



Highway Beautification Management System

User Guide

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INTRODUCTION

The Highway Beautification Management System (HBMS) is the Pennsylvania Department of Transportation's (PennDOT) system to manage and process the permitting of Outdoor Advertising Devices (OAD). Potential or current sign owners can become registered HBMS users. Once registered, users will have access to their entire inventory of signs and will have the ability to submit an application for a new sign permit electronically. HBMS allows PennDOT to facilitate the review of the permitting process. Once sign permits are approved, HBMS users can submit sign information change applications to update sign permit details such as structural changes or ownership changes. HBMS users also have the option to elect to receive electronic notifications from HBMS. This document will highlight the registration and application submission procedures.

PRE-LOGIN HOMEPAGE

The Pre-Login Homepage will be the initial page encountered when the HBMS website is accessed. The Pre-Login Homepage contains a standard heading, body, and footer. Each section will be discussed in further detail below.

HBMS Highway Beautification Management System

Home Help Contact Us Download Forms

Discover PA's FREE RIDER COURSES
LIVE FREE RIDE ALIVE
LiveFreeRideAlive.com

WELCOME TO THE HIGHWAY BEAUTIFICATION MANAGEMENT SYSTEM (HBMS), THE PENNSYLVANIA DEPARTMENT OF TRANSPORTATION'S (PENNDOT) MANAGEMENT TOOL FOR THE EFFECTIVE CONTROL OF OUTDOOR ADVERTISING DEVICES. AS A CURRENT OR POTENTIAL SIGN OWNER, THIS SITE PROVIDES YOU THE ABILITY TO SUBMIT AN APPLICATION FOR AN OUTDOOR ADVERTISING DEVICE PERMIT ONLINE. IT ALSO FACILITATES THE REVIEW AND APPROVAL OF YOUR APPLICATION AND PROVIDES PENNDOT WITH THE ABILITY TO ELECTRONICALLY COMMUNICATE WITH SIGN OWNERS ABOUT THEIR PERMITS.

PENNDOT IS REQUIRED TO ADMINISTER AND ISSUE THESE PERMITS TO MEET FEDERAL HIGHWAY ADMINISTRATION REGULATIONS RELATED TO THE CONTROL OF OUTDOOR ADVERTISING SECTION OF THE HIGHWAY BEAUTIFICATION ACT.

PENNDOT IS RESPONSIBLE FOR THE SAFETY OF THE MOTORING PUBLIC; WHICH DOESN'T BEGIN AND END "BETWEEN THE PAINTED LINES." THE AREAS BEYOND THE HIGHWAY PAVEMENT ARE ALSO OUR CONCERN. WE MUST ENSURE THAT THE HIGHWAY RIGHT-OF-WAY AREA, INCLUDING THE SHOULDER AND BEYOND, IS FREE AND CLEAR OF ANY OBJECTS THAT MIGHT DISTRACT MOTORISTS AND CAUSE ACCIDENTS. PENNDOT MUST ALSO UPHOLD THE LAWS REGULATING PLACEMENT OF OUTDOOR ADVERTISING SIGNAGE.

Login

All highlighted fields are mandatory.

Login Id:

Password:

LOGIN

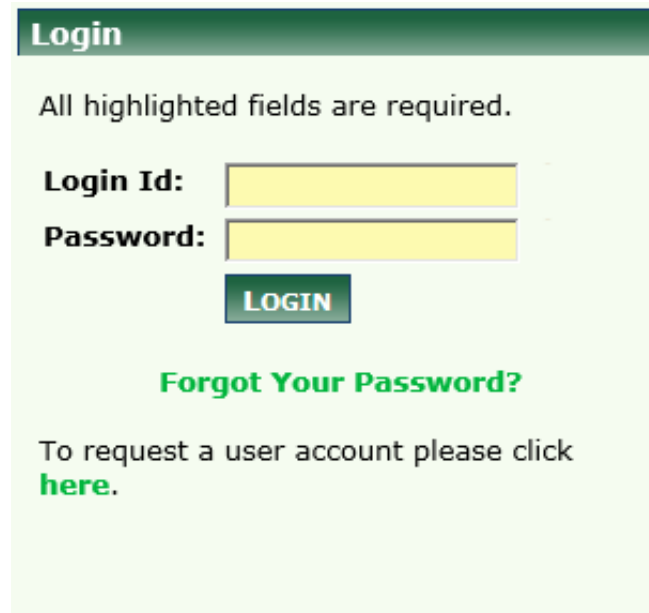
[Forgot Your Password?](#)

To request a user account please click [here](#).

Quick Links

- [Act 160](#)
- [Chapter 445](#)
- [PA Scenic Byways](#)
- [Pub. 581](#)
- [Pub. 266](#)

The Login section appears on the right-hand side of the Pre-Login Homepage. This is where the HBMS user will enter their Login ID and Password when logging onto the system. This section also contains links for users who have forgotten their password or who need to register as an HBMS user. By clicking "here" the user will be taken to the HBMS User Registration Options page.



The screenshot shows a login form with a green header labeled "Login". Below the header, a message states "All highlighted fields are required." There are two input fields: "Login Id:" and "Password:", both highlighted in yellow. A green "LOGIN" button is positioned below the password field. Below the button, there is a link "Forgot Your Password?" and a note: "To request a user account please click [here](#)."

The Quick Links section appears on the Pre-Login Homepage underneath the Login section. This section provides users with useful links regarding the control of OADs. The Quick Links include the state and federal regulations, PennDOT publications, and a list of PA Scenic Byways.

- 
- The screenshot shows a "Quick Links" section with a green header. Below the header, there is a list of links: "Act 160", "Chapter 445", "PA Scenic Byways", "Pub. 581", and "Pub. 266".

The Pre-Login Homepage header contains the PennDOT logo as well as hyperlinks to several user resources. The Home link will return the user to the Pre-Login Homepage. The Help link accesses this document. The Contact Us link provides a statewide list of the PennDOT OAD Managers. The Download Forms link provides the user with PDF version of the various permit applications that can be downloaded and printed.



The Pre-Login Homepage footer contains basic information and hyperlinks. Along with the Release Version and Date and Time, the PennDOT Privacy Policy is provided. In addition, three hyperlinks are provided. The PennDOT link will take users to the PennDOT homepage, the Home link will take users to the Pre-Login Homepage, and the Pennsylvania link will take users to the Pennsylvania homepage.

HBMS USER REGISTRATION

There are two HBMS registration options for business entities and individual users. The business entity registration process should be used for organizations that require more than one account. The individual user registration process should be used for individual users and organizations that only require one account.

HBMS System Registration Options

A **User ID and password** are necessary to electronically submit outdoor advertising device permit applications and to manage your profile and permits

Types of User IDs:

- **Business Entities** (e.g. advertising companies): **See below**. This user type is recommended for Business Entities that will require online access to HBMS for more than one individual within their organization. Business Entities can include commercial, non-profit, and government organizations. Users established under a Business Entity can access all the permits associated with their organization.
- **Individual Users** click [here](#) to register. This user type is recommended for individuals or organizations that will require online access to HBMS for only one individual within their organization.

Business Entity Registration

Existing PennDOT Business Partners: If you are currently registered as a business partner with the Pennsylvania Department of Transportation in ECMS, request the addition of the HBMS Applicant role be added to your profile. This request must be on company letterhead. A sample request letter in PDF format can be viewed by clicking [here](#). Your request letter should be scanned and emailed to RA-pdECMDSecurity@pa.gov Upon receipt, PennDOT will add the HBMS Applicant role to your company's existing business partner profile. Your ECMS Security Administrator can then add the HBMS Applicant role to existing or new individual users at your firm.

Organizations Not Yet Registered as Business Partners - Complete and submit the [HBMS Login Request Form](#). You must identify a Security Administrator at your firm to manage individual user IDs and privileges. E-mail the completed form to RA-pdECMDSecurity@pa.gov.

Upon receipt, PennDOT will create a Security Administrator role for your firm and send an email to that person to provide them with detailed instructions for logging into ECMS, updating their passwords, and other administrative functions. Your Security Administrator will also be responsible for creating user IDs and passwords for himself or herself and other representatives of your firm so they can access the HBMS system. User IDs created with this access will not be able to access ECMS unless they are granted security access through the ECMS Business Partner process.

POST-LOGIN HOMEPAGE

Once a registered user logs in to HBMS they will be taken to the Post-Login Homepage. The Post-Login Homepage contains the same standard header and footer as the Pre-Login Homepage. The body of the Post-Login Homepage provides the user with the six-different sign type permit applications.

Please click on your type of sign to apply for a permit.

OFF-PREMISE SIGN

Off-Premise signs are located adjacent to or are visible from an Interstate or US highway.
Click to see [more](#).

ON-PREMISE SIGN

On-Premise signs advertise the following:

- Sale or lease of the premises on which they are located
- Activities conducted on the premises where the sign is located

Click to see [more](#).

Directional or Public Service Signs

SERVICE CLUB/RELIGIOUS NOTICE

Signs and notices, whose erection is authorized by law, relating to meetings of nonprofit service clubs or charitable associations, or religious services. Click to see [more](#).

DIRECTIONAL SIGN

Directional signs provide specific directional information for the traveling public. Click to see [more](#).

PUBLIC SERVICE SIGN

Public Service signs are located on school bus stop shelters. Click to see [more](#).

OFFICIAL SIGN/NOTICE

Signs and notices erected and maintained by public officers or public agencies within their territorial or zoning jurisdiction. Click to see [more](#).

Your session will expire in 30 minutes.

The Post-Login Homepage header contains the same links as the Pre-Login Homepage. The Home link will now take you to the Post-Login Homepage. An additional link for Change Password is provided. Users can click "Change Password" and they will be taken to PennDOT's security site where they can change their personal passwords.



The Post-Login Homepage footer contains the same links as the Pre-Login Homepage footer. In addition to the Release Version, Date and Time, and Hyperlinks, HBMS displays the amount of time left in each user's session. The time remaining is the amount of time a user's session can remain inactive before the system will automatically be logged off. After each action taken by the user, the timer resets to 30 minutes.

Your session will expire in 30 minutes.

[PennDOT](#) | [Home](#) | [Pennsylvania](#)
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[PennDOT Privacy Policy](#)

The body of the Post-Login Homepage contains options of the six-different sign type permit applications. Each option contains a link that will provide more information regarding each sign type. By clicking the "more" link the user will be presented with additional information that defines the particular type of sign. By clicking the green button containing the sign type name, the user will begin the application process for that particular sign type.

Please click on your type of sign to apply for a permit.

OFF-PREMISE SIGN

Off-Premise signs are located adjacent to or are visible from an Interstate or US highway.

Click to see [more](#).

ON-PREMISE SIGN

On-Premise signs advertise the following:

- Sale or lease of the premises on which they are located
- Activities conducted on the premises where the sign is located

Click to see [more](#).

Directional or Public Service Signs

SERVICE CLUB/RELIGIOUS NOTICE

Signs and notices, whose erection is authorized by law, relating to meetings of nonprofit service clubs or charitable associations, or religious services. Click to see [more](#).

DIRECTIONAL SIGN

Directional signs provide specific directional information for the traveling public. Click to see [more](#).

PUBLIC SERVICE SIGN

Public Service signs are located on school bus stop shelters. Click to see [more](#).

OFFICIAL SIGN/NOTICE

Signs and notices erected and maintained by public officers or public agencies within their territorial or zoning jurisdiction. Click to see [more](#).

ON-PREMISE SIGN APPLICATION

To begin an on-premise sign application, click on the On-Premise Sign Start button seen below. Once selected, the Preliminary Information for Sign Application page will be displayed.



During the application process, applicants will have access to a resource bar containing links that will be helpful references. The following links will be provided during the application process:



Act 160 – Displays Act 160

Chapter 445 – Displays Chapter 445 of the PA Code

PA Scenic Byways – Provides a list of PA Scenic Byways where OADs are prohibited

Pub. 581 – Displays PennDOT's Publication regarding Highway Beautification

Pub. 266 – Displays PennDOT's brochure on Right-of-Way Encroachment and Outdoor Advertising Sign Control

On-line Application Instructions – Provides instructions on completing each application type

During the application process, a progress bar will be displayed across the top of the page body. The progress bar shows the different tabs from Preliminary to submission. The tab that the applicant is currently on will be highlighted in green. An applicant can go backwards to any tab during the application process. However, each tab must be completed in succession because answers given on one tab will dictate questions that appear on subsequent tabs.



Preliminary

The Preliminary Information for Sign Application page contains several questions that determine whether an applicant may be eligible for an On-Premise Sign.

The Note at the top of the page advises applicants that if the sign is not adjacent to an interstate highway, a permit is not needed. Although they need not apply for a sign permit, the sign must still conform to the regulations regarding lighting.

The remainder of the questions ensure that the applicant agrees that the location and sign complies the definition and regulation of on-premise signs.

Preliminary Information for Sign Application
All highlighted fields are required

Enter paper application details

Received on Date Time

*** You will be required to upload the signed paper application from the sign owner in the documents section.**

*** Note:** If the sign is not adjacent to an interstate highway, your on-premise sign does not need a permit. You do not need to submit an application, however if your sign contains lighting, you must comply with the following or your sign will be illegal:

- All messages/displays shall remain unchanged for a minimum of five (5) seconds.
- The time interval used to change from one complete message/display to the next complete message/display shall be a maximum of one (1) second.
- There shall be no appearance of a visual dissolve or fading, in which any part of one electronic message/display appears simultaneously with any part of a second electronic message/display.
- There shall be no appearance of flashing or sudden bursts of light, and no appearance of animation, movement, or flow of the message/display
- Any illumination intensity or contrast of light level shall remain constant

The only exception is for an on premise sign that provides a public service like time, temperature, weather, etc.

Does the location of the proposed sign(s) conform to the **definitions of premises** as found in 67 Pa. Code, Chapter 445.2? Yes No

If the sign advertises either the sale/lease of the premises or activities conducted on the premises on which they are located, does it conform to the **definitions of on-premise signs** as found in 67 Pa. Code, Chapter 445.5? Yes No

Does (or will) the advertising content provide rental income to the property owner or the sign owner? Yes No

Will all erection and maintenance activities, including parking vehicles and equipment, be performed on privately owned property? Yes No

Will the sign include a changeable message display area that will be controlled by electronic process or remote control, including, but not limited to, LED or digital lights, electronically controlled lights, video displays, etc.? Yes No

CLEAR
SAVE & EXIT
EXIT
SAVE & NEXT

HBMS will notify the applicant if any of their answers may disqualify them from having their application approved. This does not prevent the applicant from continuing the application process, rather only serves as a warning.

Preliminary Information - Warning

One or more of your answers in the Preliminary Information section do not comply with PennDOT regulations and/or Act 160. These exceptions are listed below.

- The advertising content does not (and will not) provide rental income to the property owner or the sign owner.

You may revisit your responses by clicking the *Preliminary* tab. If you have any questions or need more clarification, please contact the District OAD Manger using the *Contact Us* link in the header section above. You may want to print this page and keep it handy while talking to the District OAD Manager. Click *Quit Application* to terminate your application or click *Save* to save your answers and return to the Home page.

[PRINTABLE VERSION](#) [QUIT APPLICATION](#) [SAVE](#)

The applicant has three options. The "Printable Version" button will provide a printout of the Preliminary Questions that they answered on the previous screen. The "Quit Application" button can be selected if the applicant does not wish to continue the application process. The "Save" button will save their preliminary information, generate an Application Number, and the application process will proceed to the Sign Owner tab.

[PRINTABLE VERSION](#) [QUIT APPLICATION](#) [SAVE](#)

Sign Owner

The Sign Owner Information screen collects the information regarding the owner of the sign. HBMS will first ask whether the applicant is the owner of the sign. This question is asked because PennDOT personnel can enter applications on behalf of applicants who do not have access to HBMS. An agent acting on behalf of their client could also enter the application.

Sign Owner Information	All highlighted fields are required			
<p>Are you the owner of the proposed sign? <input type="radio"/> Yes <input type="radio"/> No</p>				
<p>(Select Yes if you are applying for yourselves or your firm. Select No if you are applying on-behalf-of someone else)</p>				
WITHDRAW	CLEAR	SAVE & EXIT	EXIT	SAVE & NEXT

The first time an applicant chooses "Yes" that they are the owner of the sign; HBMS will display all of the sign owner fields with the information provided during the HBMS registration process prepopulated. On subsequent visits, these fields will not be displayed as HBMS will have already created the records for the sign owner information.

Sign Owner Information All highlighted fields are required

Are you the owner of the proposed sign? Yes No

(Select Yes if you are applying for yourselves or your firm. Select No if you are applying on-behalf-of someone else)

Sign Owner Name:

If Individual User					If Business Entity	
Prefix	First Name	M.I	Last Name	Suffix	OR	Business Name
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>

Sign Owner Contact Information:

Prefix	First Name	M.I	Last Name	Suffix	Title
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Billing Address

Address Line1	Address Line2	City	State	Zip
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="Pennsylvania"/>	<input type="text"/>

Mailing Address

Address Line1	Address Line2	City	State	Zip
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="Pennsylvania"/>	<input type="text"/>

[Copy from Billing Address](#)

Phone	Ext.	Email ID
<input type="text"/>	<input type="text"/>	<input type="text"/> (Strongly recommended)

Is the Sign Owner a Service Club or Religious Organization? Yes No

(Service clubs and religious organizations are exempt from annual fees for Directional signs as long as the area of their Directional sign does not exceed 8 sq.ft.)

Additional Information
(Please provide if you have any additional information such as names of other Sign Owners and their addresses (if applicable))

(Maximum characters: 200)
You have characters left.

