period, you must obtain a new amended permit before beginning construction or alteration of the sign.

Action By: _____ **Date:** _____
Director, Commercial Signs Regulatory Program