



Form ROW-OA-4I
Rev. 03/2022
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IMPACTED SIGN CREDIT APPLICATION

For a Commercial Sign Impacted by a Transportation Project

Part 1 – Instructions

Complete this form in its entirety. If the application is incomplete or has incorrect information, it will be rejected. There is no fee associated with this application. This form is to be submitted within 60 days of sign removal.

You must attach an issued copy of this form with your permit application to use the credit.

Part 2 – Identification of the Applicant

Complete name of applicant as shown on TxDOT Sign License:

Mailing Address:

Telephone:

TxDOT Sign License №:

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

Part 3 – Impacted Commercial Sign

Permit Record ID:

Highway Designation and № (e.g. IH 10, SH 6, US 62, 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):

Nearest City:

County:

Latitude:

Longitude:

Part 4 – Roadway Project Information

The following is typically available on documentation received during the acquisition process.

Project ID or CSJ:

Parcel ID or №:

Date Removal Required:

Extension Provided: ☐ Yes ☐ No

Date of Removal:

Part 5 – Applicant Certification

By signing this application, you certify that you have an obligation to read, understand, and 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:

www.txdot.gov > Inside TxDOT > Divisions > Right of Way > Commercial Signs

If you need assistance obtaining a copy of the above, contact this office by the means provided in Part 8 of this form.

Part 6 – Acknowledgement 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 (*Must be original signature*)

Authorized Representative's Title
if the Applicant is a Corporation

Name of Corporation if the Applicant is a Corporation

Part 7 – Required Attachments

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

- ◆ **If an extension on removal was provided**, documentation of that extension.
- ◆ Quit-claim deed
- ◆ Notice to Vacate
- ◆ Proof of timely removal (e.g., date-stamped photos, invoices, etc.)

Part 8 – Submitting the Application

1. 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 regarding impacted signs and relocation.
2. 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.
3. Send completed application, with **original signatures** and **all required attachments** to:

CSRP_ImpactedSigns@txdot.gov

OR

TxDOT ROW Division – Commercial Signs
PO Box 5075
Austin, TX 78763-5075

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

Part 9 – Decision on Application

FOR DEPARTMENT USE ONLY

Upon review of this application and the accompanying documents, this credit is:

☐ **ISSUED**, to be used no later than: _____

☐ **DENIED**, for the reasons in the attached letter.

Action By: _____ **Date:** _____

Director, Commercial Signs Regulatory Program