WITHDRAWCLEARSAVE & EXITEXITSAVE & NEXT

The first section of the Sign Owner Information page requires the applicant to enter the Sign Owner Name. The Sign Owner Name can either be an individual owner or a business entity, but not both. If the sign is owned by an individual, the individual user First Name and Last Name fields must be entered. If the sign is owned by a business entity, the Business Name field must be entered.

Sign Owner Name:

If Individual User					If Business Entity	
Prefix	First Name	M.I.	Last Name	Suffix	OR	Business Name
<input type="text" value="v"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="v"/>		<input type="text"/>

Once the Sign Owner is identified, the applicant must enter the Sign Owner Contact Information. This information contains the standard contact information such as the first and last name of the point of contact, billing address, mailing address, phone number, and email address.

The applicant can select the "Copy from Billing Address" feature if the Billing Address and Mailing Address are the same. HBMS will copy the information into the Mailing Address fields.

Note: While the Email ID field is not required, it is strongly recommended if the sign owner wishes to receive electronic communication from PennDOT regarding the status of their application. If approved, sign owners will also be able to receive electronic copies of their annual renewal applications.

Sign Owner Contact Information:

Prefix	First Name	M.I.	Last Name	Suffix	Title	
<input type="text" value="v"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="v"/>	<input type="text"/>	
Billing Address		Address Line1	Address Line2	City	State	Zip
		<input type="text"/>	<input type="text"/>	<input type="text"/>	Pennsylvania <input type="text" value="v"/>	<input type="text"/>
Mailing Address					Pennsylvania <input type="text" value="v"/>	
		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="v"/>	<input type="text"/>
Copy from Billing Address						
Phone		Ext.	Email ID			
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> (Strongly recommended)			

Each sign owner will be asked if they are a Service Club or Religious Organization because these entities are subject to certain sizing requirements and billing procedures when applying for particular sign types.

Is the Sign Owner a Service Club or Religious Organization? Yes No

(Service clubs and religious organizations are exempt from annual fees for Directional signs as long as the area of their Directional sign does not exceed 8 sq.ft.)

The Additional Information field is an open form text box available for the applicant to provide any additional information that is not provided in the fields above (i.e., additional sign owners or an additional point of contact).

Additional Information
(Please provide if you have any additional information such as names of other Sign Owners and their addresses (if applicable))

(Maximum characters: 200)
You have characters left.

If the applicant answers "No" that they are not the owner of the sign, a search box will appear. The applicant must enter at least three characters of the sign owners name and select the "Search" button.

Note: If an applicant is entering the application on behalf of someone else an authorization letter, from the sign owner granting authority to the applicant to submit the application on their behalf, must be uploaded in the document section of the application process.

Sign Owner Information All highlighted fields are required

Are you the owner of the proposed sign? Yes No

(Select Yes if you are applying for yourselves or your firm. Select No if you are applying on-behalf-of someone else)

Select the sign owner from the results(if found) by searching for Name containing

HBMS will search all existing sign owner records and display any that match the search criteria provided.

Sign Owner Information All highlighted fields are required

Are you the owner of the proposed sign? Yes No

(Select Yes if you are applying for yourselves or your firm. Select No if you are applying on-behalf-of someone else)

Select the sign owner from the results(if found) by searching for Name containing

ACCO BABCOCK, INC,P O BOX 792,YORK,PA,17405
ABC SELF STORAGE,P O BOX 39,BRODHEADSVILLE,PA,18322
ABC LIQUIDATORS,162 COOL SPRINGS DRIVE,WINDBER,PA,15963
ABC STORAGE,366 N. MEADOWN LANE,HARRISBURG,PA,17112
ABC OUTDOOR LLC,366 N. MEADOW LANE,HARRISBURG,PA,17112

Check the box if owner not found in list

If the sign owner is found in the list of existing sign owners, the applicant must highlight the selection and click "Save & Next".

Sign Owner Information All highlighted fields are required

Are you the owner of the proposed sign? Yes No

(Select Yes if you are applying for yourselves or your firm. Select No if you are applying on-behalf-of someone else)

Select the sign owner from the results(if found) by searching for Name containing

ACCO BABCOCK, INC,P O BOX 792,YORK,PA,17405

ABC SELF STORAGE,P O BOX 39,BRODHEADSVILLE,PA,18322
ABC LIQUIDATORS,162 COOL SPRINGS DRIVE,WINDBER,PA,15963
ABC STORAGE,366 N. MEADOWN LANE,HARRISBURG,PA,17112
ABC OUTDOOR LLC,366 N. MEADOW LANE,HARRISBURG,PA,17112

Check the box if owner not found in list

*** You will be required to upload the consent/authorization or signed paper application from the sign owner in the documents section. All letters of consent/authorization must be on company letterhead.**

If the sign owner is not found in the search results, the applicant must check the box labeled "Check the box if not found in list". Checking this box will display the Sign Owner fields where the applicant can enter the sign owner information. This will create a new sign owner record in HBMS.

Sign Owner Information All highlighted fields are required

Are you the owner of the proposed sign? Yes No

(Select Yes if you are applying for yourselves or your firm. Select No if you are applying on-behalf-of someone else)

Select the sign owner from the results(if found) by searching for Name containing

ACCO BABCOCK, INC.P O BOX 792,YORK,PA,17405
ABC SELF STORAGE P O BOX 39,BRODHEADSVILLE,PA,18322
ABC LIQUIDATORS,162 COOL SPRINGS DRIVE,WINDBER,PA,15963
ABC STORAGE,366 N. MEADOWN LANE,HARRISBURG,PA,17112
ABC OUTDOOR LLC,366 N. MEADOW LANE,HARRISBURG,PA,17112

Check the box if owner not found in list

Sign Owner Name:

If Individual User					If Business Entity		
Prefix	First Name	M.I	Last Name	Suffix	Business Name		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		

Sign Owner Contact Information:

Prefix	First Name	M.I	Last Name	Suffix	Title
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Billing Address

Address Line1	Address Line2	City	State	Zip
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="Pennsylvania"/>	<input type="text"/>

Mailing Address

Address Line1	Address Line2	City	State	Zip
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="Pennsylvania"/>	<input type="text"/>

Copy from Billing Address

Phone	Ext.	Email ID
<input type="text"/>	<input type="text"/>	<input type="text"/>

(Strongly recommended)

Is the Sign Owner a Service Club or Religious Organization? Yes No

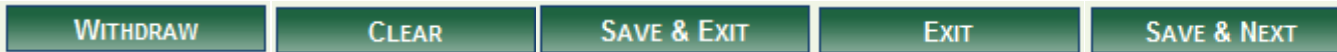
(Service clubs and religious organizations are exempt from annual fees for Directional signs as long as the area of their Directional sign does not exceed 8 sq.ft.)

Additional Information
(Please provide if you have any additional information such as names of other Sign Owners and their addresses (if applicable))

(Maximum characters: 200)
You have characters left.

*** You will be required to upload the consent/authorization or signed paper application from the sign owner in the documents section. All letters of consent/authorization must be on company letterhead.**

The buttons available to the applicant at the bottom of the Sign Owner Information page are Withdraw, Clear, Save & Exit, Exit, and Save & Next. The Withdraw button will end the application process and the application will be withdrawn from HBMS. If an applicant wishes to continue the application process, they must restart from the beginning. The Clear button will clear all data entered into the data fields. Save & Exit saves the data entered prior to this tab and exits the application. Exit will exit the application without saving the application data. Save & Next will save the application data and proceed to the next part of the application.



Land Owner

The Land Owner Information screen collects the information regarding the owner of the land that the sign will be constructed on. HBMS will first ask whether the sign owner and land owner are the same.

If the sign owner and land owner are the same, HBMS will not collect any additional land owner information because it will copy the information from the sign owner fields.

HBMS will then ask if the applicant has the Tax Parcel ID information for the land where the sign will be located. If the applicant selects "Yes" a search box will appear where the applicant can enter at least three digits of the Tax Parcel ID and select "Search". HBMS will search all existing Tax Parcel IDs and display any that match the search criteria. If the Tax Parcel ID exists in HBMS, the applicant can highlight the Tax Parcel ID and select "Save & Next". If the Tax Parcel ID is not listed in the search results, the applicant can check the box labeled "Check the box if not found in list" and enter the new Tax Parcel ID. This will create a new Tax Parcel ID record in HBMS.

Land Owner Information All highlighted fields are required

Are Sign Owner and Land Owner the same Yes No

It is strongly recommended that you should provide the Tax Parcel ID of the sign site.
Do you have the Tax Parcel ID information? Yes No

Select Tax Parcel ID for the land from the results(if found) by searching for ID containing

No Results Found.

Check the box if ID not found in list

Enter new Tax Parcel ID (If not found in the list)

If the applicant indicates that the sign owner and land owner are not the same, HBMS will then ask whether the applicant has the Tax Parcel ID information where the sign will be located.

Land Owner Information All highlighted fields are required

Are Sign Owner and Land Owner the same Yes No

*** You will be required to upload a copy of the lease or other arrangement confirming the land owner's consent in the documents section.**
It is strongly recommended that you should provide the Tax Parcel ID of the sign site.
Do you have the Tax Parcel ID information? Yes No

If the applicant does have the Tax Parcel ID, HBMS will collect the information as noted above.

Land Owner Information All highlighted fields are required

Are Sign Owner and Land Owner the same Yes No

*** You will be required to upload a copy of the lease or other arrangement confirming the land owner's consent in the documents section.**
It is strongly recommended that you should provide the Tax Parcel ID of the sign site.
Do you have the Tax Parcel ID information? Yes No

Select Tax Parcel ID for the land from the results(if found) by searching SEARCH

for ID containing

If the applicant does not have the Tax Parcel ID, HBMS will then display a search field for existing HBMS land owners. The applicant will enter at least three characters and select "Search". HBMS will search all existing land owners and display any that match the search criteria. If the land owner exists in HBMS, the applicant can highlight the land owner and select "Save & Next".

Land Owner Information All highlighted fields are required

Are Sign Owner and Land Owner the same Yes No

*** You will be required to upload a copy of the lease or other arrangement confirming the land owner's consent in the documents section.**
It is strongly recommended that you should provide the Tax Parcel ID of the sign site.
Do you have the Tax Parcel ID information? Yes No

Select the land owner from the results(if found) by searching for Name containing SEARCH

ABC LIQUIDATORS, 162 COOL SPRINGS DRIVE, WINDBER, PA, 15963	<input checked="" type="checkbox"/>
ABCD CORP, 3900 INDUSTRIAL PARK DRIVE, ALTOONA, PA, 16601	<input type="checkbox"/>
RODNEYBABCOCK, RR #1, BOX 73, ULSTER, PA, 18850	<input type="checkbox"/>
BABCOCK & WILCOX, BEAVER FALLS, PA, 15010	<input type="checkbox"/>
ABC CO, 400 STUCK ROAD, HANOVER, PA, 17331	<input type="checkbox"/>

Check the box if owner not found in list

If the land owner is not listed in the search results, the applicant can check the box labeled "Check the box if not found in list". Checking this box will display the Land Owner fields where the applicant can enter the land owner information. This will create a new land owner record in HBMS.

Land Owner Information
All highlighted fields are required

Are Sign Owner and Land Owner the same Yes No

*** You will be required to upload a copy of the lease or other arrangement confirming the land owner's consent in the documents section.**
 It is strongly recommended that you should provide the Tax Parcel ID of the sign site.
 Do you have the Tax Parcel ID information? Yes No

Select the land owner from the results(if found) by searching for Name containing

ABC LIQUIDATORS,162 COOL SPRINGS DRIVE,WINDBER,PA,15963
 ABCD CORP,3900 INDUSTRIAL PARK DRIVE,ALTOONA,PA,16601
 RODNEYBABCOCK,RR #1, BOX 73,ULSTER,PA,18850
 BABCOCK & WILCOX,BEAVER FALLS,PA,15010
 ABC CO,400 STUCK ROAD,HANOVER,PA,17331

Check the box if owner not found in list

Land Owner Name:

If Individual User					If Business Entity	
Prefix	First Name	M.I.	Last Name	Suffix	Business Name	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	

Land Owner Contact Information:

Prefix	First Name	M.I.	Last Name	Suffix	Title
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Permanent Address	Address Line1	Address Line2	City	State	Zip
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="Pennsylvania"/>	<input type="text"/>
Mailing Address	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="Pennsylvania"/>	<input type="text"/>

Copy from Permanent Address

Phone	<input type="text"/>	<input type="text"/>	<input type="text"/>	Ext.	<input type="text"/>	Email ID
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

(Strongly recommended)

Additional Information
 (Please provide if you have any additional information such as names of other Sign Owners and their addresses (if applicable))

(Maximum characters: 200)
 You have characters left.

The first section of the Land Owner Information page requires the applicant to enter the Land Owner Name. The Land Owner Name can either be an individual owner or a business entity, but not both. If the land is owned by an individual, the individual user First Name and Last Name fields must be entered. If the land is owned by a business entity, the Business Name field must be entered.

Land Owner Name:

If Individual User					If Business Entity	
Prefix <input type="text" value=""/>	First Name <input type="text" value=""/>	M.I. <input type="text" value=""/>	Last Name <input type="text" value=""/>	Suffix <input type="text" value=""/>	OR	Business Name <input type="text" value=""/>

Once the Land Owner is identified, the applicant must enter the Land Owner Contact Information. This information contains the standard contact information such as the first and last name of the point of contact, permanent address, mailing address, phone number, and email address.

The applicant can select the "Copy from Permanent Address" feature if the Permanent Address and Mailing Address are the same. HBMS will copy the information into the Permanent Address fields.

Note: While the Email ID field is not required, it is strongly recommended if the land owner wishes to receive electronic communication from PennDOT regarding the status of the permitted device located on their property.

Land Owner Contact Information:

Prefix <input type="text" value=""/>	First Name <input type="text" value=""/>	M.I. <input type="text" value=""/>	Last Name <input type="text" value=""/>	Suffix <input type="text" value=""/>		Title <input type="text" value=""/>
Permanent Address	Address Line1 <input type="text" value=""/>	Address Line2 <input type="text" value=""/>	City <input type="text" value=""/>	State <input type="text" value="Pennsylvania"/>	Zip <input type="text" value=""/>	<input type="text" value=""/>
Mailing Address	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value="Pennsylvania"/>	<input type="text" value=""/>	<input type="text" value=""/>
Copy from Permanent Address						
Phone <input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	Ext. <input type="text" value=""/>	Email ID <input type="text" value=""/>		
				(Strongly recommended)		

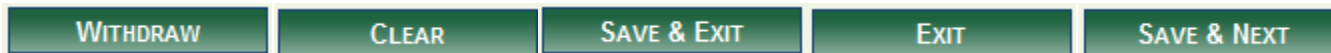
The Additional Information field is an open form text box available for the applicant to provide any additional information that is not provided in the fields above (i.e., additional land owners or an additional point of contact).

Additional Information
(Please provide if you have any additional information such as names of other Sign Owners and their addresses (if applicable))

(Maximum characters: 200)
You have 200 characters left.

WITHDRAW **CLEAR** **SAVE & EXIT** **EXIT** **SAVE & NEXT**

The buttons available to the applicant at the bottom of the Land Owner Information page are Withdraw, Clear, Save & Exit, Exit, and Save & Next. The Withdraw button will end the application process and the application will be withdrawn from HBMS. If an applicant wishes to continue the application process, they must restart from the beginning. The Clear button will clear all data entered into the data fields. Save & Exit saves the data entered prior to this tab and exits the application. Exit will exit the application without saving the application data. Save & Next will save the application data and proceed to the next part of the application.



Location

The Sign Location Information screen collects the information regarding the location where the sign will be constructed. After selecting the appropriate County, HBMS will provide a drop down list of municipalities that exist within the selected county. After selecting the appropriate Municipality, HBMS will provide a drop down list of the Interstates and State Routes that existing with the selected municipality. The list of Interstates and State Routes is provided by PennDOT's Roadway Management System. If the route that the sign is to be located next to is not included on the list of Interstates and State Routes, the applicant must choose "Other". If "Other" is chosen, a field will appear for the applicant to list the name of the adjacent route.

Sign Location Information All highlighted fields are required

County: Municipality: **GPS Coordinates:** Latitude : Longitude : (Strongly Recommended)

The sign is adjacent to interstate/State Route on side , when travelling in direction

Distance from to the closest edge of the sign ft.

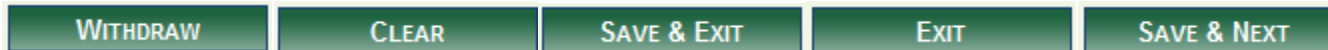
The applicant will be required to state whether or not the sign will be located within 50 feet of the advertised activity or beyond 50 feet of the advertised activity.

Note: If the sign is located beyond 50 feet of the advertised activity, it may not exceed 20 feet in length or height, or 150 square feet in area, including border and trim but excluding supports.

Please indicate the distance of the sign from the advertised activity

Beyond 50 ft. Within 50 ft.

The buttons available to the applicant at the bottom of the Sign Location Information page are Withdraw, Clear, Save & Exit, Exit, and Save & Next. The Withdraw button will end the application process and the application will be withdrawn from HBMS. If an applicant wishes to continue the application process, they must restart from the beginning. The Clear button will clear all data entered into the data fields. Save & Exit saves the data entered prior to this tab and exits the application. Exit will exit the application without saving the application data. Save & Next will save the application data and proceed to the next part of the application.



Regulations

The Regulations Information screen collects the information regarding the local ordinances or regulations of the municipality or county where the sign will be constructed.

Regulations Information All highlighted fields are mandatory

Does the municipality or county where sign is to be located have a sign ordinance or regulations? Yes No

Enter details for either Municipality Officer or County Officer. You can enter details for both.

Provide Municipality Zoning/Codes Officer Details

Name Address Line1 Address Line2 City State Zip - Phone Extn.

