

XX	R/W MANUAL CHANGE	<b>RWMC- 261</b>
	PROCEDURAL HANDBOOK (1984 Edition)	RWPH-____-____-____ TRANSMITTAL#____

TITLE: APPRAISALS	APPROVED BY:  LINDA W. TONG	DATE ISSUED: <b>SEP 13 2016</b> <hr/> Page 1 of 1
SUBJECT AREA: CHAPTER 7 - APPRAISALS	ISSUING UNIT: OFFICE OF APPRAISALS AND LOCAL PROGRAMS	
SUMMARY OF CHANGES: Revises and updates Exhibit 7-EX-11.		

**PURPOSE/PROCEDURES**

This manual change revises and updates the MEMORANDUM REQUESTING SIGN BOARD INFORMATION, 7-EX-11, by using terms and language pertinent to the outdoor advertising industry and the Caltrans Office of Outdoor Advertising. The requesting side Section I provides necessary information required by Office of Outdoor Advertising to complete Section II detailing the sign's permit information, legality/conformity, ownership information and eligibility for relocation. This information is then utilized by the Right of Way appraiser in valuing the project's effect on the sign.

**BACKGROUND**

Caltrans transportation projects often impact outdoor advertising structures. Right of Way, as part of valuing the project requirements, also values those impacts to the outdoor advertising structures. The Exhibit 7-EX-11 requests sign board information received by Caltrans Office of Outdoor Advertising in the permitting process of outdoor advertising signs as related to the California Outdoor Advertising Act.

**EFFECTIVE DATE**

Immediately.

**MANUAL IMPACT**

- Remove the superseded pages and insert the attached pages in the Manual.
- Record the action on the Revision Record.

**REVISION SUMMARY**

<u>Chapter</u>	<u>Remove Old Pages</u>	<u>Insert New/Revised Pages</u>
	Remove the following in its entirety:	Replace with the following in its entirety:
7 - Exhibits	7-EX-11 (REV 3/2015)	7-EX-11 (REV 9/2016)

**MEMORANDUM REQUESTING SIGN BOARD INFORMATION**

(Form #)

\_\_\_\_\_ Dist \_\_\_\_\_ Co \_\_\_\_\_ Rte \_\_\_\_\_ PM \_\_\_\_\_

\_\_\_\_\_ 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) \_\_\_\_\_
2. Assessor Parcel Number (APN): \_\_\_\_\_
3. Location of sign(s): Inside city limits: \_\_\_\_\_ Unincorporated county: \_\_\_\_\_  
 Name of city, or nearest city: \_\_\_\_\_
4. Zoning of parcel: \_\_\_\_\_  
 If zoning change is expected, what is the probable zoning classification and anticipated date of change?  
 \_\_\_\_\_
5. Number of signs on parcel: \_\_\_\_\_
6. Advertising company: \_\_\_\_\_
7. 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: \_\_\_\_\_
8. Type of project:  
 Road Widening \_\_\_\_\_ Passing Lane \_\_\_\_\_ Overpass \_\_\_\_\_  
 Other \_\_\_\_\_
9. How is the sign impacted by the project? Explain: \_\_\_\_\_
10. Does the acquisition result in parcel remainder(s)? Yes \_\_\_\_\_ No \_\_\_\_\_

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

**MEMORANDUM REQUESTING SIGN BOARD  
INFORMATION (Cont.)**  
(Form #)

**SECTION II**

1. Sign is currently legally permitted? Yes \_\_\_\_\_ No \_\_\_\_\_ State Permit # \_\_\_\_\_  
Note: If Yes, please attach a copy of the permit.
2. Are there any current violations? Yes \_\_\_\_\_ No \_\_\_\_\_  
If Yes, please describe: \_\_\_\_\_  
\_\_\_\_\_
3. Caltrans ODA Permits and License Fees are current: Yes \_\_\_\_\_ No \_\_\_\_\_  
Note: If No, please contact Caltrans ODA Inspector named at bottom of page.
4. 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.*
5. 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 \_\_\_\_\_
6. 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. \_\_\_\_\_
7. 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: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
8. Field inspection made by Caltrans Outdoor Advertising (ODA) Inspector: Yes \_\_\_\_\_ No \_\_\_\_\_  
If Yes, name of Inspector \_\_\_\_\_ Phone No. \_\_\_\_\_
9. Advertising Company contact information and any other pertinent information:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
10. Sign in a Bonus Segment: Yes \_\_\_\_\_ No \_\_\_\_\_

By: \_\_\_\_\_  
Caltrans Outdoor Advertising Inspector (please print)

Date \_\_\_\_\_  
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) \_\_\_\_\_
2. Assessor Parcel Number (APN): \_\_\_\_\_
3. Location of sign(s): Inside city limits: \_\_\_\_\_ Unincorporated county: \_\_\_\_\_  
 Name of city, or nearest city: \_\_\_\_\_
4. 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?  
 \_\_\_\_\_
5. Number of signs on parcel: \_\_\_\_\_
6. Advertising company: *(Advertising company name usually found at base of display)* \_\_\_\_\_
7. 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.)*  
 \_\_\_\_\_
8. Type of project: *(As described in Project Report)*  
 Road Widening \_\_\_\_\_ Passing Lane \_\_\_\_\_ Overpass \_\_\_\_\_  
 Other \_\_\_\_\_
9. 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?)*  
 \_\_\_\_\_
10. 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.
2. Are there any current violations? Yes \_\_\_\_\_ No \_\_\_\_\_  
If Yes, please describe: \_\_\_\_\_  
\_\_\_\_\_
3. Caltrans ODA Permits and License Fees are current? Yes \_\_\_\_\_ No \_\_\_\_\_  
Note: If No, please contact Caltrans ODA Inspector named at bottom of page.
4. 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.*
5. 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 \_\_\_\_\_
6. 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. \_\_\_\_\_
7. 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: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
8. Field inspection made by Caltrans Outdoor Advertising (ODA) Inspector: Yes \_\_\_\_\_ No \_\_\_\_\_  
If Yes, name of Inspector \_\_\_\_\_ Phone No. \_\_\_\_\_
9. Advertising Company contact information and any other pertinent information:  
 (Listed advertising company contact information from existing current permit)   
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
10. Sign in a Bonus Segment: Yes \_\_\_\_\_ No \_\_\_\_\_ *(Per the definition in California Outdoor Advertising Act)*

By: \_\_\_\_\_  
Caltrans Outdoor Advertising Inspector *(please print)*

Date \_\_\_\_\_  
Phone No. \_\_\_\_\_