

FILING OUT A PERMIT APPLICATION (FORM OA-6)

A permit application is a double-sided form which the applicant must fully complete and submit to the New Jersey Department of Transportation, accompanied by payment of the appropriate application fee. Incomplete applications will be returned. There is no process for on-line submission of the form or payment.

FRONT OF FORM

Applicant Information

Trade Name – The name under which the applicant does business.

Name – Another name (company or individual(s)) that the applicant wishes to appear on the permit. If no other name is desired, leave blank.

P.O. Address, City, State, Zip Code – The mailing address of the applicant.

Telephone Number – The telephone number of the applicant.

Fax Number – The fax number (if available) of the applicant.

E-mail Address – The email address of the applicant.

Sign Information

Feet Wide – The width (in feet) of each sign face, including any borders or trim.

Feet High – The height (in feet) of each sign face, including any borders or trim.

Number of Spaces or Signs – The total number of sign faces to be built.

Total Square Feet – The total area in square feet of all sign faces (width X height X number of sign faces), including any borders or trim.

Height of Sign Supports – The height that the bottom of the sign faces are to be placed above ground level.

Type of Sign – Check all that apply.

Illumination – Check yes or no as appropriate

FILING OUT A PERMIT APPLICATION (FORM OA-6)

Location Information

Location of Sign – A description of where this sign is to be built. This should include the route number of the highway and/or street name, which side of that highway, and an exact distance (in feet) from a permanent point of reference, measured along the near edge of pavement of the highway (see instructions for “Sketch of Location”).

Municipality – The municipality within which the sign is to be built.

County – The county within which the sign is to be built.

Advertisement to be Displayed – Required unless the applicant has or will obtain a license to engage in the business of outdoor advertising in the State of New Jersey.

Property Owner’s Name – The identity of the owner of the real property on which the sign is to be built.

Property Owner’s Address - The address of the owner of the real property on which the sign is to be built.

Property Owner’s Signature – The signature of the owner of the real property on which the sign is to be built. The signature must be original and not a copy or facsimile copy.

Block – The block number of the real property on which the sign is to be built, as listed in the municipal tax records.

Lot – The lot number of the real property on which the sign is to be built, as listed in the municipal tax records.

Sketch of Location – Follow instructions on the form. Note: if sign is to have more than one sign face, all sign faces and their dimensions are to be shown.

FILING OUT A PERMIT APPLICATION (FORM OA-6)

BACK OF FORM

Certification and Signature

By completing and signing this section, you certify you have read the application and are aware of the information and conditions contained thereon, that all information supplied is true to the best of your knowledge and belief, and that you agree to abide by all of the provisions of the Roadside Sign Control and Outdoor Advertising Act and all regulations promulgated thereto.

Application Fees

Application fees must be paid in check or money order and must accompany the application. Any application submitted without the appropriate fee will not obtain a place in queue and will be returned.

Signs 100 square feet or less - \$50.00
Signs more than 100 square feet - \$200.00

Submission of Application

A fully completed application may be submitted with the appropriate application fee. Checks must be made payable to the New Jersey Department of Transportation (NJDOT), and mailed with the original signed application (not a copy) to:

New Jersey Department of Transportation
Office of Outdoor Advertising Services
P.O. Box 600
Trenton, NJ 08625-0600.

If using a private delivery service, the street address is the New Jersey Department of Transportation, Office of Outdoor Advertising Services, 1035 Parkway Avenue, Ewing, NJ 08618-2309.

Properly submitted applications will be reviewed for conformance with State outdoor advertising regulations by the Office of Outdoor Advertising Services. You will receive a written decision after the review is completed.

SHOULD A DISCREPANCY BE FOUND BETWEEN THESE INSTRUCTIONS AND THE NEW JERSEY ADMINISTRATIVE CODE, ROADSIDE SIGN CONTROL AND ADVERTISING REGULATIONS, N.J.A.C. 16:41C-1, THE ADMINISTRATIVE CODE SHALL GOVERN.