Email

Provide County Zoning/Codes Officer Details

Name Address Line1 Address Line2 City State Zip - Phone Extn.

Email

The first question asks whether or not the municipality or county has a sign ordinance or regulations.

Does the municipality or county where sign is to be located have a sign ordinance or regulations? Yes No

If the applicant selects "Yes", HBMS will ask whether or not the sign will conform to those sign ordinances or regulations.

Does the municipality or county where sign is to be located have a sign ordinance or regulations? Yes No

Does the sign , for which application is hereby made, conform to local requirements? Yes No

If the applicant selects "Yes", they will be required to upload a copy of the sign ordinance or letter from the municipality confirming that the sign conforms to their ordinances in the documents section. HBMS will then ask if the municipality or county require the application for and issuance of a permit for the erection of a sign. If the applicant selects "Yes", they will be required to upload a copy of the local permit for the proposed sign in the documents section.

Regulations Information	All highlighted fields are required
<p>Does the local municipality or county where sign is to be located have a sign ordinance or regulations? * You will be required to upload a copy of the sign ordinance confirming the sign conforms to their ordinances in the documents section.</p>	<input checked="" type="radio"/> Yes <input type="radio"/> No
<p>Does the sign, for which application is hereby made, conform to local requirements? * You will be required to upload a copy of local sign approvals confirming the sign conforms to local requirements in the documents section.</p>	<input checked="" type="radio"/> Yes <input type="radio"/> No
<p>Does the local municipality or county require application for and issuance of a permit for the erection of a sign? * You will be required to upload a copy of the local permit for the proposed sign in the documents section.</p>	<input checked="" type="radio"/> Yes <input type="radio"/> No

After answering the questions regarding the local municipality or county regulations, the applicant must complete the Municipality Zoning Officer details or the County Zoning Officer details. The details for both individuals can be entered, but only one is required.

Enter details for either Municipality Officer or County Officer. You can enter details for both.

Provide Municipality Zoning/Codes Officer Details

Name Address Line1 Address Line2 City State Zip - Phone Extn.

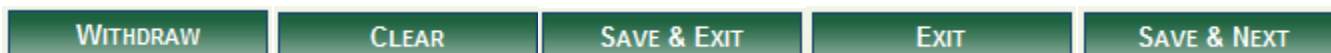
Email

Provide County Zoning/Codes Officer Details

Name Address Line1 Address Line2 City State Zip - Phone Extn.

Email

The buttons available to the applicant at the bottom of the Regulations Information page are Withdraw, Clear, Save & Exit, Exit, and Save & Next. The Withdraw button will end the application process and the application will be withdrawn from HBMS. If an applicant wishes to continue the application process, they must restart from the beginning. The Clear button will clear all data entered into the data fields. Save & Exit saves the data entered prior to this tab and exits the application. Exit will exit the application without saving the application data. Save & Next will save the application data and proceed to the next part of the application.



Structure

The Sign Structure screen collects the information regarding the sign structure. The applicant will be asked to enter the number of sign faces.

Sign Structure All highlighted fields are mandatory

Number of Sign Faces

Will the any sign face contain,include or be illuminated by a flashing intermittent or moving light or lights? Yes No

HBMS will display fields to be entered for each sign face. The applicant will enter the size of the sign face along with the material type and whether or not the face has lighting that shines on it. In addition to the sign face details, the applicant must answer whether or not any sign face will contain, include or be illuminated by one or more flashing, intermittent or moving light. If the applicant selects "Yes", the message content of that sign face must be entered. If applicant selects "No", the Message Content fields will disappear.

Sign Structure All highlighted fields are required

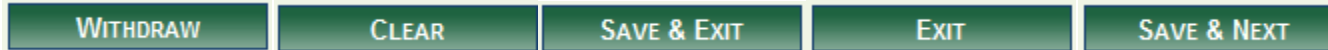
Number of Sign Faces

Will any sign face contain, include or be illuminated by one or more flashing, intermittent or moving light? Yes No

Provide the following for each face of the sign: dimensions (in ft.) including any border and trim; material type; lighting type (if any); and message content (if applicable)

Face	Height		Width		Material Type	Lighting	Message Content
	Ft	In	Ft	In			
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/> Yes <input type="radio"/> No	<input type="text"/>
2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/> Yes <input type="radio"/> No	<input type="text"/>

The buttons available to the applicant at the bottom of the Sign Structure page are Withdraw, Clear, Save & Exit, Exit, and Save & Next. The Withdraw button will end the application process and the application will be withdrawn from HBMS. If an applicant wishes to continue the application process, they must restart from the beginning. The Clear button will clear all data entered into the data fields. Save & Exit saves the data entered prior to this tab and exits the application. Exit will exit the application without saving the application data. Save & Next will save the application data and proceed to the next part of the application.



Documents

The Documents page is where the applicant will upload all of the necessary attachments to their application. The documents that are required by the answers given during the application process are marked with a *****. There are other documents listed that can be uploaded but are not required. In order to upload a document the applicant must provide a description of the document and click "Browse" to select the appropriate file on their computer. After all files are ready to upload, click Upload All Documents. An applicant can see a description of the Document Type by clicking on the Document Type Links provided on the left.

Note: Click on the browse button to locate a document on your computer to upload. You can load more than one at a time. After all documents have been located, click **UPLOAD ALL DOCUMENTS**

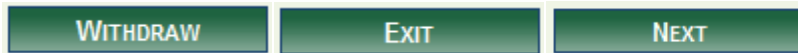
Note: Max file size is 10 MBs, total upload size is 10 MBs, max file name is 50 characters, and supported file types are: pdf, doc, docx, xls, xlsx, jpg, jpeg, txt, wav, msg, mp4, mov, mp3

Based on the application data the following documents need to be uploaded to complete the processing of your permit application.

Supported File Types: pdf,doc,docx,xls,xlsx,jpg,jpeg,txt,wav,msg,mp4,mov,mp3 **Max Total Upload Size:** 10 MB **Max File Size:** 10 MB **Max File Name:** 50 Characters

Document Type	Documents
Click on the Document Type link to see the description * Required to attach at least one document	Hint: Click on the browse button to locate a document on your computer to upload. You can load more than one at a time. After all documents have been located, click the Upload All Documents button. UPLOAD ALL DOCUMENTS
* Sign Drawings or Plans	Description: <input type="text"/> File: <input type="button" value="Choose File"/> No file chosen
* Site Drawing or Plan/Aerial Map of Sign Location	Description: <input type="text"/> File: <input type="button" value="Choose File"/> No file chosen
* Paper Application	Description: <input type="text"/> File: <input type="button" value="Choose File"/> No file chosen
Lease or Letter	Description: <input type="text"/> File: <input type="button" value="Choose File"/> No file chosen
Deed	Description: <input type="text"/> File: <input type="button" value="Choose File"/> No file chosen

The buttons available to the applicant at the bottom of the Documents page are Withdraw, Exit, and Next. The Withdraw button will end the application process and the application will be withdrawn from HBMS. If an applicant wishes to continue the application process, they must restart from the beginning. Exit will exit the application without saving the application data. Next will proceed to the next part of the application.



Review

The Sign Permit Application Review page allows the applicant to review all of the data that has been entered throughout the application process. The applicant can view all information by clicking the "Expand All" button.

The screenshot shows the 'Sign Permit Application Review' page. At the top, there are two buttons: 'COLLAPSE ALL' and 'EXPAND ALL'. Below this, the application details are displayed: 'Application #: 19860', 'Sign Type: On-Premise Sign', 'Sign Owner: Sign Owner', and 'Status: Draft'. Underneath, 'Entered by: Sign Owner' is listed. A series of expandable sections follows, each with a plus icon and a title: 'Preliminary Information', 'Owners Information', 'Location Information', 'Local Regulations Information', 'Sign Structure Details', 'Documents', and 'Annual Fee Information'. At the bottom of the page, there are four buttons: 'WITHDRAW', 'PRINTABLE VERSION', 'EXIT', and 'NEXT'.

The top of the Sign Permit Application Review provides a summary of the application number, sign type, sign owner, application status and the individual entering the application.

This screenshot shows the top portion of the 'Sign Permit Application Review' page. It includes the 'COLLAPSE ALL' and 'EXPAND ALL' buttons at the top. The application details are: 'Application #: 19860', 'Sign Type: On-Premise Sign', 'Sign Owner: Sign Owner', and 'Status: Draft'. Below this, 'Entered by: Sign Owner' is listed.

The Preliminary Information section displays the answers given by the application on the Preliminary Information section of the application. If any answers are incorrect, the applicant should return to that section of the application to correct the answer.

Preliminary Information

Conforms to the **definition of premises**? Yes
 Conforms to the **definition of on-premise sign**? Yes
 Advertising content provides rental income? Yes
 All erection and maintenance activities performed on privately owned property? Yes
 Sign includes changeable message display? Yes
 Agrees to conform to **changeable message display conditions**? Yes

The Owners Information section displays the information entered by the application on the Sign Owner Information and Land Owner Information sections of the application. If any of the information is incorrect, the applicant should return to the appropriate section of the application to correct the answer.

Owners Information

Sign Owner ID: 24743
 Business ID: B00492

Is the Sign Owner a Service Club/religious organization? N

	Contact Name/Title/Owner Name	Permanent(Billing) Address/ Mailing Address	Phone/Email	Additional Information
Sign Owner	Sign Owner	Address, City, PA 11111	(111) 222-3333	
	Sign Owner	Address, City, PA 11111	signowner@email.com	
Land Owner	Sign Owner	Address, City, PA 11111	(111) 222-3333	
	Sign Owner	Address, City, PA 11111	signowner@email.com	

The Location Information section displays the information entered by the application on the Sign Location Information section of the application. If any of the information is incorrect, the applicant should return to that section of the application to correct the answer.

Location Information

County: Dauphin Municipality: Dauphin Borough GPS Latitude: GPS Longitude:
 Adjacent to SR: SR-25 On: Right In the: North bound Direction Distance: 33.0 feet from: Centerline Distance from advertised activity: Within 50 ft.

The Local Regulations Information section displays the information entered by the application on the Regulations Information section of the application. If any of the information is incorrect, the applicant should return to that section of the application to correct the answer.

Local Regulations Information

Municipality/County has sign ordinance or regulations?:
 No PERMIT

Zoning/Codes Officer Name & Address: Zoning Officer, Address, City, PA 12345 **Phone** (111) 222-3333

The Sign Structure Details section displays the information entered by the application on the Sign Structure section of the application. If any of the information is incorrect, the applicant should return to that section of the application to correct the answer.

Sign Structure Details

Number of Sign Faces: 1

Flashing, intermittent, or moving lights on any face?: No

Face	Face Identifier	Height Ft In	Width Ft In	Area (Sq ft)	Material Type	Lights?	Lighting Type	Message Content
1		10 0	10 0	100.00	Wood	No		

The Documents section displays the files uploaded by the applicant on the Documents section of the application. If any of the files need to be re-uploaded, the applicant should return to that section of the application to upload the correct files.

Documents

Document Type	Documents			
<small>Click on the Document Type link to see the description.</small>	<small>Click on the Document link to view the content of the document.</small>			
Deed	Doc3.docx	Deed	14639 KB	Feb 23, 2015 8:51:07 AM

The Annual Fee Information section displays the annual fee for the sign permit based on the information provided throughout the application process. The Rate Information link will provide details on how the annual fees are calculated.



The screenshot shows a green header bar with the text "Annual Fee Information" and a small icon. Below the header, there is a light green background area containing the text "Click here to see [rate information](#) for outdoor advertising signs." and "Annual fee for the sign: \$30.00".

The buttons available to the applicant at the bottom of the Sign Permit Application Review page are Withdraw, Printable Version, Exit, and Next. The Withdraw button will end the application process and the application will be withdrawn from HBMS. If an applicant wishes to continue the application process, they must restart from the beginning. The Printable Version button will provide the applicant with a printer-friendly version of the application. Exit will exit the application without saving the application data. Next will proceed to the next part of the application.



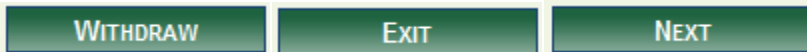
The image shows four green buttons with white text, arranged horizontally. From left to right, the buttons are labeled "WITHDRAW", "PRINTABLE VERSION", "EXIT", and "NEXT".

Terms & Conditions

The Terms and Conditions page displays the requirements that the applicant must agree to in order to be eligible to have a sign permit. The applicant must be able to select "I Agree" to each statement in order to submit their application.

Terms And Conditions	All highlighted fields are required
Please read all terms & conditions carefully and check the 'I Agree' checkbox to confirm your acceptance.	I Agree
The applicant acknowledges the opportunity to review "Instructions and Information for the Completion of this Application".	<input type="checkbox"/>
Permitted signs shall not be erected or maintained from limited access highways. Access to signs must be only from private property.	<input type="checkbox"/>
Substantially incomplete or inaccurate information submitted on this application shall be grounds for denial of permits.	<input type="checkbox"/>
If any check for the annual permit fee is returned due to insufficiency of funds, there will be a \$20.00 service charge.	<input type="checkbox"/>
This permit is issued based upon the information and statements made by the applicant. Any false statements or false representations set forth herein shall cause the permit to be revoked, permit fees forfeited, sign removed at owner's cost, and subject the applicant to penalties under the laws of the Commonwealth of PA.	<input type="checkbox"/>
Applicant shall not erect the proposed sign until a permit is granted by PennDOT.	<input type="checkbox"/>
If the proposed sign is not erected within 12 months after the permit is granted, the permit may be revoked, pursuant to chapter 5445.8(b)(1)	<input type="checkbox"/>
Per 67 Pa. Code 445.9(c), the applicant hereby states that they have not and will not, in any manner, cause the damage, destruction or removal of any vegetation in the highway right-of-way, except by permit pursuant to Act No. 1983 -79, the Highway Vegetation Control Act.	<input type="checkbox"/>
Within 30 days after erection of sign, the applicant shall submit form RW-745C, Notice of Completion, and submit photographs of the sign in one of the following ways. <ul style="list-style-type: none"> • Online (by logging into your account) • Email to HBMS ResourceAccount along with the permit number • Mail the duly completed form RW-745C "NOTICE OF COMPLETION" which can be downloaded using the Download Forms link. 	<input type="checkbox"/>
A sign permit is not granted until the approval letter "Sign Permit Approved", form RW-745A is issued by PennDOT. Any discussions or correspondence with PennDOT representatives prior to the actual issuance or denial of a permit are for informational and guidance purposes only. Neither approval nor denial of a permit shall be based on oral representations from PennDOT.	<input type="checkbox"/>
Applicant is required to meet with a PennDOT representative at the proposed sign location to review the location and application. The District Outdoor Advertising Manager will contact you to schedule the meeting.	<input type="checkbox"/>
Applicant is required to mark the sign site either by 3 ft. stake or other identifiable marking.	<input type="checkbox"/>
The applicant acknowledges that this sign will be located entirely outside of the existing State highway right-of-way. This permit is not written approval by the Pennsylvania Department of Transportation to place the sign or any portion of the structure within the legal limits of the State highway right-of-way. Pursuant to 36 P.S. Section 670-425, if the sign is determined to encroach upon the right-of-way, the applicant will, upon notification from the Department, remove the sign at the applicant's expense without delay.	<input type="checkbox"/>
Any change in ownership, location or specifications of sign requires submission of a new application.	<input type="checkbox"/>
If this application is denied, the decision will be deemed final unless appealed. The applicant may appeal this denial by the Department under 2 Pa. C.S. Sections 501-508 (relating to practice and procedure of Commonwealth agencies), 1 Pa. Code Part II (relating to general rules of administrative practice and procedure) and 67 Pa. Code Chapter 491 (relating to procedures before the Department) by submitting a written request for a hearing within 30 days after the mail date of the denial, to the Administrative Docket Clerk, Office of Chief Counsel, Commonwealth Keystone Building, 400 North Street, 9th Floor, Harrisburg, Pennsylvania 17120-0096. The written request shall include a filing fee as prescribed under the requisites of 67 Pa. Code, Chapter 491, made payable to the "Commonwealth of Pennsylvania", and a copy of the denied application shall accompany the written request. A copy of the request must also be sent to the Engineering District which denied the application, and to: Outdoor Advertising Control Manager, PennDOT, PO Box 3362, Harrisburg, Pennsylvania 17105-3362.	<input type="checkbox"/>
Once a permit application has been received, reviewed, and approved by the District Outdoor Advertising Control Manager, an invoice will be generated for the initial permitting fee and sent to you by email or regular mail. This invoice must be paid prior to erection of the proposed sign.	<input type="checkbox"/>
References to Act No. 160 and the regulations, Chapter 445, herein or in discussion, are for informational purposes and guidance. Determinations in all specific cases are governed by the Outdoor Advertising Control Act of 1971, Act No. 160 as amended, and Title 67, Pa. Code Chapter 445, Outdoor Advertising Devices, copies of which are available from the District Outdoor Advertising Control Manager. Chapter 445 is available at the web site: http://www.pacode.com/secure/data/067/chapter445/chap445toc.html	<input type="checkbox"/>
<div style="display: flex; justify-content: space-around; margin-top: 10px;"> WITHDRAW EXIT NEXT </div>	

The buttons available to the applicant at the bottom of the Sign Permit Application Review page are Withdraw, Exit, and Next. The Withdraw button will end the application process and the application will be withdrawn from HBMS. If an applicant wishes to continue the application process, they must restart from the beginning. Exit will exit the application without saving the application data. Next will proceed to the next part of the application.





The Submit Application page allows the applicant to choose whether or not they would like to receive paperless correspondence from PennDOT regarding the status of their application. Below the consent for paperless communication is the certification that the sign owner must review, that states that the information they have provided on the application is true and correct.

