



IDOT USE ONLY

1) Permit No. _____

Note: All fields marked with an asterisk (*), or outlined in red, are required fields.

2) Owner of Proposed Sign:

(Name*)

(Address Line 1*)

(Address Line 2)

(City, State, Zip*)

E-mail

Telephone*

3) Owner of Land:

(Name*)

(Address Line 1*)

(Address Line 2)

(City, State, Zip*)

E-mail

Telephone*

4) Proposed Sign Location:

County* _____ Marked Route No.* _____
Sign will be located* _____ ☐ feet
_____ ☐ mile(s) _____ of _____
* _____ ☐ feet _____
_____ ☐ mile(s) _____ of the highway right-of-way. _____
N/S/E/W* _____ (Landmark)* _____
GPS Coordinates in decimal format: _____
latitude (eq. 37.2960370)* _____ longitude (eq. -89.4820425)* _____

* Is the proposed sign located WITHIN or OUTSIDE of city limits? ☐ Inside ☐ Outside

If sign is located INSIDE city limits complete item #5. If sign is located OUTSIDE city limits complete item #6.

5) For signs located within city limits, provide the following:

Name of town _____ Present Zoning Classification _____
Was site within incorporated limits on September 21, 1959? ☐ Yes ☐ No
If no, what was the zoning classification on September 21, 1959? _____

6) For signs located outside of city limits, provide the following:

Present Zoning Classification _____
Zoning Classification on September 21, 1959 _____

7) Description of Proposed Sign:

7A) Face Size* : Width is _____ feet. Height is _____ feet. Height to bottom molding is _____ feet.

7B) Will sign have lighting?* ☐ Yes ☐ No If yes, list type: _____

7C) Will lights be flashing, intermittent, or moving?* ☐ Yes ☐ No

If yes, please describe: _____

7D) Will sign be other than rectangular?* ☐ Yes ☐ No If yes, attach a sketch.

8) Airport Restrictions:

8A) Is the proposed sign to be located within a two mile radius of any publicly-owned airport*?

☐ Yes☐ No

8B) Name of airport _____

9) Certification:

The tag issued as a result of this application must remain securely affixed to the front face of the sign or sign structure in a conspicuous position upon completion of sign erection. The sign owner must notify the Illinois Department of Transportation within 10 days after erection of this sign. If sign is not erected within 3 years after date of approval, this permit becomes invalid. If after erection, this sign is found to be in violation of the law, regulations or permit, this permit becomes invalid.

The applicant certifies that all of the information provided is true and accurate and that the applicant is not the owner of, or affiliated with an owner of, an abandoned or illegal sign as defined by Part 522 of the Administrative Code.

Signature: _____

(Applicant)

Date: _____

Print Name: _____

Title: _____

This certificate is provided to the Illinois Department of Transportation in compliance with the requirements of the Rules for the Control of Outdoor Advertising Adjacent to Primary and Interstate Highways, 92 Illinois Administrative Code Part 522.50 (c) (the "Rules").

State of _____)

County of _____) ss.

Subscribed and sworn to on the _____ day of _____ , _____ .
Month Year

(Seal)

Notary Public

My Commission expires: _____

Return completed permit forms with supporting documentation and fees to:

Illinois Department of Transportation
Bureau of Land Acquisition
Outdoor Advertising
2300 South Dirksen Parkway, Room 210
Springfield, IL 62764

**FOR IDOT USE ONLY
Do Not Write in this area**

Permit No. _____

Verified By: _____

Permit is: ☐ Approved ☐ Not Approved

Signature: _____

Date: _____

Disclosure of this information is necessary to accomplish the statutory purpose as outlined under 225 ILCS 440/1 et seq. and 620 ILCS 25/1 et seq. Disclosure of this information is **REQUIRED**. Failure to provide this information will result in the denial of the permit.

This form has been approved by the State Forms Management Center.

DOCUMENT CHECKLIST (Include with application)

FOR SALE OR LEASE SIGN - INTERSTATE APPLICATION

Sign Size: ☐ ≤ 150 Sq. Ft. ☐ > 150 Sq. Ft.

Provided	Not Applicable	Related Permit Application Item Number	Document Description
<input type="checkbox"/>	<input type="checkbox"/>	2	Proof of authority if the applicant is not the sign owner
<input type="checkbox"/>	<input type="checkbox"/>	3	Proof of authority from land owner for someone else to sign property documents
<input type="checkbox"/>	<input type="checkbox"/>	3	Copy of lease or proof of consent from land owner
<input type="checkbox"/>	<input type="checkbox"/>	4	Site drawing
<input type="checkbox"/>	<input type="checkbox"/>	5 & 6	Zoning certification letter
<input type="checkbox"/>	<input type="checkbox"/>	5 & 6	Copy of notification letter to municipality or county, including a copy of the application
<input type="checkbox"/>	<input type="checkbox"/>	6	Other proof of land use as of September 21, 1959
<input type="checkbox"/>	<input type="checkbox"/>	7	Sketch of non-rectangular sign
<input type="checkbox"/>	<input type="checkbox"/>	7	Copy of proposed sign message
<input type="checkbox"/>	<input type="checkbox"/>	N/A	Processing Fee
<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>		
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<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>		

Sign Owner: _____

Application Certification Date: _____

FORM 9004 INSTRUCTIONS

Return completed permit forms - Mail completed application, document checklist, fee and supporting documents to the address shown on page 2 of the application. Per Administrative Code, Section 522.50, the following documents shall be attached to the application (please refer to www.dot.il.gov/landacq/billboards.html for concise description of what is required):

1) Permit No. - Leave blank. For Department use only.

