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| Exp Auth |  | Project ID No. |  | Parcel No. |

**To:** Office of Outdoor Advertising (ODA) Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**From:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Right of Way, District \_\_\_ Phone No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Subject:** Request for Information on Outdoor Advertising Signs

The Department proposes to acquire a portion of the property as indicated on the attached documents. Please provide the information shown in Section II on the next page so that we will have the proper basis for the appraisal of the advertising structure. Please see the information shown in Section I below to determine the portion of the California Outdoor Advertising Act applicable to the subject location and sign.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# **SECTION I**

1. Required Attachments:

 Local Area Street Map            Right of Way Appraisal Map

 APN Map            Photograph(s) of Sign(s)

1. Assessor Parcel Number (APN): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Location of sign(s): Inside city limits: \_\_\_\_\_\_\_\_\_\_\_\_\_ Unincorporated county: \_\_\_\_\_\_\_\_\_\_\_

 Name of city, or nearest city: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Zoning of parcel: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If zoning change is expected, what is the probable zoning classification and anticipated date of change? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Number of signs on parcel: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Advertising company: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Type of billboard sign(s): Check all that apply

 Single‑Face Panel            Roof‑Top Billboard

 Double‑Face, Back‑to‑Back Panels            Wall‑Mounted Billboard

 Double‑Face, V‑Structured Panels            Digital LED Billboard

 Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 General sign description: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Type of project:

 Road Widening            Passing Lane            Overpass

 Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. How is the sign impacted by the project? Explain: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Does the acquisition result in parcel remainder(s)? Yes            No

Notes or comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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# **SECTION II**

1. Sign is currently legally permitted? Yes            No            State Permit #

Note: If Yes, please attach a copy of the permit.

1. Are there any current violations? Yes            No

If Yes, please describe: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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1. Caltrans ODA Permits and License Fees are current: Yes            No

Note: If No, please contact Caltrans ODA Inspector named at bottom of page.

1. Under the California Outdoor Advertising Act, the subject sign in its present location is:

Conforming                                (See #4A) Nonconforming                                (See #4B)

 4A. Conforming: A new permit application may be submitted, conditional on meeting current application

 requirements, for relocation to subject’s remainder after construction. Yes          (See #5) No

4B. Nonconforming: The sign in its present location is nonconforming for the following reasons:

 Landscaped Freeway Section\*            Scenic Highway

 Improper Spacing to Another Sign            No Business Activity Within 1,000 Feet

 Zoning \_\_\_\_\_\_\_\_\_\_ Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 *\*Location in Landscaped Freeway Section does not necessarily prohibit relocation of subject sign.*

1. A new permit application may be submitted for a new sign placement. Approval would be conditioned on meeting all current application requirements in the new location in the State pursuant to Business and Professions Code Sections 5412 or 5443.5. Yes            No
2. If permit holder seeks a new location other than the subject’s remainder, Caltrans ODA may initiate a Billboard Relocation Agreement.

 Please contact: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. The sign removal would be:

 With payment of compensation            Pursuant to California ODA Act Section

 Without payment of compensation            Pursuant to California ODA Act Section

 Reasons: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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1. Field inspection made by Caltrans Outdoor Advertising (ODA) Inspector: Yes            No

 If Yes, name of Inspector \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Advertising Company contact information and any other pertinent information:

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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1. Sign in a Bonus Segment: Yes            No

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| By: |  |  | Date |  |
|  | Caltrans Outdoor Advertising Inspector *(please print)* |  | Phone No. |  |

## INSTRUCTIONS FOR COMPLETION OF THE

## MEMORANDUM REQUESTING SIGN BOARD INFORMATION

**To:** Office of Outdoor Advertising (ODA) Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**From:** *(Requesting Right of Way (R/W) Agent’s name*), Right of Way, District \_\_\_ Phone No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Subject:** Request for Information on Outdoor Advertising Signs