Submit Application All highlighted fields are required

Consent for Paperless correspondence
Do the following agree to receive paperless electronic communications from PennDOT using their email address regarding the decision on the application, renewal notices, violation notices etc.?

Applicant Yes No

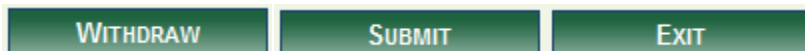
Enter or Update Sign Owner's Email ID: **(Strongly recommended)**

If you agree to receive paperless communications, please add **HBMSResourceAccount@pa.gov** email ID to your address book so you do not miss any communications from PennDOT.

References to Act No. 160 and the regulations, Chapter 445, herein or in discussion, are for informational purposes and guidance. Determinations in all specific cases are governed by the Outdoor Advertising Control Act of 1971, Act No. 160 as amended, and Title 67 Pa. Code, Chapter 445, Outdoor Advertising Devices, copies of which are available from the District Outdoor Advertising Control Manager. Chapter 445 is available at the web site indicated in the resource bar links above.

By clicking Submit, I hereby certify, in accordance with Section 4904 of the Crimes Code (18 Pa. C.S. §4904) relating to unsworn falsification to authorities, that the statements and representations set forth in this application are true and correct, and the advertising device proposed to be permitted under the application is not in violation of any state or local law, ordinance, or regulation. This application is made for the purpose of obtaining the issuance of an advertising device permit according to law.

The buttons available to the applicant at the bottom of the Submit Application page are Withdraw, Submit, and Exit. The Withdraw button will end the application process and the application will be withdrawn from HBMS. If an applicant wishes to continue the application process, they must restart from the beginning. The Submit button will submit the application to the appropriate PennDOT District OAD Manager for review. Exit will exit the application without saving the application data.



After submitting the application, the applicant will receive the Submit Confirmation page. This page notifies the applicant that their application was successfully submitted and they will be contacted if any further information is needed. The Submit Confirmation page also provides some guidance on the next steps in the application process.

Submit Confirmation

**Your application has been successfully submitted.
You will be contacted if additional information is required.**

Annual Fee: \$30.00

Next Steps: Important instructions and guidance, as listed below.

One permit number will be issued for each structure. If your application is approved and fees are due, you will be notified that payment is due before your permit can be issued. Applicants can monitor their application status by navigating to 'My Signs' -> 'Application Status'.

Any change in ownership, location or specifications of the proposed sign requires submission of a new application and application fee.

If this application is denied, the decision will be deemed final unless appealed. The applicant may appeal this denial by the Department under 2 Pa. C.S. Sections 501-508 (relating to practice and procedure of Commonwealth agencies), 1 Pa. Code Part II (relating to general rules of administrative practice and procedure) and 67 Pa. Code, Chapter 491 (relating to procedures before the Department) by submitting a written request for a hearing within 30 days after the mail date of the denial, to the Administrative Docket Clerk, Office of Chief Counsel, Commonwealth Keystone Building, 400 North Street, 9th Floor, Harrisburg, Pennsylvania 17120-0096. The written request shall include a filing fee as prescribed under the requisites of 67 Pa. Code, Chapter 491, and made payable to the "Commonwealth of Pennsylvania", and a copy of the denial letter shall accompany the written request. A copy of the request must also be sent to the Engineering District which denied the application, to the Outdoor Advertising Control Manager at the address indicated in the *Contact Us* page.

OFF-PREMISE SIGN APPLICATION

To begin an off-premise sign application, click on the Off-Premise Sign Start button seen below. Once selected, the Preliminary Information for Sign Application page will be displayed.



During the application process, the applicant will have access to a resource bar containing links that will be helpful references. The following links will be provided during the application process:



Act 160 – Displays Act 160

Chapter 445 – Displays Chapter 445 of the PA Code

PA Scenic Byways – Provides a list of PA Scenic Byways where OADs are prohibited

Pub. 581 – Displays PennDOT's Publication regarding Highway Beautification

Pub. 266 – Displays PennDOT's brochure on Right-of-Way Encroachment and Outdoor Advertising Sign Control

On-line Application Instructions – Provides instructions on completing each application type

During the application process, a progress bar will be displayed across the top of the page body. The progress bar shows the different tabs from Preliminary to submission. The tab that the applicant is currently on will be highlighted in green. An applicant can go backwards to any tab during the application process. However, each tab must be completed in succession because answers given on one tab will dictate questions that appear on subsequent tabs.



Preliminary

The Preliminary Information for Sign Application page contains several questions that determine whether an applicant may be eligible for an Off-Premise Sign.

The applicant must answer each question accordingly. If an answer is provided that does not comply with federal and state regulations, a warning message will be displayed; however, HBMS does not prevent the applicant from proceeding with the application process.

Preliminary Information for Sign Application All highlighted fields are required

Enter paper application details

Received on Date Time

*** You will be required to upload the signed paper application from the sign owner in the documents section.**

Are there any existing off-premise signs on the same side of the highway within a below indicated distance of the herein described sign structure, between the closest points of each sign structure? Yes No

Select the appropriate option below. The distance between the closest points of each sign structure shall be measured along the nearest edge of the pavement between points directly opposite the signs along the same side of the traveled way.

500 feet if limited access highway 300 feet if non-limited access in a township 100 feet if non-limited access in a city or borough

Will all erection and maintenance activities, including parking vehicles and equipment, be performed on privately owned property? Yes No

Is the sign location adjacent to a **limited access highway**? Yes No

Does the county/municipality have zoning? Yes No

Will the sign include a changeable message display area that will be controlled by electronic process or remote control, including, but not limited to, LED or digital lights, electronically controlled lights, video displays, etc.? Yes No

Is the highway adjacent to the proposed sign location in the designated **Pennsylvania Scenic Byways**?
For a full description of each Scenic Byway, use the 'Pennsylvania Scenic Byways' link above. Yes No

If the sign is located adjacent to a limited access highway, HBMS will ask if the sign location is outside the boundaries of a city or borough. If the answer is "No", the applicant can proceed to the next Preliminary Information question.

Is the sign location adjacent to a limited access highway? Yes No

Is the sign location outside the boundaries of a city or borough? Yes No

If the answer is "Yes", the applicant must state whether or not the sign location is adjacent to an interchange or rest area on either side of the highway, or if there is an entrance or exit lane on either side of the highway within 500 feet of the proposed location.

Is the sign location adjacent to a limited access highway? Yes No

Is the sign location outside the boundaries of a city or borough? Yes No

Is the sign location adjacent to an interchange or rest area on either side of the highway, or is there an entrance or exit lane on either side of the highway within 500 feet of the proposed sign location measured along the highway from the beginning or ending of pavement widening at the exit lane from or entrance lane to the main-traveled way? Yes No

Note: If the county/municipality does not have zoning, there must be a commercial or industrial activity that is within 800 feet of the sign, on the same side of the highway, clearly visible from the main-traveled way of the highway, and recognizable as commercial or industrial.

Does the county/municipality have zoning? Yes No

Is there any commercial or industrial activity that is:

- within 800 feet of the sign and
- on the same side of the highway and
- clearly visible from the main-traveled way of the highway and
- recognizable as commercial or industrial?

Yes No

Sign Owner

The Sign Owner Information screen collects the information regarding the owner of the sign. HBMS will first ask whether the applicant is the owner of the sign. This question is asked because PennDOT personnel can enter applications on behalf of applicants who do not have access to HBMS. An agent acting on behalf of their client could also enter the application.

Sign Owner Information	All highlighted fields are required			
<p>Are you the owner of the proposed sign? <input type="radio"/> Yes <input type="radio"/> No</p>				
<p>(Select Yes if you are applying for yourselves or your firm. Select No if you are applying on-behalf-of someone else)</p>				
WITHDRAW	CLEAR	SAVE & EXIT	EXIT	SAVE & NEXT

The first time an applicant chooses "Yes" that they are the owner of the sign; HBMS will display all of the sign owner fields with the information provided during the HBMS registration process prepopulated. On subsequent visits, these fields will not be displayed as HBMS will have already created the records for the sign owner information.

Sign Owner Information All highlighted fields are required

Are you the owner of the proposed sign? Yes No

(Select Yes if you are applying for yourselves or your firm. Select No if you are applying on-behalf-of someone else)

Sign Owner Name:

If Individual User					If Business Entity	
Prefix	First Name	M.I	Last Name	Suffix	OR	Business Name
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>

Sign Owner Contact Information:

Prefix	First Name	M.I	Last Name	Suffix	Title
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Billing Address

Address Line1	Address Line2	City	State	Zip
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="Pennsylvania"/>	<input type="text"/>

Mailing Address

Address Line1	Address Line2	City	State	Zip
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="Pennsylvania"/>	<input type="text"/>

[Copy from Billing Address](#)

Phone Ext. Email ID (Strongly recommended)

Is the Sign Owner a Service Club or Religious Organization? Yes No

(Service clubs and religious organizations are exempt from annual fees for Directional signs as long as the area of their Directional sign does not exceed 8 sq.ft.)

Additional Information
(Please provide if you have any additional information such as names of other Sign Owners and their addresses (if applicable))

(Maximum characters: 200)
You have characters left.

The first section of the Sign Owner Information page requires the applicant to enter the Sign Owner Name. The Sign Owner Name can either be an individual owner or a business entity, but not both. If the sign is owned by an individual, the individual user First Name and Last Name fields must be entered. If the sign is owned by a business entity, the Business Name field must be entered.

Sign Owner Name:

If Individual User					If Business Entity	
Prefix	First Name	M.I.	Last Name	Suffix	OR	Business Name
<input type="text" value="v"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="v"/>		<input type="text"/>

Once the Sign Owner is identified, the applicant must enter the Sign Owner Contact Information. This information contains the standard contact information such as the first and last name of the point of contact, billing address, mailing address, phone number, and email address.

The applicant can select the "Copy from Billing Address" feature if the Billing Address and Mailing Address are the same. HBMS will copy the information into the Mailing Address fields.

Note: While the Email ID field is not required, it is strongly recommended if the sign owner wishes to receive electronic communication from PennDOT regarding the status of their application. If approved, sign owners will also be able to receive electronic copies of their annual renewal applications.

Sign Owner Contact Information:

Prefix	First Name	M.I.	Last Name	Suffix	Title	
<input type="text" value="v"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="v"/>	<input type="text"/>	
Billing Address		Address Line1	Address Line2	City	State	Zip
		<input type="text"/>	<input type="text"/>	<input type="text"/>	Pennsylvania <input type="text" value="v"/>	<input type="text"/>
Mailing Address					Pennsylvania <input type="text" value="v"/>	
		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="v"/>	<input type="text"/>
Copy from Billing Address						
Phone		Ext.	Email ID			
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> (Strongly recommended)			

Each sign owner will be asked if they are a Service Club or Religious Organization because these entities are subject to certain sizing requirements and billing procedures when applying for particular sign types.

Is the Sign Owner a Service Club or Religious Organization?

Yes No

(Service clubs and religious organizations are exempt from annual fees for Directional signs as long as the area of their Directional sign does not exceed 8 sq.ft.)

The Additional Information field is an open form text box available for the applicant to provide any additional information that is not provided in the fields above (i.e., additional sign owners or an additional point of contact).

Additional Information

(Please provide if you have any additional information such as names of other Sign Owners and their addresses (if applicable))

(Maximum characters: 200)

You have characters left.

If the applicant answers "No" that they are not the owner of the sign, a search box will appear. The applicant must enter at least three characters of the sign owners name and select the "Search" button.

Note: If an applicant is entering the application on behalf of someone else an authorization letter, from the sign owner granting authority to the applicant to submit the application on their behalf, must be uploaded in the document section of the application process.

Sign Owner Information All highlighted fields are required

Are you the owner of the proposed sign? Yes No

(Select Yes if you are applying for yourselves or your firm. Select No if you are applying on-behalf-of someone else)

Select the sign owner from the results(if found) by searching for Name containing

HBMS will search all existing sign owner records and display any that match the search criteria provided.

Sign Owner Information All highlighted fields are required

Are you the owner of the proposed sign? Yes No

(Select Yes if you are applying for yourselves or your firm. Select No if you are applying on-behalf-of someone else)

Select the sign owner from the results(if found) by searching for Name containing

ACCO BABCOCK, INC,P O BOX 792,YORK,PA,17405
ABC SELF STORAGE,P O BOX 39,BRODHEADSVILLE,PA,18322
ABC LIQUIDATORS,162 COOL SPRINGS DRIVE,WINDBER,PA,15963
ABC STORAGE,366 N. MEADOWN LANE,HARRISBURG,PA,17112
ABC OUTDOOR LLC,366 N. MEADOW LANE,HARRISBURG,PA,17112

Check the box if owner not found in list

If the sign owner is found in the list of existing sign owners, the applicant must highlight the selection and click "Save & Next".

Sign Owner Information All highlighted fields are required

Are you the owner of the proposed sign? Yes No

(Select Yes if you are applying for yourselves or your firm. Select No if you are applying on-behalf-of someone else)

Select the sign owner from the results(if found) by searching for Name containing

ACCO BABCOCK, INC,P O BOX 792,YORK,PA,17405
ABC SELF STORAGE,P O BOX 39,BRODHEADSVILLE,PA,18322
ABC LIQUIDATORS,162 COOL SPRINGS DRIVE,WINDBER,PA,15963
ABC STORAGE,366 N. MEADOWN LANE,HARRISBURG,PA,17112
ABC OUTDOOR LLC,366 N. MEADOW LANE,HARRISBURG,PA,17112

Check the box if owner not found in list

*** You will be required to upload the consent/authorization or signed paper application from the sign owner in the documents section. All letters of consent/authorization must be on company letterhead.**

If the sign owner is not found in the search results, the applicant must check the box labeled "Check the box if not found in list". Checking this box will display the Sign Owner fields where the applicant can enter the sign owner information. This will create a new sign owner record in HBMS.

Sign Owner Information
All highlighted fields are required

Are you the owner of the proposed sign? Yes No

(Select Yes if you are applying for yourselves or your firm. Select No if you are applying on-behalf-of someone else)

Select the sign owner from the results(if found) by searching for Name containing

ACCO BABCOCK, INC, P O BOX 792, YORK, PA, 17405
 ABC SELF STORAGE, P O BOX 39, BRODHEADSVILLE, PA, 18322
 ABC LIQUIDATORS, 162 COOL SPRINGS DRIVE, WINDBER, PA, 15963
 ABC STORAGE, 366 N. MEADOWN LANE, HARRISBURG, PA, 17112
 ABC OUTDOOR LLC, 366 N. MEADOWN LANE, HARRISBURG, PA, 17112

Check the box if owner not found in list

Sign Owner Name:

If Individual User					If Business Entity			
Prefix	First Name	M.I.	Last Name	Suffix	OR			Business Name
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>				<input type="text"/>

Sign Owner Contact Information:

Prefix	First Name	M.I.	Last Name	Suffix	Title
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Billing Address	Address Line1	Address Line2	City	State	Zip
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="Pennsylvania"/>	<input type="text"/>

Mailing Address	Address Line1	Address Line2	City	State	Zip
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="Pennsylvania"/>	<input type="text"/>

Copy from Billing Address

Phone	Ext.	Email ID
<input type="text"/>	<input type="text"/>	<input type="text"/> (Strongly recommended)

Is the Sign Owner a Service Club or Religious Organization? Yes No

(Service clubs and religious organizations are exempt from annual fees for Directional signs as long as the area of their Directional sign does not exceed 8 sq.ft.)

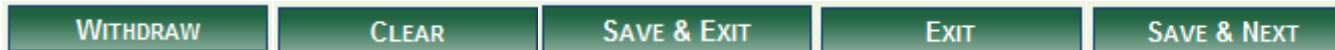
Additional Information
 (Please provide if you have any additional information such as names of other Sign Owners and their addresses (if applicable))

(Maximum characters: 200)
 You have characters left.

* You will be required to upload the consent/authorization or signed paper application from the sign owner in the documents section. All letters of consent/authorization must be on company letterhead.

WITHDRAW
CLEAR
SAVE & EXIT
EXIT
SAVE & NEXT

The buttons available to the applicant at the bottom of the Sign Owner Information page are Withdraw, Clear, Save & Exit, Exit, and Save & Next. The Withdraw button will end the application process and the application will be withdrawn from HBMS. If an applicant wishes to continue the application process, they must restart from the beginning. The Clear button will clear all data entered into the data fields. Save & Exit saves the data entered prior to this tab and exits the application. Exit will exit the application without saving the application data. Save & Next will save the application data and proceed to the next part of the application.



Land Owner

The Land Owner Information screen collects the information regarding the owner of the land that the sign will be constructed on. HBMS will first ask whether the sign owner and land owner are the same.

If the sign owner and land owner are the same, HBMS will not collect any additional land owner information because it will copy the information from the sign owner fields.

HBMS will then ask if the applicant has the Tax Parcel ID information for the land where the sign will be located. If the applicant selects "Yes" a search box will appear where the applicant can enter at least three digits of the Tax Parcel ID and select "Search". HBMS will search all existing Tax Parcel IDs and display any that match the search criteria. If the Tax Parcel ID exists in HBMS, the applicant can highlight the Tax Parcel ID and select "Save & Next". If the Tax Parcel ID is not listed in the search results, the applicant can check the box labeled "Check the box if not found in list" and enter the new Tax Parcel ID. This will create a new Tax Parcel ID record in HBMS.

Land Owner Information All highlighted fields are required

Are Sign Owner and Land Owner the same Yes No

It is strongly recommended that you should provide the Tax Parcel ID of the sign site.
Do you have the Tax Parcel ID information? Yes No

Select Tax Parcel ID for the land from the results(if found) by searching for ID containing

No Results Found.

