



**Tennessee Department of Transportation
Environmental Division, Highway Beautification Office
Vegetation Control Program**

Instructions and Requirements for Completing Application Packet

- (i.) Outdoor Advertising permit tag must be posted and visible from the main travel way to be eligible. Submitted applications for devices that do not have their tag posted as required by law will be denied and the application fee will not be returned. *(If vegetation is blocking visibility of the posted tag, then submit photo of posted tag on your device along with the application packet.)*
- (ii.) Only the permittee of the Outdoor Advertising device is eligible to apply for a vegetation control or vegetation maintenance permit. The Outdoor Advertising permittee must sign the application agreeing to the Terms and Conditions of the executed permit. *(Electronic/digital signatures will be accepted. If you are an agent or contractor working on behalf of a permittee, see item (v.) below)*
- (iii.) A **Surety Bond** or **Running Surety Bond** must be submitted along with the permit application packet before a Vegetation Control or Vegetation Maintenance permit may be executed. Either the Surety Bond Form or Running Surety Form, provided by the Department, must be completed and submitted along with the original copy of the Bond. The Bond must remain in full force and effect throughout the forty-five (45) day duration of the executed permit and/ or until work has been completed and approved by the Department. Applicant will be required to submit a certificate of renewal if the Bond expires during the requested duration of an executed permit. The Bond must have the Tennessee Department of Transportation (TDOT) Highway Beautification Office listed as the Obligee. In addition, Cash Bonds shall be accepted in the form of a Cashier's Check, a Certified Check or Money Order. *(Upon request, the Highway Beautification office will provide a cancellation notice to the Bond provider and return original documentation once an inspection has been completed and all work has been found to be in compliance with terms and conditions of the permit.)*
- (iv.) **Certificate of Insurance for General Liability** must be submitted along with the permit application packet before a Vegetation Control or Vegetation Maintenance permit may be executed. A certificate of insurance in the amount of not less than \$300,000 for each person injured and \$1,000,000 for each occurrence, with such insurance to remain in full force and effect throughout the forty-five (45) day duration of the executed permit and/or until work has been completed and approved by the Department. Applicant will be required to submit an updated Certificate of Insurance if it will expire during the requested duration of an executed permit. The Tennessee Department of Transportation (TDOT), 505 Deaderick Street., Suite 400, Nashville, TN 37243 must be listed as the Certificate Holder.
- (v.) If you are a **Contractor** or **Agent** working on behalf of an applicant who is applying for a vegetation control or maintenance permit, and you intend to perform the work authorized under the executed permit, then you are eligible to provide the **Bond** and/or **Certificate of Insurance** in the application packet. You must be listed as the Contractor/Agent on the application and provide the name of the contact person along with their phone number. Your business/company name must be provided on the application under Contractor/Agent's Name as listed on the Bond and Certificate of Insurance. The Outdoor Advertising permittee must sign the application as the applicant agreeing to the Terms and Conditions of the executed permit. *(Electronic/digital signatures shall be accepted.)*
- (vi.) Prior to commencing the work authorized herein, applicant shall obtain any other permits or approvals required by federal, state or local laws, and shall notify any utility company affected by this vegetation control permit. Applicant shall be financially responsible for any relocation or replacement of such utilities.



**Tennessee Department of Transportation
Environmental Division, Highway Beautification Office
Vegetation Control Program**

**Requirements to submit a Vegetation Control Permit Application
Permits shall be Issued from October 1st until April 15th**

- **Applicant Information:**

Submit a complete the application as provided by the Department. The name and address of the applicant along with contact information for a point of contact must be filled in. Only the permittee of the Outdoor Advertising device is eligible to apply as the applicant for a vegetation control permit. The Sign Owner Number for the permitted sign face must be included on the application. *(If contractor/ Agent will be conducting vegetation management work and/or providing Bond or Certificate of Insurance, then the Contractor/Agent's Name and contact information must also be included.)*

- **Outdoor Advertising permit tag number:**

The permitted Outdoor Advertising permit tag number must be listed. Only active permits whose annual renewal fees have been paid are eligible to apply for a vegetation control permit.

The following must be included with the application:

- **Application Fee:**

Submit **\$100.00 Application Fee** along with the application packet. In addition, a **Work Supervision Fee** must be submitted in the amount of **\$150.00** before the permit will be executed. Payment shall be accepted by check or money order and made payable to TDOT Highway Beautification Office.