2) Owner of Proposed Sign - Please include legal name, address, E-mail address, and phone number of the owner of the proposed sign. E-mail addresses provided will strictly be used for communicating with the owner on issues regarding the permit and will not be used for or distributed for commercial use.

If sign owner listed does not own the property that the sign will be on, a Certificate of Good Corporate Standing from the Illinois Secretary of State will be required. If the owner listed is not registered with the Illinois Secretary of State as a LLC or Corporation, a note stating such is all that is required.

If sign owner does not own the property, a copy of the fully executed site lease, contract to purchase, or proof of consent to erect and maintain a sign on the site is required.

3) Owner of Land - Please include legal name, address, E-mail address, and phone number of the owner of the property that the sign will be located on. E-mail addresses provided will strictly be used for communicating with the owner on issues regarding the permit and will not be used for or distributed for commercial use.

For signs that are 150 sq. feet and larger, a current title commitment or other evidence of title proving ownership of the proposed site. This requirement verifies property owner (Item 3) has authority to lease property.

4) Proposed Sign Location - Please include the county, marked route (e.g., IL 3, US 45, I-70, etc.) and location on route by referencing a landmark (e.g., crossroad or mile marker). When choosing a landmark, please do not use only locally or regionally known locations. Future reviewers should be able to locate this sign based solely on this location description. GPS coordinates are to provide the exact location.

Site drawing to include:

- Exact location of sign,
- Distance as measured along the edge of pavement between proposed sign and the nearest permitted or non-permitted off-premises sign,
- Signs over 150 sq. feet require the drawing to be prepared or approved by an Illinois licensed land surveyor.

5) For signs located within incorporated limits - If the proposed location is within the incorporated limits of a city, village or incorporated town, give the name of the municipality and the present zoning of the property upon which the sign will be located. Proof of zoning must be submitted with the application. A copy of the written notice submitted by applicant to the municipality indicating an application has been filed with the Department of Transportation must be submitted with the application. Indicate if the site was within incorporated limits on September 21, 1959. If no, indicate the zoning classification on September 21, 1959.

6) For signs located outside incorporated limits - If the sign will be located on property that is outside the corporate limits of a city, village, or incorporated town, or the property is presently zoned by a county or township, proof of zoning must be submitted with this application. A copy of the written notice submitted by applicant to the county or township indicating an application has been filed with the Department of Transportation must be submitted with the application. Indicate present zoning and zoning classification on September 21, 1959.

7) Description of Proposed Sign - Please describe the sign by answering the following items:

7A) Face Size - Please indicate the width, height and height from the ground to the bottom molding of the sign. The dimensions given shall be for the smallest square, rectangle, triangle, circle or combination that will encompass the entire display area. If one side of the sign provides more display area than another, the measurement will be made on the larger side.

7B) Will sign have lighting? - Please indicate if the sign will have lighting and if so what type.

7C) Will lights be flashing, intermittent, or moving? - If the sign has lights please indicate if they will be flashing, intermittent, or moving. If so, indicate the type of light used.

7D) Will the sign be other than rectangular? - If the sign will be other than rectangular, please attach a sketch showing the shape and dimensions of the sign.

8) Airport Restrictions - Please indicate if the sign will or will not be within two miles of any publicly-owned airport. If the sign will be within two miles of the publicly-owned airport, give the name of the airport on line 8B. If yes, the permit must be approved by the Division of Aeronautics to be valid. The Department will request this approval.

9) Certification - This section combines the former illegal/abandoned sign owner certification with the application certification. The owner of proposed sign (from Item 2) should sign. If the sign owner is a business or corporation, an individual with that business or corporation must sign and give title. If a third party is completing the application for an individual or business, the responsible party listed as the sign owner under Item 2 shall sign the certificate. The certificate must be properly notarized.

A non-refundable application fee by check or money order payable to the Treasurer of the State of Illinois shall be submitted. Any application received without the correct fee will be returned and not processed. The fees are as follows:

- Less than 150 sq. feet is \$50.00,
- Between 150 sq. feet and 300 sq. feet is \$100.00, and
- 300 sq. feet or larger is \$200.00.

For the rules concerning signs in business areas, please refer to Section 522.200 of the Administrative Code which can be found at www.dot.il.gov/landacq/billboards.html