Check the box if ID not found in list

Enter new Tax Parcel ID (If not found in the list)

If the applicant indicates that the sign owner and land owner are not the same, HBMS will then ask whether the applicant has the Tax Parcel ID information where the sign will be located.

Land Owner Information All highlighted fields are required

Are Sign Owner and Land Owner the same Yes No

*** You will be required to upload a copy of the lease or other arrangement confirming the land owner's consent in the documents section.**
It is strongly recommended that you should provide the Tax Parcel ID of the sign site.
Do you have the Tax Parcel ID information? Yes No

If the applicant does have the Tax Parcel ID, HBMS will collect the information as noted above.

Land Owner Information
All highlighted fields are required

Are Sign Owner and Land Owner the same Yes No

*** You will be required to upload a copy of the lease or other arrangement confirming the land owner's consent in the documents section.**
 It is strongly recommended that you should provide the Tax Parcel ID of the sign site.
 Do you have the Tax Parcel ID information? Yes No

Select Tax Parcel ID for the land from the results(if found) by searching SEARCH

for ID containing

WITHDRAW
CLEAR
SAVE & EXIT
EXIT
SAVE & NEXT

If the applicant does not have the Tax Parcel ID, HBMS will then display a search field for existing HBMS land owners. The applicant will enter at least three characters and select "Search". HBMS will search all existing land owners and display any that match the search criteria. If the land owner exists in HBMS, the applicant can highlight the land owner and select "Save & Next".

Land Owner Information
All highlighted fields are required

Are Sign Owner and Land Owner the same Yes No

*** You will be required to upload a copy of the lease or other arrangement confirming the land owner's consent in the documents section.**
 It is strongly recommended that you should provide the Tax Parcel ID of the sign site.
 Do you have the Tax Parcel ID information? Yes No

Select the land owner from the results(if found) by searching for Name containing SEARCH

ABC LIQUIDATORS, 162 COOL SPRINGS DRIVE, WINDBER, PA, 15963

ABCD CORP, 3900 INDUSTRIAL PARK DRIVE, ALTOONA, PA, 16601

RODNEYBABCOCK, RR #1, BOX 73, ULSTER, PA, 18850

BABCOCK & WILCOX, BEAVER FALLS, PA, 15010

ABC CO, 400 STUCK ROAD, HANOVER, PA, 17331

Check the box if owner not found in list

WITHDRAW
CLEAR
SAVE & EXIT
EXIT
SAVE & NEXT

If the land owner is not listed in the search results, the applicant can check the box labeled "Check the box if not found in list". Checking this box will display the Land Owner fields where the applicant can enter the land owner information. This will create a new land owner record in HBMS.

Land Owner Information All highlighted fields are required

Are Sign Owner and Land Owner the same Yes No

*** You will be required to upload a copy of the lease or other arrangement confirming the land owner's consent in the documents section.**
 It is strongly recommended that you should provide the Tax Parcel ID of the sign site.
 Do you have the Tax Parcel ID information? Yes No

Select the land owner from the results(if found) by searching for Name containing

ABC LIQUIDATORS,162 COOL SPRINGS DRIVE,WINDBER,PA,15963
 ABCD CORP 3900 INDUSTRIAL PARK DRIVE,ALTOONA,PA,16601
 RODNEYBABCOCK,RR #1 , BOX 73,ULSTER,PA,18850
 BABCOCK & WILCOX,BEAVER FALLS,PA,15010
 ABC CO,400 STUCK ROAD,HANOVER,PA,17331

Check the box if owner not found in list

Land Owner Name:

If Individual User					If Business Entity		
Prefix	First Name	M.I.	Last Name	Suffix	OR		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		

Land Owner Contact Information:

Prefix	First Name	M.I.	Last Name	Suffix	Title
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Permanent Address	Address Line1	Address Line2	City	State	Zip
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="Pennsylvania"/>	<input type="text"/>

Mailing Address	Address Line1	Address Line2	City	State	Zip
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="Pennsylvania"/>	<input type="text"/>

[Copy from Permanent Address](#)

Phone	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Email ID
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

(Strongly recommended)

Additional Information
 (Please provide if you have any additional information such as names of other Sign Owners and their addresses (if applicable))

(Maximum characters: 200)
 You have characters left.

WITHDRAW
CLEAR
SAVE & EXIT
EXIT
SAVE & NEXT

The first section of the Land Owner Information page requires the applicant to enter the Land Owner Name. The Land Owner Name can either be an individual owner or a business entity, but not both. If the land is owned by an individual, the individual user First Name and Last Name fields must be entered. If the land is owned by a business entity, the Business Name field must be entered.

Land Owner Name:

If Individual User					If Business Entity	
Prefix <input type="text" value=""/>	First Name <input type="text" value=""/>	M.I. <input type="text" value=""/>	Last Name <input type="text" value=""/>	Suffix <input type="text" value=""/>	OR	Business Name <input type="text" value=""/>

Once the Land Owner is identified, the applicant must enter the Land Owner Contact Information. This information contains the standard contact information such as the first and last name of the point of contact, permanent address, mailing address, phone number, and email address.

The applicant can select the "Copy from Permanent Address" feature if the Permanent Address and Mailing Address are the same. HBMS will copy the information into the Permanent Address fields.

Note: While the Email ID field is not required, it is strongly recommended if the land owner wishes to receive electronic communication from PennDOT regarding the status of the permitted device located on their property.

Land Owner Contact Information:

Prefix <input type="text" value=""/>	First Name <input type="text" value=""/>	M.I. <input type="text" value=""/>	Last Name <input type="text" value=""/>	Suffix <input type="text" value=""/>	Title <input type="text" value=""/>
Permanent Address	Address Line1 <input type="text" value=""/>	Address Line2 <input type="text" value=""/>	City <input type="text" value=""/>	State Pennsylvania <input type="text" value=""/>	Zip <input type="text" value=""/>
Mailing Address	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	Pennsylvania <input type="text" value=""/>	<input type="text" value=""/>
Copy from Permanent Address					
Phone <input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	Ext. <input type="text" value=""/>	Email ID <input type="text" value=""/> <small>(Strongly recommended)</small>	

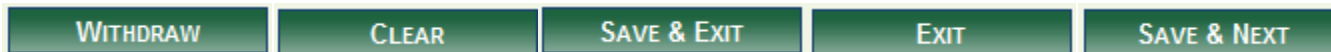
The Additional Information field is an open form text box available for the applicant to provide any additional information that is not provided in the fields above (i.e., additional land owners or an additional point of contact).

Additional Information
(Please provide if you have any additional information such as names of other Sign Owners and their addresses (if applicable))

(Maximum characters: 200)
You have 200 characters left.

WITHDRAW **CLEAR** **SAVE & EXIT** **EXIT** **SAVE & NEXT**

The buttons available to the applicant at the bottom of the Land Owner Information page are Withdraw, Clear, Save & Exit, Exit, and Save & Next. The Withdraw button will end the application process and the application will be withdrawn from HBMS. If an applicant wishes to continue the application process, they must restart from the beginning. The Clear button will clear all data entered into the data fields. Save & Exit saves the data entered prior to this tab and exits the application. Exit will exit the application without saving the application data. Save & Next will save the application data and proceed to the next part of the application.



Location

The Sign Location Information screen collects the information regarding the location where the sign will be constructed. After selecting the appropriate County, HBMS will provide a drop down list of municipalities that exist within the selected county. After selecting the appropriate Municipality, HBMS will provide a drop down list of the Interstates and State Routes that existing with the selected municipality. The list of Interstates and State Routes is provided by PennDOT's Roadway Management System. If the route that the sign is to be located next to is not included on the list of Interstates and State Routes, the applicant must choose "Other". If "Other" is chosen, a field will appear for the applicant to list the name of the adjacent route.

Sign Location Information All highlighted fields are required

County: Municipality: **GPS Coordinates:** Latitude : Longitude : (Strongly Recommended)

The sign is adjacent to interstate/State Route on side , when travelling in direction

Distance from to the closest edge of the sign ft.

HBMS will then ask whether the sign will be visible from other state routes. If the answer is "No" the applicant can proceed to complete the rest of the fields on the Sign Location Information screen.

Will the sign Message be visible (whether or not legible) from other state routes? Yes No

If the answer is "Yes", HBMS will display a list of state routes. The applicant should choose which additional state routes the sign is visible from. If the other state route is not listed, the applicant must select "Other". Once "Other" is selected, a field will appear for the applicant to list the name of the other state routes.

Note: To choose multiple state routes, hold the Control key and select the routes that apply.

Will the sign Message be visible (whether or not legible) from other state routes? Yes No

Select the state routes(s) from which the sign is visible. (Hint: Press Ctrl Key down to select more than one option)

- OTHER
- SR-11
- SR-15
- SR-34
- SR-74

If Other Please specify the list of road names

The next fields on the Sign Location Information screen collect information regarding the right-of-way where the sign will be located. The applicant must verify the highway right-of-way width with the appropriate PennDOT Engineering District. The applicant must also contact the PennDOT Engineering District to obtain a highway right-of-way plan for the sign site location.

Applicant must verify the highway right-of-way width with the PENNDOT District Engineering Office.

The Right-of-way width is ft. Right-of-way information provided by on

Application is required to obtain a PENNDOT highway right-of-way plan for the sign site location (except for an Interstate "crossing" COTTON AREA, see instructions available in the resource bar above). Contact the local PennDOT District Engineering Office for a right-of-way plan.

Right-of-way plan provided by on

The remaining fields collect data regarding the sign site in relation to the interchange or intersection, route segment or mile maker, and also any landmarks that help identify the exact location of the sign.

The sign site is of the nearest interchange, intersection.

provide name, route number (s), exit number

The sign site is ft. of the nearest Route Segment Marker No .offset and/or Mile Marker No

For a new sign, applicant is required to place a stake at least 3 feet high, with applicant's name on it, to mark the closest edge of the sign, if staking is not feasible, some other form of marking is required.

Type of marking to identify the closest edge of the sign:

If available, provide any other readily identifiable fixed object that may be used to identify the location (such as landmarks):

Note: If the route adjacent to the sign location is an interstate, the applicant must state whether the sign is located in a Cotton Area, Kerr Area Type 1, or Kerr Area Type 2. The applicant can click on each area type to see a definition.

Please note that an off-premise sign along the interstate system shall only be located in a zoned or unzoned commercial or industrial "Cotton Area" or in a "Kerr Area."
Please indicate the area type for the sign location along the interstate

Cotton Area Kerr Area Type 1 Kerr Area Type 2*

* You will be contacted for further required documentation.

WITHDRAW CLEAR SAVE & EXIT EXIT SAVE & NEXT

The buttons available to the applicant at the bottom of the Sign Location Information page are Withdraw, Clear, Save & Exit, Exit, and Save & Next. The Withdraw button will end the application process and the application will be withdrawn from HBMS. If an applicant wishes to continue the application process, they must restart from the beginning. The Clear button will clear all data entered into the data fields. Save & Exit saves the data entered prior to this tab and exits the application. Exit will exit the application without saving the application data. Save & Next will save the application data and proceed to the next part of the application.

WITHDRAW CLEAR SAVE & EXIT EXIT SAVE & NEXT

Regulations

The Regulations Information screen collects the information regarding the local ordinances or regulations of the municipality or county where the sign will be constructed.

Regulations Information All highlighted fields are required

Does the municipality or county where sign is to be located have a sign ordinance or regulations? Yes No

Enter details for either **Municipality Officer** or **County Officer**. You can enter details for both.

Provide Municipality Zoning/Codes Officer Details

Name Address Line1 Address Line2 City State Zip - Phone Extn.

Email

Provide County Zoning/Codes Officer Details

Name Address Line1 Address Line2 City State Zip - Phone Extn.

Email

You answered earlier in the preliminary information section that there is zoning for the county/municipality where the sign is going to be erected.

What is the zoning at the

*** You will be required to upload a copy of the zoning ordinance, or letter from county/municipality confirming the zoning in the documents section..**

The first question asks whether or not the municipality or county has a sign ordinance or regulations.

Does the municipality or county where sign is to be located have a sign ordinance or regulations? Yes No

If the applicant selects "Yes", HBMS will ask whether or not the sign will conform to those sign ordinances or regulations.

Does the municipality or county where sign is to be located have a sign ordinance or regulations? Yes No

Does the sign , for which application is hereby made, conform to local requirements? Yes No

If the applicant selects "Yes", they will be required to upload a copy of the sign ordinance or letter from the municipality confirming that the sign conforms to their ordinances in the documents section. HBMS will then ask if the municipality or county require the application for and issuance of a permit for the erection of a sign. If the applicant selects "Yes", they will be required to upload a copy of the local permit for the proposed sign in the documents section.

Regulations Information	All highlighted fields are required
<p>Does the local municipality or county where sign is to be located have a sign ordinance or regulations? * You will be required to upload a copy of the sign ordinance confirming the sign conforms to their ordinances in the documents section.</p>	<input checked="" type="radio"/> Yes <input type="radio"/> No
<p>Does the sign, for which application is hereby made, conform to local requirements? * You will be required to upload a copy of local sign approvals confirming the sign conforms to local requirements in the documents section.</p>	<input checked="" type="radio"/> Yes <input type="radio"/> No
<p>Does the local municipality or county require application for and issuance of a permit for the erection of a sign? * You will be required to upload a copy of the local permit for the proposed sign in the documents section.</p>	<input checked="" type="radio"/> Yes <input type="radio"/> No

After answering the questions regarding the local municipality or county regulations, the applicant must complete the Municipality Zoning Officer details or the County Zoning Officer details. The details for both individuals can be entered, but only one is required.

Enter details for either Municipality Officer or County Officer. You can enter details for both.

Provide Municipality Zoning/Codes Officer Details

Name Address Line1 Address Line2 City State Zip Phone Extn.

Email

Provide County Zoning/Codes Officer Details

Name Address Line1 Address Line2 City State Zip Phone Extn.

Email

Based on the answer given in the Preliminary Information section HBMS will display a question regarding the zoning for the county/municipality where the sign is going to be erected. If it was indicated that county/municipality did have zoning, HBMS will collect what the zoning is at the sign site.

You answered earlier in the preliminary information section that there is zoning for the county/municipality where the sign is going to be erected.

What is the zoning at the sign?

*** You will be required to upload a copy of the zoning ordinance, or letter from county/municipality confirming the zoning in the documents section..**

If it was indicated that the county/municipality did not have zoning but did have industrial or commercial activity nearby, HBMS will collect the required information regarding the activity.

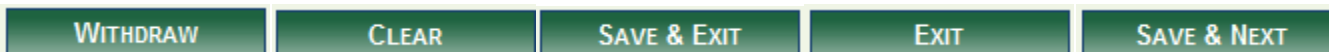
You answered earlier in the preliminary information section that there is no zoning for the county/municipality where the sign is going to be erected and there is commercial or industrial activity visible from the main-traveled way of the highway and it is recognizable as commercial or industrial and within 800 feet of sign on the same side of the highway.

Provide the details of the activity

Activity Name <input type="text"/>	Hours of Operation <input type="text"/>	# of Yrs in Operation <input type="text"/>	Phone <input type="text"/>	Extn. <input type="text"/>
Address Line1 <input type="text"/>	Address Line2 <input type="text"/>	City <input type="text"/>	State Pennsylvania <input type="button" value="v"/>	Zip <input type="text"/>

*** You will be required to upload photographs of the commercial or industrial activity in the documents section.**

The buttons available to the applicant at the bottom of the Regulations Information page are Withdraw, Clear, Save & Exit, Exit, and Save & Next. The Withdraw button will end the application process and the application will be withdrawn from HBMS. If an applicant wishes to continue the application process, they must restart from the beginning. The Clear button will clear all data entered into the data fields. Save & Exit saves the data entered prior to this tab and exits the application. Exit will exit the application without saving the application data. Save & Next will save the application data and proceed to the next part of the application.



Structure

The Sign Structure screen collects the information regarding the sign structure. The applicant will be asked to enter the number of sign faces.

Sign Structure All highlighted fields are required

Number of Sign Faces

Will any sign face contain, include or be illuminated by one or more flashing, intermittent or moving light? Yes No

WITHDRAW CLEAR SAVE & EXIT EXIT SAVE & NEXT

HBMS will display fields to be entered for each sign face. The applicant will enter the size of the sign face along with the material type and whether or not the face has lighting that shines on it. In addition to the sign face details, the applicant must answer whether or not any sign face will contain, include or be illuminated by one or more flashing, intermittent or moving light. If the applicant selects "Yes", the message content of that sign face must be entered. If applicant selects "No", the Message Content fields will disappear.

Sign Structure All highlighted fields are required

Number of Sign Faces

Will any sign face contain, include or be illuminated by one or more flashing, intermittent or moving light? Yes No

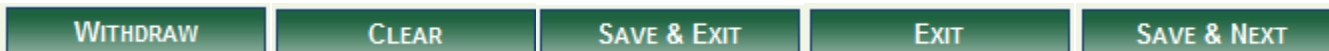
Provide the following for each face of the sign: dimensions (in ft.) including any border and trim; material type; lighting type (if any); and message content (if applicable)

Face	Height		Width		Material Type	Lighting	Message Content
	Ft	In	Ft	In			
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/> Yes <input type="radio"/> No	<input type="text"/>
2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/> Yes <input type="radio"/> No	<input type="text"/>

WITHDRAW CLEAR SAVE & EXIT EXIT SAVE & NEXT

The buttons available to the applicant at the bottom of the Sign Structure page are Withdraw, Clear, Save & Exit, Exit, and Save & Next. The Withdraw button will end the application process and the application will be withdrawn from HBMS. If an applicant wishes to continue the application process, they must restart from the beginning. The Clear button will clear all data entered into

the data fields. Save & Exit saves the data entered prior to this tab and exits the application. Exit will exit the application without saving the application data. Save & Next will save the application data and proceed to the next part of the application.