The Department proposes to acquire a portion of the property as indicated on the attached documents. Please provide the information shown in Section II on the next page so that we will have the proper basis for the appraisal of the advertising structure. Please see the information shown in Section I below to determine the portion of the California Outdoor Advertising Act applicable to the subject location and sign. (*Time and charges for work done in response to this request may be charged to: Expenditure Authorization \_\_\_\_\_\_\_, Cost Center \_\_\_\_\_\_\_.*)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# **SECTION I (*Completed by Right of Way Agent*)**

1. Required Attachments: (*Include all requested information.*)

 Local Area Street Map            Right of Way Appraisal Map

 APN Map            Photograph(s) of Sign(s)

1. Assessor Parcel Number (APN): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Location of sign(s): Inside city limits: \_\_\_\_\_\_\_\_\_\_\_\_\_ Unincorporated county: \_\_\_\_\_\_\_\_\_\_\_

 Name of city, or nearest city: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Zoning of parcel: (*Current zoning of parcel containing sign board*)

If zoning change is expected, what is the probable zoning classification and anticipated date of change? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Number of signs on parcel: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Advertising company: (*Advertising company name usually found at base of display*)
3. Type of billboard sign(s): Check all that apply (*Apply closest descriptions. If none apply, describe narratively in General sign description.*)

 Single‑Face Panel            Roof‑Top Billboard

 Double‑Face, Back‑to‑Back Panels            Wall‑Mounted Billboard

 Double‑Face, V‑Structured Panels            Digital LED Billboard

 Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 General sign description: (*Include approximate size and height, type of material in supporting structure, method of placement in the ground, etc.*)

1. Type of project: (*As described in Project Report*)

 Road Widening            Passing Lane            Overpass

 Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. How is the sign impacted by the project? Explain: (*Is all or part of sign, including footing, within proposed Right of Way or within temporary construction easement?*)
2. Does the acquisition result in parcel remainder(s)? Yes            No

Notes or comments: (*If subject parcel has a legal conforming remnant, would site owner and/or sign owner allow relocation to remnant? Plus, any other pertinent notes/comments.*)

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# **SECTION II (*Completed by Caltrans Office of Outdoor Advertising Staff*)**

1. Sign is currently legally permitted: Yes            No            State Permit #

 Note: If Yes, please attach a copy of the permit.

1. Are there any current violations? Yes            No

 If Yes, please describe: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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1. Caltrans ODA Permits and License Fees are current? Yes            No

 Note: If No, please contact Caltrans ODA Inspector named at bottom of page.

1. Under the California Outdoor Advertising Act, the subject sign in its present location is:

 Conforming      (*Please check*)      (See #4A) Nonconforming      (*Please check*)      See #4B

4A. Conforming: A new permit application may be submitted, conditional on meeting current application requirements, for relocation to subject’s remainder after construction. Yes          (See #5) No

4B. Nonconforming: The sign in its present location is nonconforming for the following reasons:

 Landscaped Freeway Section\*            Scenic Highway

 Improper Spacing to Another Sign            No Business Activity Within 1,000 Feet

 Zoning \_\_\_\_\_\_\_\_\_\_ Other (*Please explain why sign is nonconforming*)

 *\*Location in Landscaped Freeway Section does not necessarily prohibit relocation of subject sign.*

1. A new permit application may be submitted for a new sign placement. Approval would be conditioned on meeting all current application requirements in the new location in the State pursuant to Business and Professions Code Sections 5412 or 5443.5. Yes            No
2. If permit holder seeks a new location other than the subject’s remainder, Caltrans ODA may initiate a Billboard Relocation Agreement.

 Please contact: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. The sign removal would be: (*Per the California Outdoor Advertising Act*)

 With payment of compensation            Pursuant to California ODA Act Section

 Without payment of compensation            Pursuant to California ODA Act Section

 Reasons: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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1. Field inspection made by Caltrans Outdoor Advertising (ODA) Inspector: Yes            No

 If Yes, name of Inspector \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Advertising Company contact information and any other pertinent information:

 (*Listed advertising company contact information from existing current permit*)

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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1. Sign in a Bonus Segment: Yes            No            (*Per the definition in California Outdoor Advertising Act*)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| By: |  |  | Date |  |
|  | Caltrans Outdoor Advertising Inspector *(please print)* |  | Phone No. |  |