Application Requirements for State Sign Permits

- Application Card: Complete the application card with all of the necessary information including signatures from the applicant, landowner & municipal official. (See Sec. 21.50 attached)

- Application Fee: The application fee must be made by check or money order, payable to "Treasurer, State of Connecticut." In the amount described in Sec. 21-52 of the Connecticut General Statutes.

- Plot Plan: S ubmit a plot plan which adheres to the attached map requirements.

Please forward the completed application package to:

Mr. William A. Dorn
Supervising Property Agent
Department of Transportation
Division of Rights of Way
2800 Berlin Turnpike
P.O. Box 317546
Newington, Connecticut 06131-7546

Should you have and additional questions regarding the application process, do not hesitate to contact Mr. Stephen Fortenbach at (860) 594-2397.

Map Requirements

The following are the essential elements to be included in a survey or plot plan for a State Sign Permit:

1. A forty (40) scale, Class A-2 survey depicting the location of the proposed billboard.

2. The proposed billboard location should be shown with station numbers perpendicular to the centerline of the roadway/highway in accordance with Sec. 13a-123-3 of the Administrative Regulations. (As available)

3. All adjacent billboards within 550 feet of the proposed billboard are to be depicted with station numbers.

4. If there are no other billboards within 550 feet of the proposed sign, the following statement must be identified on the map: "There are no existing billboards within 550 feet in either direction, on the same side of the roadway as the proposed billboard."

5. Measurements and references of proposed and existing billboard are for the same side of the roadway.

6. Reference construction project numbers, sheet numbers & baseline name on the construction sheet.

7. Means of access. Access over the Right of Way is prohibited.

8. One Hundred (100') feet from Public Park, state forest, playground or cemetery.

Please follow the guidelines and outlined above, as this information will increase the efficiency of reviewing your application, prior to rendering a final decision.

Map Requirements

The following are the essential elements to be included in a survey or plot plan for a State Sign Permit:

1. A general location survey with property lines conforming to a class D level of accuracy.

2. The proposed billboard location should be shown with station numbers perpendicular to the centerline of the roadway/highway in accordance with Sec. 13a-123-3 of the Administrative Regulations. (As available) Means of access stated or shown.

3 A minimum of one hundred (100') feet from a public park, state forest, playground or cemetery.

4 Means of Access stated or shown.

Please follow the guidelines and outlined above, as this information will increase the efficiency of reviewing your application, prior to rendering a final decision.