Documents

The Documents page is where the applicant will upload all of the necessary attachments to their application. The documents that are required by the answers given during the application process are marked with a *****. There are other documents listed that can be uploaded but are not required. In order to upload a document the applicant must provide a description of the document and click "Browse" to select the appropriate file on their computer. After all files are ready to upload, click Upload All Documents. An applicant can see a description of the Document Type by clicking on the Document Type Links provided on the left.

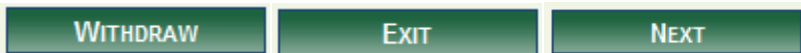
Note: Click on the browse button to locate a document on your computer to upload. You can load more than one at a time. After all documents have been located, click **UPLOAD ALL DOCUMENTS**

Note: Max file size is 10 MBs, total upload size is 10 MBs, max file name is 50 characters, and supported file types are: pdf, doc, docx, xls, xlsx, jpg, jpeg, txt, wav, msg, mp4, mov, mp3

Based on the application data the following documents need to be uploaded to complete the processing of your permit application.

Document Type	Max Total Upload Size: 10 MB	Max File Size: 10 MB	Max File Name: 50 Characters
<p>Supported File Types: pdf,doc,docx,xls,xlsx,jpg,jpeg,txt,wav,msg,mp4,mov,mp3</p> <p>Click on the Document Type link to see the description * Required to attach at least one document</p>	<p>Documents</p> <p>Hint: Click on the browse button to locate a document on your computer to upload. You can load more than one at a time. After all documents have been located, click the Upload All Documents button. UPLOAD ALL DOCUMENTS</p>		
* Sign Drawings or Plans	Description: <input type="text"/> File: <input type="button" value="Choose File"/> No file chosen		
* Site Drawing or Plan/Aerial Map of Sign Location	Description: <input type="text"/> File: <input type="button" value="Choose File"/> No file chosen		
* Paper Application	Description: <input type="text"/> File: <input type="button" value="Choose File"/> No file chosen		
* Local Zoning Approvals	Description: <input type="text"/> File: <input type="button" value="Choose File"/> No file chosen		
* ROW Plans	Description: <input type="text"/> File: <input type="button" value="Choose File"/> No file chosen		

The buttons available to the applicant at the bottom of the Documents page are Withdraw, Exit, and Next. The Withdraw button will end the application process and the application will be withdrawn from HBMS. If an applicant wishes to continue the application process, they must restart from the beginning. Exit will exit the application without saving the application data. Next will proceed to the next part of the application.



Review

The Sign Permit Application Review page allows the applicant to review all of the data that has been entered throughout the application process. The applicant can view all information by clicking the "Expand All" button.

The screenshot shows the 'Sign Permit Application Review' page with the 'Expand All' button selected. The page header includes 'Sign Permit Application Review', 'COLLAPSE ALL', and 'EXPAND ALL'. The main content area displays the following information:

- Application #:** 19869
- Sign Type:** Off-Premise Sign
- Sign Owner:** Sign Owner
- Status:** Draft
- Entered by:** Sign Owner

Below this summary are several expandable sections, each with a plus icon and a title:

- Preliminary Information
- Owners Information
- Location Information
- Local Regulations Information
- Sign Structure Details
- Documents
- Annual Fee Information

At the bottom of the page, there are four buttons: WITHDRAW, PRINTABLE VERSION, EXIT, and NEXT.

The top of the Sign Permit Application Review provides a summary of the application number, sign type, sign owner, application status and the individual entering the application.

This screenshot shows the same 'Sign Permit Application Review' page, but with the 'Collapse All' button selected. The layout is identical to the previous screenshot, but the expandable sections (Preliminary Information, Owners Information, Location Information, Local Regulations Information, Sign Structure Details, Documents, Annual Fee Information) are collapsed, showing only their titles and plus icons.

The Preliminary Information section displays the answers given by the application on the Preliminary Information section of the application. If any answers are incorrect, the applicant should return to that section of the application to correct the answer.

Preliminary Information

All erection and maintenance activities performed on privately owned property? Yes

Existing off-premise signs on the same side of the highway? No

Sign adjacent to a limited access highway? No

County or municipality has zoning? Yes

Sign includes changeable message display? No

Sign located in the designated Pennsylvania Scenic Byways? No

The Owners Information section displays the information entered by the application on the Sign Owner Information and Land Owner Information sections of the application. If any of the information is incorrect, the applicant should return to the appropriate section of the application to correct the answer.

Owners Information

Sign Owner ID: 24743
 Business ID: B00492

Is the Sign Owner a Service Club/religious organization? N

	Contact Name/Title/Owner Name	Permanent(Billing) Address/ Mailing Address	Phone/Email	Additional Information
Sign Owner	Sign Owner	Address, City, PA 11111	(111) 222-3333	
	Sign Owner	Address, City, PA 11111	signowner@email.com	
Land Owner	Sign Owner	Address, City, PA 11111	(111) 222-3333	
	Sign Owner	Address, City, PA 11111	signowner@email.com	

The Location Information section displays the information entered by the application on the Sign Location Information section of the application. If any of the information is incorrect, the applicant should return to that section of the application to correct the answer.

Location Information										
County:	Dauphin	Municipality:	Swatara T Township	GPS Latitude:		GPS Longitude:				
Adjacent to SR:	SR-39	On:	Left	In the:	East bound	Direction		Distance:	33.0 feet from:	Edge of Pavement
Right-of-Way width:	30.0 feet									
Provided by:	js	on:	Feb 23, 2015	Right-of-Way plan provided by:	JS	on:	Feb 23, 2015			
Nearest Segment Marker No.:	0020	off set	010	and/or Mile Marker No.:		is at a distance of:	200.0 ft.	in the direction of:	East	
Nearest Interchange/Intersection:	Exit 77	is at a distance of:	20.0 feet		Type of Marking:	Wooden stake.		Land Marks:		
The area type for the sign location along the interstate is:										

The Local Regulations Information section displays the information entered by the application on the Regulations Information section of the application. If any of the information is incorrect, the applicant should return to that section of the application to correct the answer.

Local Regulations Information	
Municipality/County has sign ordinance or regulations?:	No PERMIT
Zoning/Codes Officer Name & Address:	Zoning Officer, Address, City, PA 11111
Phone	(111) 222-3333
Zoning at the sign site:	Commercial

The Sign Structure Details section displays the information entered by the application on the Sign Structure section of the application. If any of the information is incorrect, the applicant should return to that section of the application to correct the answer.

Sign Structure Details								
Sign Structure Configuration:	Single Face	# of Uprights:	1	Uprights Material Type:	Metal			
Approximate height above ground level to bottom of lowest face:	20 feet							
Flashing, intermittent, or moving lights on any face?:	No							
Face	Face Identifier	Height Ft In	Width Ft In	Area (Sq ft)	Material Type	Lights?	Lighting Type	Message Content
1		20 0	14 0	280.00	Wood	No		

The Documents section displays the files uploaded by the applicant on the Documents section of the application. If any of the files need to be re-uploaded, the applicant should return to that section of the application to upload the correct files.

Documents				
Document Type	Documents			
<small>Click on the Document Type link to see the description.</small>	<small>Click on the Document link to view the content of the document.</small>			
Deed	Doc3.docx	Deed	14639 KB	Feb 23, 2015 8:51:07 AM

The Annual Fee Information section displays the annual fee for the sign permit based on the information provided throughout the application process. The Rate Information link will provide details on how the annual fees are calculated.

Annual Fee Information				
<small>Click here to see rate information for outdoor advertising signs.</small>				
Face	Height Ft In	Width Ft In	Area (Sq ft)	Fee (\$)
1	20 0	14 0	280.00	\$10.00
Total annual fee for the sign:				\$10.00

The buttons available to the applicant at the bottom of the Sign Permit Application Review page are Withdraw, Printable Version, Exit, and Next. The Withdraw button will end the application process and the application will be withdrawn from HBMS. If an applicant wishes to continue the application process, they must restart from the beginning. The Printable Version button will provide the applicant with a printer-friendly version of the application. Exit will exit the application without saving the application data. Next will proceed to the next part of the application.

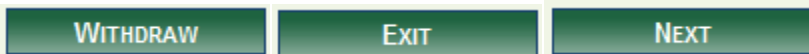


Terms & Conditions

The Terms and Conditions page displays the requirements that the applicant must agree to in order to be eligible to have a sign permit. The applicant must be able to select "I Agree" to each statement in order to submit their application.

Terms And Conditions	All highlighted fields are required
Please read all terms & conditions carefully and check the 'I Agree' checkbox to confirm your acceptance.	<input type="checkbox"/> I Agree
The applicant acknowledges the opportunity to review "Instructions and Information for the Completion of this Application".	<input type="checkbox"/>
Permitted signs shall not be erected or maintained from limited access highways. Access to signs must be only from private property.	<input type="checkbox"/>
Substantially incomplete or inaccurate information submitted on this application shall be grounds for denial of permits.	<input type="checkbox"/>
If any check for the annual permit fee is returned due to insufficiency of funds, there will be a \$20.00 service charge.	<input type="checkbox"/>
This permit is issued based upon the information and statements made by the applicant. Any false statements or false representations set forth herein shall cause the permit to be revoked, permit fees forfeited, sign removed at owner's cost, and subject the applicant to penalties under the laws of the Commonwealth of PA.	<input type="checkbox"/>
Applicant shall not erect the proposed sign until a permit is granted by PennDOT.	<input type="checkbox"/>
If the proposed sign is not erected within 12 months after the permit is granted, the permit may be revoked, pursuant to chapter 5445.8(b)(1)	<input type="checkbox"/>
Per 67 Pa. Code 445.9(c), the applicant hereby states that they have not and will not, in any manner, cause the damage, destruction or removal of any vegetation in the highway right-of-way, except by permit pursuant to Act No. 1983 -79, the Highway Vegetation Control Act.	<input type="checkbox"/>
Within 30 days after erection of sign, the applicant shall submit form RW-745C, Notice of Completion, and submit photographs of the sign in one of the following ways. <ul style="list-style-type: none"> • Online (by logging into your account) • Email to HBMS ResourceAccount along with the permit number • Mail the duly completed form RW-745C "NOTICE OF COMPLETION" which can be downloaded using the Download Forms link. 	<input type="checkbox"/>
A sign permit is not granted until the approval letter "Sign Permit Approved", form RW-745A is issued by PennDOT. Any discussions or correspondence with PennDOT representatives prior to the actual issuance or denial of a permit are for informational and guidance purposes only. Neither approval nor denial of a permit shall be based on oral representations from PennDOT.	<input type="checkbox"/>
Applicant is required to meet with a PennDOT representative at the proposed sign location to review the location and application. The District Outdoor Advertising Manager will contact you to schedule the meeting.	<input type="checkbox"/>
Applicant is required to mark the sign site either by 3 ft. stake or other identifiable marking.	<input type="checkbox"/>
The applicant acknowledges that this sign will be located entirely outside of the existing State highway right-of-way. This permit is not written approval by the Pennsylvania Department of Transportation to place the sign or any portion of the structure within the legal limits of the State highway right-of-way. Pursuant to 36 P.S. Section 670-425, if the sign is determined to encroach upon the right-of-way, the applicant will, upon notification from the Department, remove the sign at the applicant's expense without delay.	<input type="checkbox"/>
Any change in ownership, location or specifications of sign requires submission of a new application.	<input type="checkbox"/>
If this application is denied, the decision will be deemed final unless appealed. The applicant may appeal this denial by the Department under 2 Pa. C.S. Sections 501-508 (relating to practice and procedure of Commonwealth agencies), 1 Pa. Code Part II (relating to general rules of administrative practice and procedure) and 67 Pa. Code Chapter 491 (relating to procedures before the Department) by submitting a written request for a hearing within 30 days after the mail date of the denial, to the Administrative Docket Clerk, Office of Chief Counsel, Commonwealth Keystone Building, 400 North Street, 9th Floor, Harrisburg, Pennsylvania 17120-0096. The written request shall include a filing fee as prescribed under the requisites of 67 Pa. Code, Chapter 491, made payable to the "Commonwealth of Pennsylvania", and a copy of the denied application shall accompany the written request. A copy of the request must also be sent to the Engineering District which denied the application, and to: Outdoor Advertising Control Manager, PennDOT, PO Box 3362, Harrisburg, Pennsylvania 17105-3362.	<input type="checkbox"/>
Once a permit application has been received, reviewed, and approved by the District Outdoor Advertising Control Manager, an invoice will be generated for the initial permitting fee and sent to you by email or regular mail. This invoice must be paid prior to erection of the proposed sign.	<input type="checkbox"/>
References to Act No. 160 and the regulations, Chapter 445, herein or in discussion, are for informational purposes and guidance. Determinations in all specific cases are governed by the Outdoor Advertising Control Act of 1971, Act No. 160 as amended, and Title 67, Pa. Code Chapter 445, Outdoor Advertising Devices, copies of which are available from the District Outdoor Advertising Control Manager. Chapter 445 is available at the web site: http://www.pacode.com/secure/data/067/chapter445/chap445toc.html	<input type="checkbox"/>
<div style="display: flex; justify-content: space-around; margin-top: 10px;"> WITHDRAW EXIT NEXT </div>	

The buttons available to the applicant at the bottom of the Sign Permit Application Review page are Withdraw, Exit, and Next. The Withdraw button will end the application process and the application will be withdrawn from HBMS. If an applicant wishes to continue the application process, they must restart from the beginning. Exit will exit the application without saving the application data. Next will proceed to the next part of the application.





The Submit Application page allows the applicant to choose whether or not they would like to receive paperless correspondence from PennDOT regarding the status of their application. Below the consent for paperless communication is the certification that the sign owner must review, that states that the information they have provided on the application is true and correct.

Submit Application All highlighted fields are required

Consent for Paperless correspondence
Do the following agree to receive paperless electronic communications from PennDOT using their email address regarding the decision on the application, renewal notices, violation notices etc.?

Applicant Yes No

Enter or Update Sign Owner's Email ID: **(Strongly recommended)**

If you agree to receive paperless communications, please add **HBMSResourceAccount@pa.gov** email ID to your address book so you do not miss any communications from PennDOT.

References to Act No. 160 and the regulations, Chapter 445, herein or in discussion, are for informational purposes and guidance. Determinations in all specific cases are governed by the Outdoor Advertising Control Act of 1971, Act No. 160 as amended, and Title 67 Pa. Code, Chapter 445, Outdoor Advertising Devices, copies of which are available from the District Outdoor Advertising Control Manager. Chapter 445 is available at the web site indicated in the resource bar links above.

By clicking Submit, I hereby certify, in accordance with Section 4904 of the Crimes Code (18 Pa. C.S. §4904) relating to unsworn falsification to authorities, that the statements and representations set forth in this application are true and correct, and the advertising device proposed to be permitted under the application is not in violation of any state or local law, ordinance, or regulation. This application is made for the purpose of obtaining the issuance of an advertising device permit according to law.

The buttons available to the applicant at the bottom of the Submit Application page are Withdraw, Submit, and Exit. The Withdraw button will end the application process and the application will be withdrawn from HBMS. If an applicant wishes to continue the application process, they must restart from the beginning. The Submit button will submit the application to the appropriate PennDOT District OAD Manager for review. Exit will exit the application without saving the application data.



After submitting the application, the applicant will receive the Submit Confirmation page. This page notifies the applicant that their application was successfully submitted and they will be contacted if any further information is needed. The Submit Confirmation page also provides some guidance on the next steps in the application process.

Submit Confirmation

**Your application has been successfully submitted.
You will be contacted if additional information is required.**

Annual Fee: \$10.00

Next Steps: Important instructions and guidance, as listed below.

One permit number will be issued for each structure. If your application is approved and fees are due, you will be notified that payment is due before your permit can be issued. Applicants can monitor their application status by navigating to 'My Signs' -> 'Application Status'.

Any change in ownership, location or specifications of the proposed sign requires submission of a new application and application fee.

If this application is denied, the decision will be deemed final unless appealed. The applicant may appeal this denial by the Department under 2 Pa. C.S. Sections 501-508 (relating to practice and procedure of Commonwealth agencies), 1 Pa. Code Part II (relating to general rules of administrative practice and procedure) and 67 Pa. Code, Chapter 491 (relating to procedures before the Department) by submitting a written request for a hearing within 30 days after the mail date of the denial, to the Administrative Docket Clerk, Office of Chief Counsel, Commonwealth Keystone Building, 400 North Street, 9th Floor, Harrisburg, Pennsylvania 17120-0096. The written request shall include a filing fee as prescribed under the requisites of 67 Pa. Code, Chapter 491, and made payable to the "Commonwealth of Pennsylvania", and a copy of the denial letter shall accompany the written request. A copy of the request must also be sent to the Engineering District which denied the application, to the Outdoor Advertising Control Manager at the address indicated in the *Contact Us* page.

SERVICE CLUB/RELIGIOUS NOTICE

To begin a service club or religious notice application, click on the Service Club/Religious Notice Start button seen below. Once selected, the Preliminary Information for Sign Application page will be displayed.



During the application process, applicants will have access to a resource bar containing links that will be helpful references. The following links will be provided during the application process:



Act 160 – Displays Act 160

Chapter 445 – Displays Chapter 445 of the PA Code

PA Scenic Byways – Provides a list of PA Scenic Byways where OADs are prohibited

Pub. 581 – Displays PennDOT's Publication regarding Highway Beautification

Pub. 266 – Displays PennDOT's brochure on Right-of-Way Encroachment and Outdoor Advertising Sign Control

On-line Application Instructions – Provides instructions on completing each application type

During the application process, a progress bar will be displayed across the top of the page body. The progress bar shows the different tabs from Preliminary to submission. The tab that the applicant is currently on will be highlighted in green. An applicant can go backwards to any tab during the application process. However, each tab must be completed in succession because answers given on one tab will dictate questions that appear on subsequent tabs.