- **Detailed Written Work Proposal:**

Submit a detailed written description of proposed work to be performed on the right-of-way that describes the vegetation to be mowed, bush-hogged, trimmed or removed. Any request to remove trees or tree-like vegetation over 4 inches in diameter at breast height (dbh) must be listed in the description and labeled on the diagram. It is recommended that a list of mechanical equipment to be used is included in the proposal; *(chainsaw, tractor bush-hog, bobcat grinder attachment or forestry type grinder equipment etc.)*

- **Detailed Scale Drawing of Proposed Vegetation to be cut:**

Submit a detailed scaled drawing of the proposed work zone along the adjacent right-of-way with reference to the permitted sign face along the regulated route. The drawing must show and label the existing vegetation that is requested to be cut, trimmed or removed. *(Vegetation within the median or vegetation isolated within an interchange not at grade level, referred to as quadrants, along a controlled access highway is NOT eligible to be cut under a vegetation control permit.)*

- **Replacement Vegetation:**

Submit a scale drawing of the proposed replacement vegetation plan. Replacement vegetation maybe or may not be required, and will be determined based upon needs of an individual site. If required to seed and straw in order to remediate exposed bare soil, then native grass seed and/ or native wildflower seed species are preferred. *(Sowing of noxious weed species is strictly forbidden.)*

- **8 x 10 colored photograph:**

Submit one or more photos of the proposed work zone that clearly shows the vegetation blocking visibility of the outdoor advertising sign face which is being proposed to be cut, trimmed or removed.

- **Surety Bond or Running Surety Bond:**

Submit a completed form provided along with original documentation of Surety Bond or Running Surety Bond in the amount of \$5,000 per Vegetation Control permit application. Tennessee Department of Transportation (TDOT) Highway Beautification Office must be listed as the Obligee.

- **Certificate of Insurance**

Submit a copy of Insurance providing liability coverage in an amount not less than \$300,000 per claimant and \$1,000,000 (\$1 million dollars) per occurrence. Tennessee Department of Transportation (TDOT), 505 Deaderick St., Suite 400, Nashville, TN 37243 must be listed as the Certificate Holder.



**Tennessee Department of Transportation
Environmental Division, Highway Beautification Office
Vegetation Control Program**

Requirements to submit a Vegetation Maintenance Application

Permits shall be issued year round unless location requires the planting of replacement vegetation

- **Applicant Information:**

Submit a completed the application as provided by the Department. The name and address of applicant along with contact information for a point of contact must be filled in. Only the permittee of the Outdoor Advertising device is eligible to apply as the applicant for a vegetation control permit. The Sign Owner Number for the permitted sign face must be included on the application. *(If contractor/ Agent will be conducting vegetation management work and/or providing Bond or Certificate of Insurance, then the Contractor/ Agent's Name and contact information must also be included.)*

- **Outdoor Advertising permit tag number:**

The permitted Outdoor Advertising permit tag number must be listed. Only active permits whose annual renewal fees have been paid are eligible to apply for a vegetation control permit.

The following must be included with the application:

- **Application Fee:**

Submit **\$50.00 Application Fee** along with application packet. Payment will be accepted by check or money order and made payable to TDOT Highway Beautification Office.

- **Copy of the original executed Vegetation Control permit:**

Applicant must provide a complete copy of the original Vegetation Control permit along with their application. The Vegetation Control permit number must be listed on their application.

- **Detailed Written Work Proposal:**

Submit a detailed written description of proposed work to be performed on the right-of-way that describes the vegetation to be mowed, bush-hogged, trimmed or removed. Any request to remove trees or tree-like vegetation over 4 inches in diameter at breast height (dbh) must be listed in the description and labeled on the diagram. It is recommended that a list of mechanical equipment to be used is included in the proposal; *(chainsaw, tractor bush-hog, bobcat grinder attachment or forestry type grinder equipment etc.)*

- **Detailed Scale Drawing of Proposed Vegetation to be cut:**

Submit a detailed scaled drawing of the proposed work zone along the adjacent right-of-way with reference to the permitted sign face along the regulated route. The drawing must show and label the existing vegetation that is requested to be cut, trimmed or removed. *(Vegetation within the median or vegetation isolated within an interchange not at grade level, referred to as quadrants, along a controlled access highway is NOT eligible to be cut under a vegetation maintenance permit.)*

- **8 x 10 colored photograph:**

Submit one or more photos of the proposed work zone that clearly shows the vegetation blocking visibility of the outdoor advertising sign face which is being proposed to be cut, trimmed or removed.

- **Surety Bond or Running Surety Bond:**

Submit a completed form provided along with original documentation of Surety Bond or Running Surety Bond in the amount of \$2,500 per Vegetation Maintenance application. Tennessee Department of Transportation (TDOT) Highway Beautification Office must be listed as the Obligee.

- **Certificate of Insurance**

Submit a copy of Insurance providing liability coverage in an amount not less than \$300,000 per claimant and \$1,000,000 (\$1 million dollars) per occurrence. Tennessee Department of Transportation (TDOT), 505 Deaderick St., Suite 400, Nashville, TN 37243 must be listed as the Certificate Holder.