

ODA Application Requirements:

1. Application:

New Device - New Application: Please submit original application(s) and all required documents listed in items 2 thru 6 (If Digitals are desired, the applicant must check Digital on the original application(s))

Existing Active Permits (Requesting a Digital) - Addendum Application (only need to submit the Addendum Application and required fees)

- 2. A check or money order** in the amount of \$200.00 (\$400.00 for back-to-back), payable to TDOT Beautification Office – Outdoor Advertising
- 3. A copy of a signed notarized affidavit** by the property owner stating permission has been given to erect a sign. Must include: property owner's signature, dates must match, must have all required signatures, and notary's current seal and signature. Must be Affidavit form used by Beautification Office.
- 4. A copy of property owner's most recent property record** from the Assessor of Property Office.
- 5. A map or scaled drawing on a separate piece of paper** which shows the location of the proposed outdoor advertising device on private property. It is mandatory to show the property lines and the State's Highway right-of-way and to include any cross roads.
- 6. Means by which applicant will enter/exit site** for construction and maintenance of device; State right-of-way cannot be used. (this must be shown on the map).

*****Note: 5 and 6 can be combined*****

Please mail this information to the following address:

**Ms. LaTonja A. Coates
Beautification Office
Suite 400 – James K. Polk Bldg.
505 Deaderick Street
Nashville, TN 37243-0333**