Preliminary

The Preliminary Information for Sign Application page contains several questions that determine whether an applicant may be eligible for a Service Club/Religious Notice.

The applicant must answer each question accordingly. If an answer is provided that does not comply with federal and state regulations, a warning message will be displayed; however, HBMS does not prevent the applicant from proceeding with the application process.

Preliminary Information for Sign Application All highlighted fields are required

Enter paper application details

Received on Date Time

*** You will be required to upload the signed paper application from the sign owner in the documents section.**

Is the erection of the proposed sign authorized by law, relating to meetings of nonprofit service clubs or charitable associations, or religious services? Yes No

Does the proposed sign relate to meetings of nonprofit service clubs, charitable associations or religious services? Yes No

Does the proposed sign meet the **lighting and size requirements**? Yes No

Is the sign location adjacent to a **limited access highway**? Yes No

Sign Owner

The Sign Owner Information screen collects the information regarding the owner of the sign. HBMS will first ask to search for the owner of the sign. This question is asked because PennDOT personnel can enter applications on behalf of applicants who do not have access to HBMS. An agent acting on behalf of their client could also enter the application.

The screenshot shows the 'Sign Owner Information' header with a note 'All highlighted fields are required'. Below the header, there is a text prompt: 'Select the sign owner from the results (if found) by searching for Name containing'. To the right of this text is a yellow search input field and a green 'SEARCH' button. At the bottom of the screen, there are four buttons: 'WITHDRAW', 'SAVE & EXIT', 'EXIT', and 'SAVE & NEXT'.

HBMS will search all existing sign owner records and display any that match the search criteria provided.

This screenshot shows the 'Sign Owner Information' header with the note 'All highlighted fields are required'. It includes a question: 'Are you the owner of the proposed sign?' with radio button options for 'Yes' and 'No' (which is selected). Below this is a subtext: '(Select Yes if you are applying for yourselves or your firm. Select No if you are applying on-behalf-of someone else)'. There is another search prompt: 'Select the sign owner from the results(if found) by searching for Name containing' followed by a yellow input field containing 'abc' and a green 'SEARCH' button. Below the search prompt is a scrollable list of search results: 'ACCO BABCOCK, INC,P O BOX 792,YORK,PA,17405', 'ABC SELF STORAGE,P O BOX 39,BRODHEADSVILLE,PA,18322', 'ABC LIQUIDATORS,162 COOL SPRINGS DRIVE,WINDBER,PA,15963', 'ABC STORAGE,366 N. MEADOWN LANE,HARRISBURG,PA,17112', and 'ABC OUTDOOR LLC,366 N. MEADOW LANE,HARRISBURG,PA,17112'. To the right of the list is a checkbox labeled 'Check the box if owner not found in list'. At the bottom, there are five buttons: 'WITHDRAW', 'CLEAR', 'SAVE & EXIT', 'EXIT', and 'SAVE & NEXT'.

If the sign owner is found in the list of existing sign owners, the applicant must highlight the selection and click "Save & Next".

Sign Owner Information All highlighted fields are required

Are you the owner of the proposed sign? Yes No

(Select Yes if you are applying for yourselves or your firm. Select No if you are applying on-behalf-of someone else)

Select the sign owner from the results(if found) by searching for Name containing

ACCO BABCOCK, INC, P O BOX 792, YORK, PA, 17405

ABC SELF STORAGE, P O BOX 39, BRODHEADSVILLE, PA, 18322

ABC LIQUIDATORS, 162 COOL SPRINGS DRIVE, WINDBER, PA, 15963

ABC STORAGE, 366 N. MEADOWN LANE, HARRISBURG, PA, 17112

ABC OUTDOOR LLC, 366 N. MEADOW LANE, HARRISBURG, PA, 17112

Check the box if owner not found in list

*** You will be required to upload the consent/authorization or signed paper application from the sign owner in the documents section. All letters of consent/authorization must be on company letterhead.**

Note: If an applicant is entering the application on behalf of someone else an authorization letter, from the sign owner granting authority to the applicant to submit the application on their behalf, must be uploaded in the document section of the application process.

Sign Owner Information All highlighted fields are required

Select the sign owner from the results (if found) by searching for Name containing

ALLEGHENY CENTER ALLIANCE CHURCH,250 EAST OHIO ST,PITTSBURGH,PA,15212
BAKERBURG COMMUNITY CHURCH,197 GRAY VALLEY RD,MAINESBURG,PA,16932
BEDFORD BIBLE CHURCH,P O BOX 65,BEDFORD,PA,15522
BEREAN BAPTIST CHURCH,2465 MILL ROAD,DUNCANSVILLE,PA,16635
BERKEY CHURCH OF BRETHERN,1038 CHURCH DRIVE,WINDBER,PA,15963

Check the box if owner not found in list

Sign Owner Name:

If Individual User				If Business Entity	
Prefix <input type="text"/>	First Name <input type="text"/>	M.I <input type="text"/>	Last Name <input type="text"/>	Suffix <input type="text"/>	OR Business Name <input type="text"/>

Federal Tax ID: Billing A/C #: Business ID:
(Enter 9 digit Federal Tax ID; do not include dashes)

Sign Owner Contact Information:

Prefix <input type="text"/>	First Name <input type="text"/>	M.I <input type="text"/>	Last Name <input type="text"/>	Suffix <input type="text"/>	Title <input type="text"/>
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Billing Address

Address Line1 <input type="text"/>	Address Line2 <input type="text"/>	City <input type="text"/>	State <input type="text" value="Pennsylvania"/>	Zip <input type="text"/>
------------------------------------	------------------------------------	---------------------------	---	--------------------------

Mailing Address

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="Pennsylvania"/>	<input type="text"/>
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[Copy from Billing Address](#)

Phone Ext. Email ID (Strongly recommended)

Is the Sign Owner a Service Club or Religious Organization? Yes No

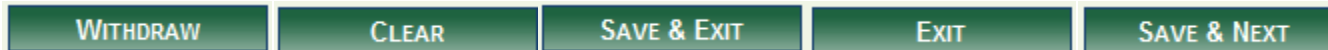
(Service clubs and religious organizations are exempt from annual fees for Directional signs as long as the area of their Directional sign does not exceed 8 sq. ft.)

Additional Information
(Please provide if you have any additional information such as names of other Sign Owners and their addresses (if applicable))

(Maximum characters: 200)
You have characters left.

*** You will be required to upload the consent/authorization or signed paper application from the sign owner in the documents section. All letters of consent/authorization must be on company letterhead.**

The buttons available to the applicant at the bottom of the Land Owner Information page are Withdraw, Clear, Save & Exit, Exit, and Save & Next. The Withdraw button will end the application process and the application will be withdrawn from HBMS. If an applicant wishes to continue the application process, they must restart from the beginning. The Clear button will clear all data entered into the data fields. Save & Exit saves the data entered prior to this tab and exits the application. Exit will exit the application without saving the application data. Save & Next will save the application data and proceed to the next part of the application.



Land Owner

The Land Owner Information screen collects the information regarding the owner of the land that the sign will be constructed on. HBMS will first ask whether the sign owner and land owner are the same.

The screenshot shows the 'Land Owner Information' screen. At the top right, it says 'All highlighted fields are required'. The main question is 'Are Sign Owner and Land Owner the same?' with two radio buttons: 'Yes' and 'No'. The 'No' radio button is selected. Below the question are five buttons: 'WITHDRAW', 'CLEAR', 'SAVE & EXIT', 'EXIT', and 'SAVE & NEXT'.

If the sign owner and land owner are the same, HBMS will not collect any additional land owner information because it will copy the information from the sign owner fields.

The screenshot shows the 'Land Owner Information' screen. At the top right, it says 'All highlighted fields are required'. The main question is 'Are Sign Owner and Land Owner the same?' with two radio buttons: 'Yes' and 'No'. The 'Yes' radio button is selected. Below this, there is a text prompt: 'It is strongly recommended that you should provide the Tax Parcel ID of the sign site. Do you have the Tax Parcel ID information?' with two radio buttons: 'Yes' and 'No'. Below the question are five buttons: 'WITHDRAW', 'CLEAR', 'SAVE & EXIT', 'EXIT', and 'SAVE & NEXT'.

HBMS will then ask if the applicant has the Tax Parcel ID information for the land where the sign will be located. If the applicant selects "Yes" a search box will appear where the applicant can enter at least three digits of the Tax Parcel ID and select "Search". HBMS will search all existing Tax Parcel IDs and display any that match the search criteria. If the Tax Parcel ID exists in HBMS, the applicant can highlight the Tax Parcel ID and select "Save & Next". If the Tax Parcel ID is not listed in the search results, the applicant can check the box labeled "Check the box if not found in list" and enter the new Tax Parcel ID. This will create a new Tax Parcel ID record in HBMS.

Land Owner Information All highlighted fields are required

Are Sign Owner and Land Owner the same Yes No

It is strongly recommended that you should provide the Tax Parcel ID of the sign site.
Do you have the Tax Parcel ID information? Yes No

Select Tax Parcel ID for the land from the results(if found) by searching for ID containing

No Results Found.

Check the box if ID not found in list

Enter new Tax Parcel ID (If not found in the list)

If the applicant indicates that the sign owner and land owner are not the same, HBMS will then ask whether the applicant has the Tax Parcel ID information where the sign will be located.

Land Owner Information All highlighted fields are required

Are Sign Owner and Land Owner the same Yes No

*** You will be required to upload a copy of the lease or other arrangement confirming the land owner's consent in the documents section.**
It is strongly recommended that you should provide the Tax Parcel ID of the sign site.
Do you have the Tax Parcel ID information? Yes No

If the applicant does have the Tax Parcel ID, HBMS will collect the information as noted above.

Land Owner Information All highlighted fields are required

Are Sign Owner and Land Owner the same Yes No

*** You will be required to upload a copy of the lease or other arrangement confirming the land owner's consent in the documents section.**
It is strongly recommended that you should provide the Tax Parcel ID of the sign site.
Do you have the Tax Parcel ID information? Yes No

Select Tax Parcel ID for the land from the results(if found) by searching SEARCH

for ID containing

If the applicant does not have the Tax Parcel ID, HBMS will then display a search field for existing HBMS land owners. The applicant will enter at least three characters and select "Search". HBMS will search all existing land owners and display any that match the search criteria. If the land owner exists in HBMS, the applicant can highlight the land owner and select "Save & Next".

Land Owner Information All highlighted fields are required

Are Sign Owner and Land Owner the same Yes No

*** You will be required to upload a copy of the lease or other arrangement confirming the land owner's consent in the documents section.**
It is strongly recommended that you should provide the Tax Parcel ID of the sign site.
Do you have the Tax Parcel ID information? Yes No

Select the land owner from the results(if found) by searching for Name containing SEARCH

ABC LIQUIDATORS, 162 COOL SPRINGS DRIVE, WINDBER, PA, 15963	<input checked="" type="checkbox"/>
ABCD CORP, 3900 INDUSTRIAL PARK DRIVE, ALTOONA, PA, 16601	<input type="checkbox"/>
RODNEYBABCOCK, RR #1, BOX 73, ULSTER, PA, 18850	<input type="checkbox"/>
BABCOCK & WILCOX, BEAVER FALLS, PA, 15010	<input type="checkbox"/>
ABC CO, 400 STUCK ROAD, HANOVER, PA, 17331	<input type="checkbox"/>

Check the box if owner not found in list

If the land owner is not listed in the search results, the applicant can check the box labeled "Check the box if not found in list". Checking this box will display the Land Owner fields where the applicant can enter the land owner information. This will create a new land owner record in HBMS.

Land Owner Information
All highlighted fields are required

Are Sign Owner and Land Owner the same Yes No

*** You will be required to upload a copy of the lease or other arrangement confirming the land owner's consent in the documents section.**
 It is strongly recommended that you should provide the Tax Parcel ID of the sign site.
 Do you have the Tax Parcel ID information? Yes No

Select the land owner from the results(if found) by searching for Name containing SEARCH

ABC LIQUIDATORS,162 COOL SPRINGS DRIVE,WINDBER,PA,15963
 ABCD CORP,3900 INDUSTRIAL PARK DRIVE,ALTOONA,PA,16601
 RODNEYBABCOCK R.R.#1, BOX 73,ULSTER,PA,18850
 BABCOCK & WILCOX,BEAVER FALLS,PA,15010
 ABC CO,400 STUCK ROAD,HANOVER,PA,17331

Check the box if owner not found in list

Land Owner Name:

If Individual User				If Business Entity	
Prefix	First Name	M.I.	Last Name	Suffix	Business Name
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
				OR	

Land Owner Contact Information:

Prefix	First Name	M.I.	Last Name	Suffix	Title
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Permanent Address	Address Line1	Address Line2	City	State	Zip
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="Pennsylvania"/>	<input type="text"/>
Mailing Address	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="Pennsylvania"/>	<input type="text"/>

Copy from Permanent Address

Phone	<input type="text"/>	<input type="text"/>	Ext.	<input type="text"/>	Email ID
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Additional Information
 (Please provide if you have any additional information such as names of other Sign Owners and their addresses (if applicable))

(Maximum characters: 200)
 You have characters left.

WITHDRAW
CLEAR
SAVE & EXIT
EXIT
SAVE & NEXT

The first section of the Land Owner Information page requires the applicant to enter the Land Owner Name. The Land Owner Name can either be an individual owner or a business entity, but not both. If the land is owned by an individual, the individual user First Name and Last Name fields must be entered. If the land is owned by a business entity, the Business Name field must be entered.

Land Owner Name:

If Individual User					If Business Entity	
Prefix <input type="text" value=""/>	First Name <input type="text" value=""/>	M.I. <input type="text" value=""/>	Last Name <input type="text" value=""/>	Suffix <input type="text" value=""/>	OR	Business Name <input type="text" value=""/>

Once the Land Owner is identified, the applicant must enter the Land Owner Contact Information. This information contains the standard contact information such as the first and last name of the point of contact, permanent address, mailing address, phone number, and email address.

The applicant can select the "Copy from Permanent Address" feature if the Permanent Address and Mailing Address are the same. HBMS will copy the information into the Permanent Address fields.

Note: While the Email ID field is not required, it is strongly recommended if the land owner wishes to receive electronic communication from PennDOT regarding the status of the permitted device located on their property.

Land Owner Contact Information:

Prefix <input type="text" value=""/>	First Name <input type="text" value=""/>	M.I. <input type="text" value=""/>	Last Name <input type="text" value=""/>	Suffix <input type="text" value=""/>		Title <input type="text" value=""/>
Permanent Address	Address Line1 <input type="text" value=""/>	Address Line2 <input type="text" value=""/>	City <input type="text" value=""/>	State <input type="text" value="Pennsylvania"/>	Zip <input type="text" value=""/>	<input type="text" value=""/>
Mailing Address	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value="Pennsylvania"/>	<input type="text" value=""/>	<input type="text" value=""/>
Copy from Permanent Address						
Phone <input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	Ext. <input type="text" value=""/>	Email ID <input type="text" value=""/>		
				(Strongly recommended)		

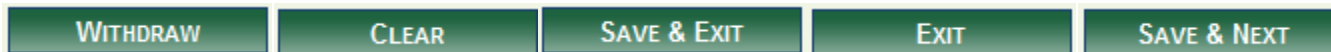
The Additional Information field is an open form text box available for the applicant to provide any additional information that is not provided in the fields above (i.e., additional land owners or an additional point of contact).

Additional Information
(Please provide if you have any additional information such as names of other Sign Owners and their addresses (if applicable))

(Maximum characters: 200)
You have 200 characters left.

WITHDRAW **CLEAR** **SAVE & EXIT** **EXIT** **SAVE & NEXT**

The buttons available to the applicant at the bottom of the Land Owner Information page are Withdraw, Clear, Save & Exit, Exit, and Save & Next. The Withdraw button will end the application process and the application will be withdrawn from HBMS. If an applicant wishes to continue the application process, they must restart from the beginning. The Clear button will clear all data entered into the data fields. Save & Exit saves the data entered prior to this tab and exits the application. Exit will exit the application without saving the application data. Save & Next will save the application data and proceed to the next part of the application.



Location

The Sign Location Information screen collects the information regarding the location where the sign will be constructed. After selecting the appropriate County, HBMS will provide a drop down list of municipalities that exist within the selected county. After selecting the appropriate Municipality, HBMS will provide a drop down list of the Interstates and State Routes that existing with the selected municipality. The list of Interstates and State Routes is provided by PennDOT's Roadway Management System. If the route that the sign is to be located next to is not included on the list of Interstates and State Routes, the applicant must choose "Other". If "Other" is chosen, a field will appear for the applicant to list the name of the adjacent route.

Sign Location Information All highlighted fields are required

County: Municipality: **GPS Coordinates:** Latitude: Longitude: (Strongly Recommended)

The sign is adjacent to Interstate/State Route: on side, when travelling in: direction **Video Log:** Helps identify the correct SR, Segment, and Offset for this location

Distance from: to the closest edge of the sign ft.

HBMS will then ask whether the sign will be visible from other state routes. If the answer is "No" the applicant can proceed to complete the rest of the fields on the Sign Location Information screen.

Will the sign Message be visible (whether or not legible) from other state routes? Yes No

If the answer is "Yes", HBMS will display a list of state routes. The applicant should choose which additional state routes the sign is visible from. If the other state route is not listed, the applicant must select "Other". Once "Other" is selected, a field will appear for the applicant to list the name of the other state routes.

Note: To choose multiple state routes, hold the Control key and select the routes that apply.

