



LOUISIANA DEPARTMENT OF TRANSPORTATION & DEVELOPMENT
REVIEW OF PERMIT REQUEST FORM FOR POLITICAL BOUNDARY SIGNS
ON STATE RIGHT OF WAY

LOCAL GOVERNMENT INFORMATION

Name
Mailing Address
City State Zip Code

DESIGNATED GOVERNMENT OFFICIAL CONTACT INFORMATION (OWNER)

(Submit Power of Attorney documentation stating this person has the authority to enter into a legally-binding agreement on behalf of the local government).

Name
Title
Phone Fax
Email

DESIGNATED CONTACT INFORMATION (if different from above)

Name
Title
Phone Fax
Email

LOCATION INFORMATION OF THE DEVICE

Attach map with location identified along with approximate distance from the nearest state route intersection.

City Parish
State Route
Latitude Longitude
State Route
Latitude Longitude
State Route
Latitude Longitude
State Route
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State Route
Latitude Longitude

General Notes:
The political boundary signs are standard highway signs and shall be designed as follows:
1. The signs shall be made with green background reflective sheeting with the primary legend in white reflective sheeting in a standard font. Other legends and symbols may be in different colors, fonts, and reflective sheeting.
2. Signs within the clear zone shall be installed on breakaway posts or shall be installed behind existing guardrail. Breakaway posts shall be AASHTO approved.
3. The signs shall contain no commercial advertising or sponsorship.
4. Minimum letter heights for capital and lower case letters for the primary message are:
a. two lane roadways - 4 inch lettering spaced 3 inches apart
b. multilane roadways, 45 mph or less - 4 inch lettering spaced 3 inches apart
c. multilane roadways, 50 mph or greater - 6 inch lettering spaced 4.5 inches apart
d. control of access roadways - 13 inch lettering spaced 4.5 inches apart
If installing lighting and/or landscaping then a Gateway Sign, not Political Boundary Sign, Permit Request should be used.

ATTACH THE FOLLOWING:

- 1. A map illustrating where the signs will be placed
2. Breakaway sign support specifications and construction plans
3. If incorporated: A legal copy of the limits of corporation showing the city or town limits
4. If unincorporated: A signed document by the parish government agreeing to the sign placements at the boundaries
5. Shop drawings illustrating the size of the sign, lettering height, font, legend and type of material (sheeting) to be used

I certify that the information contained herein is true, complete, and correct to the best of my knowledge. I understand that if any information contained herein is found to be falsified, this request and any permit issued based on this information shall be voided.

Signature of Owner Date

Return Completed Form to the District Permit Specialist at the DOTD District Office where subject property is located.

DEPARTMENT OF TRANSPORTATION & DEVELOPMENT USE ONLY

Date Request Received _____ Date Owner Contacted _____
(Owner should be contacted within 14 business days of date request is received.)

District _____ Request Processed By _____ (District Permit Specialist)

District Personnel to Review

Comments:

District Traffic Operations Engineer (Print & Initial) Date

Phone # _____ email: _____

Area Engineer (Print & Initial) Date

Phone # _____ email: _____

Notification of Receipt Sent to Applicant by _____ **Date** _____
(with or without comments or resubmission instructions)

Denial Letter Sent to Applicant by _____ **Date** _____