Will the sign Message be visible (whether or not legible) from other state routes? Yes No

Select the state routes(s) from which the sign is visible. (Hint: Press Ctrl Key down to select more than one option)

- OTHER
- SR-11
- SR-15
- SR-34
- SR-74

If Other Please specify the list of road names

The next fields on the Sign Location Information screen collect information regarding the right-of-way where the sign will be located. The applicant must verify the highway right-of-way width with the appropriate PennDOT Engineering District. The applicant must also contact the PennDOT Engineering District to obtain a highway right-of-way plan for the sign site location.

Applicant must verify the highway right-of-way width with the PENNDOT District Engineering Office.

The Right-of-way width is ft. Right-of-way information provided by on

Application is required to obtain a PENNDOT highway right-of-way plan for the sign site location (except for an Interstate "crossing" COTTON AREA, see instructions available in the resource bar above). Contact the local PennDOT District Engineering Office for a right-of-way plan.

Right-of-way plan provided by on

The remaining fields collect data regarding the sign site in relation to the interchange or intersection, route segment or mile maker, and also any landmarks that help identify the exact location of the sign.

The sign site is: of the nearest interchange, intersection.

Provide name, route number(s), exit number:
Remaining Characters: 160 / 160

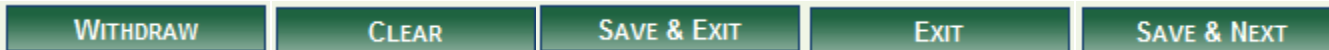
The sign site is: ft. of the nearest Route Segment Marker No: offset and/or Mile Marker No.

For a new sign, applicant is required to place a stake at least 3 feet high, with applicant's name on it, to mark the closest edge of the sign, if staking is not feasible, some other form of marking is required.

Type of marking to identify the closest edge of the sign:
Remaining Characters: 200 / 200

If available, provide any other readily identifiable fixed object that may be used to identify the location (such as landmarks):
Remaining Characters: 200 / 200

The buttons available to the applicant at the bottom of the Land Owner Information page are Withdraw, Clear, Save & Exit, Exit, and Save & Next. The Withdraw button will end the application process and the application will be withdrawn from HBMS. If an applicant wishes to continue the application process, they must restart from the beginning. The Clear button will clear all data entered into the data fields. Save & Exit saves the data entered prior to this tab and exits the application. Exit will exit the application without saving the application data. Save & Next will save the application data and proceed to the next part of the application.



Regulations

The Regulations Information screen collects the information regarding the local ordinances or regulations of the municipality or county where the sign will be constructed.

Regulations Information All highlighted fields are mandatory

Does the municipality or county where sign is to be located have a sign ordinance or regulations? Yes No

Enter details for either Municipality Officer or County Officer. You can enter details for both.

Provide Municipality Zoning/Codes Officer Details

Name Address Line1 Address Line2 City State Zip - Phone Extn.

Email

Provide County Zoning/Codes Officer Details

Name Address Line1 Address Line2 City State Zip - Phone Extn.

Email

The first question asks whether or not the municipality or county has a sign ordinance or regulations.

Does the municipality or county where sign is to be located have a sign ordinance or regulations? Yes No

If the applicant selects "Yes", HBMS will ask whether or not the sign will conform to those sign ordinances or regulations.

Does the municipality or county where sign is to be located have a sign ordinance or regulations? Yes No

Does the sign , for which application is hereby made, conform to local requirements? Yes No

If the applicant selects "Yes", they will be required to upload a copy of the sign ordinance or letter from the municipality confirming that the sign conforms to their ordinances in the documents section. HBMS will then ask if the municipality or county require the application for and issuance of a permit for the erection of a sign. If the applicant selects "Yes", they will be required to upload a copy of the local permit for the proposed sign in the documents section.

Regulations Information	All highlighted fields are required
<p>Does the local municipality or county where sign is to be located have a sign ordinance or regulations? * You will be required to upload a copy of the sign ordinance confirming the sign conforms to their ordinances in the documents section.</p>	<input checked="" type="radio"/> Yes <input type="radio"/> No
<p>Does the sign, for which application is hereby made, conform to local requirements? * You will be required to upload a copy of local sign approvals confirming the sign conforms to local requirements in the documents section.</p>	<input checked="" type="radio"/> Yes <input type="radio"/> No
<p>Does the local municipality or county require application for and issuance of a permit for the erection of a sign? * You will be required to upload a copy of the local permit for the proposed sign in the documents section.</p>	<input checked="" type="radio"/> Yes <input type="radio"/> No

After answering the questions regarding the local municipality or county regulations, the applicant must complete the Municipality Zoning Officer details or the County Zoning Officer details. The details for both individuals can be entered, but only one is required.

Enter details for either Municipality Officer or County Officer. You can enter details for both.

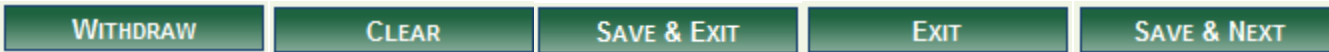
Provide Municipality Zoning/Codes Officer Details

Name	Address Line1	Address Line2	City	State	Zip	Phone	Extn.
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Pennsylvania	<input type="text"/> - <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>
Email <input type="text"/>							

Provide County Zoning/Codes Officer Details

Name	Address Line1	Address Line2	City	State	Zip	Phone	Extn.
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Pennsylvania	<input type="text"/> - <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>
Email <input type="text"/>							

The buttons available to the applicant at the bottom of the Regulations Information page are Withdraw, Clear, Save & Exit, Exit, and Save & Next. The Withdraw button will end the application process and the application will be withdrawn from HBMS. If an applicant wishes to continue the application process, they must restart from the beginning. The Clear button will clear all data entered into the data fields. Save & Exit saves the data entered prior to this tab and exits the application. Exit will exit the application without saving the application data. Save & Next will save the application data and proceed to the next part of the application.



Structure

The Sign Structure screen collects the information regarding the sign structure.

Sign Structure All highlighted fields are required

Select the sign structure configuration Indicate material type of the uprights

Approximate height above ground level to the bottom of the lowest face ft Number of Uprights

Will any sign face contain, include or be illuminated by one or more flashing, intermittent or moving light? Yes No

HBMS will display fields to be entered for each sign face. The applicant will enter the size of the sign face along with the material type and whether or not the face has lighting that shines on it. In addition to the sign face details, the applicant must answer whether or not any sign face will contain, include or be illuminated by one or more flashing, intermittent or moving light. If the applicant selects "Yes", the message content of that sign face must be entered. If applicant selects "No", the Message Content fields will disappear.

Sign Structure All highlighted fields are required

Select the sign structure configuration Indicate material type of the uprights

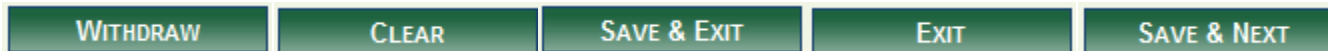
Approximate height above ground level to the bottom of the lowest face ft Number of Uprights

Will any sign face contain, include or be illuminated by one or more flashing, intermittent or moving light? Yes No

Provide the following for each face of the sign: dimensions (in ft.) including any border and trim; material type; lighting type (if any); and message content (if applicable)


Face	Height		Width		Material Type	External Lighting	Message Content
	Ft	In	Ft	In			
1	<input type="text" value="4"/>	<input type="text" value="0"/>	<input type="text" value="2"/>	<input type="text" value="0"/>	<input type="text" value="Metal"/>	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="text" value="March"/>
2	<input type="text" value="4"/>	<input type="text" value="0"/>	<input type="text" value="2"/>	<input type="text" value="0"/>	<input type="text" value="Metal"/>	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="text" value="March"/>

The buttons available to the applicant at the bottom of the Land Owner Information page are Withdraw, Clear, Save & Exit, Exit, and Save & Next. The Withdraw button will end the application process and the application will be withdrawn from HBMS. If an applicant wishes to continue the application process, they must restart from the beginning. The Clear button will clear all data entered into the data fields. Save & Exit saves the data entered prior to this tab and exits the application. Exit will exit the application without saving the application data. Save & Next will save the application data and proceed to the next part of the application.



Documents

The Documents page is where the applicant will upload all of the necessary attachments to their application. The documents that are required by the answers given during the application process are marked with a *****. There are other documents listed that can be uploaded but are not required. In order to upload a document the applicant must provide a description of the document and click "Browse" to select the appropriate file on their computer. After all files are ready to upload, click Upload All Documents. An applicant can see a description of the Document Type by clicking on the Document Type Links provided on the left.

Note: Click on the browse button to locate a document on your computer to upload. You can load more than one at a time. After all documents have been located, click 

Note: Max file size is 10 MBs, total upload size is 10 MBs, max file name is 50 characters, and supported file types are: pdf, doc, docx, xls, xlsx, jpg, jpeg, txt, wav, msg, mp4, mov, mp3

Based on the application data the following documents need to be uploaded to complete the processing of your permit application.

Supported File Types: pdf,doc,docx,xls,xlsx,jpg,jpeg,txt,wav,msg,mp4,mov,mp3

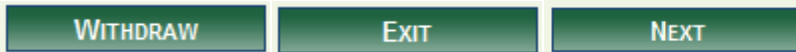
Max Total Upload Size: 10 MB

Max File Size: 10 MB

Max File Name: 50 Characters

Document Type	Documents
Click on the Document Type link to see the description * Required to attach at least one document	Hint: Click on the browse button to locate a document on your computer to upload. You can load more than one at a time. After all documents have been located, click the Upload All Documents button. UPLOAD ALL DOCUMENTS
* Sign Drawings or Plans	Description: <input type="text"/> File: <input type="button" value="Choose File"/> No file chosen
* ROW Plans	Description: <input type="text"/> File: <input type="button" value="Choose File"/> No file chosen
* Site Drawing or Plan/Aerial Map of Sign Location	Description: <input type="text"/> File: <input type="button" value="Choose File"/> No file chosen
* Paper Application	Description: <input type="text"/> File: <input type="button" value="Choose File"/> No file chosen
Lease or Letter	Description: <input type="text"/> File: <input type="button" value="Choose File"/> No file chosen
Deed	Description: <input type="text"/> File: <input type="button" value="Choose File"/> No file chosen
Local Sign Approvals	Description: <input type="text"/> File: <input type="button" value="Choose File"/> No file chosen

The buttons available to the applicant at the bottom of the Documents page are Withdraw, Exit, and Next. The Withdraw button will end the application process and the application will be withdrawn from HBMS. If an applicant wishes to continue the application process, they must restart from the beginning. Exit will exit the application without saving the application data. Next will proceed to the next part of the application.



Review

The Sign Permit Application Review page allows the applicant to review all of the data that has been entered throughout the application process. The applicant can view all information by clicking the "Expand All" button.

Sign Permit Application Review				COLLAPSE ALL	EXPAND ALL
Application #: 22133	Sign Type: Service Club/Religious Notice	Sign Owner: ALLEGHENY CENTER ALLIANCE CHURCH			
Paper application received on:		Check/Money Order:		Status: Draft	
Amount:		Date:			
Created by: jack clarkdm on-behalf-of the sign owner					
+ Preliminary Information					
+ Owners Information					
+ Location Information					
+ Local Regulations Information					
+ Sign Structure Details					
+ Documents					
+ Annual Fee Information					
WITHDRAW PRINTABLE VERSION EXIT NEXT					

The top of the Sign Permit Application Review provides a summary of the application number, sign type, sign owner, application status and the individual entering the application.

Sign Permit Application Review				COLLAPSE ALL	EXPAND ALL
Application #: 22133	Sign Type: Service Club/Religious Notice	Sign Owner: ALLEGHENY CENTER ALLIANCE CHURCH			
Paper application received on:		Check/Money Order:		Status: Draft	
Amount:		Date:			
Created by: jack clarkdm on-behalf-of the sign owner					

The Preliminary Information section displays the answers given by the application on the Preliminary Information section of the application. If any answers are incorrect, the applicant should return to that section of the application to correct the answer.

Preliminary Information

Erection of proposed sign authorized by law, relating to meetings of nonprofit service clubs or charitable associations, or religious services? Yes

Proposed sign relates to meetings of nonprofit service clubs, charitable associations or religious services? No

Meets lighting and size requirements? No

Sign adjacent to a limited access highway? Yes

The Owners Information section displays the information entered by the application on the Sign Owner Information and Land Owner Information sections of the application. If any of the information is incorrect, the applicant should return to the appropriate section of the application to correct the answer.

Owners Information

Sign Owner ID: 24743
 Business ID: B00492

Is the Sign Owner a Service Club/religious organization? N

	Contact Name/Title/Owner Name	Permanent(Billing) Address/ Mailing Address	Phone/Email	Additional Information
Sign Owner	Sign Owner	Address, City, PA 11111	(111) 222-3333	
	Sign Owner	Address, City, PA 11111	signowner@email.com	
Land Owner	Sign Owner	Address, City, PA 11111	(111) 222-3333	
	Sign Owner	Address, City, PA 11111	signowner@email.com	

The Location Information section displays the information entered by the application on the Sign Location Information section of the application. If any of the information is incorrect, the applicant should return to that section of the application to correct the answer.

Location Information										
County:	Dauphin	Municipality:	East Hanover Township	GPS Latitude:		GPS Longitude:				
Adjacent to SR:	SR-22	On:	Left	In the:	East bound	Direction	Distance:	33.0 feet	from:	Centerline
Right-of-Way width:	33.0 feet									
Provided by:	js on:	Mar 2, 2015	Right-of-Way plan provided by:	js on:	Mar 2, 2015					
Nearest Segment Marker No.:	0010	off set	030	and/or Mile Marker No.:		is at a distance of:	20.0 ft.	in the direction of:	East	
Nearest Interchange/Intersection:	Exit 1	is at a distance of:	200.0 feet	Type of Marking:	Wooden Stake	Land Marks:				

The Local Regulations Information section displays the information entered by the application on the Regulations Information section of the application. If any of the information is incorrect, the applicant should return to that section of the application to correct the answer.

Local Regulations Information	
Local municipality/county has sign ordinance or regulations?	No
Zoning/Codes Officer Name & Address:	sam, 111, pittsburg, PA 13245 Phone (333) 444-5555 smart, 111, pittsburg, PA 13245 Phone (444) 333-5555

The Sign Structure Details section displays the information entered by the application on the Sign Structure section of the application. If any of the information is incorrect, the applicant should return to that section of the application to correct the answer.

Sign Structure Details								
Number of Sign Faces:	2	# of Uprights:	4	Uprights Material Type:	Metal			
Approximate height above ground level to bottom of lowest face:	10 feet							
Flashing, intermittent, or moving lights on any face?:	No							
Face	Face Identifier	Height Ft In	Width Ft In	Area (Sq ft)	Material Type	External Lighting?	Lighting Type	Message Content
1		4 0	2 0	8.00	Metal	No		March
2		4 0	2 0	8.00	Metal	No		March

The Documents section displays the files uploaded by the applicant on the Documents section of the application. If any of the files need to be re-uploaded, the applicant should return to that section of the application to upload the correct files.

Documents				
Document Type <small>Click on the Document Type link to see the description.</small>	Documents <small>Click on the Document link to view the content of the document.</small>			
Sign Drawings or Plans	HBMS Data Model.pdf	Plan	1312890 KB	Aug 29, 2018 8:31:54 AM
ROW Plans	HBMS Data Model.pdf	Plan	1312890 KB	Aug 29, 2018 8:32:20 AM
Site Drawing or Plan/Aerial Map of Sign Location	HBMS Data Model.pdf	Plan	1312890 KB	Aug 29, 2018 8:32:44 AM
Paper Application	HBMS Data Model.pdf	Plan	1312890 KB	Aug 29, 2018 8:33:10 AM
Lease or Letter	HBMS Data Model.pdf	Plan	1312890 KB	Aug 29, 2018 8:33:32 AM

The Annual Fee Information section displays the annual fee for the sign permit based on the information provided throughout the application process. The Rate Information link will provide details on how the annual fees are calculated.

Annual Fee Information				
Click here to see rate information for outdoor advertising signs.				
Face	Height Ft In	Width Ft In	Area (Sq ft)	Fee (\$)
1	4 0	2 0	8.00	\$10.00
2	4 0	2 0	8.00	\$10.00
Total annual fee for the sign:				\$20.00

The buttons available to the applicant at the bottom of the Sign Permit Application Review page are Withdraw, Printable Version, Exit, and Next. The Withdraw button will end the application process and the application will be withdrawn from HBMS. If an applicant wishes to continue the application process, they must restart from the beginning. The Printable Version button will provide the applicant with a printer-friendly version of the application. Exit will exit the application without saving the application data. Next will proceed to the next part of the application.



Terms & Conditions

The Terms and Conditions page displays the requirements that the applicant must agree to in order to be eligible to have a sign permit. The applicant must be able to select "I Agree" to each statement in order to submit their application.

Terms And Conditions	All highlighted fields are required
Please read all terms & conditions carefully and check the 'I Agree' checkbox to confirm your acceptance.	<input type="checkbox"/> I Agree
The applicant acknowledges the opportunity to review "Instructions and Information for the Completion of this Application".	<input type="checkbox"/>
Permitted signs shall not be erected or maintained from limited access highways. Access to signs must be only from private property.	<input type="checkbox"/>
Substantially incomplete or inaccurate information submitted on this application shall be grounds for denial of permits.	<input type="checkbox"/>
If any check for the annual permit fee is returned due to insufficiency of funds, there will be a \$20.00 service charge.	<input type="checkbox"/>
This permit is issued based upon the information and statements made by the applicant. Any false statements or false representations set forth herein shall cause the permit to be revoked, permit fees forfeited, sign removed at owner's cost, and subject the applicant to penalties under the laws of the Commonwealth of PA.	<input type="checkbox"/>
Applicant shall not erect the proposed sign until a permit is granted by PennDOT.	<input type="checkbox"/>
If the proposed sign is not erected within 12 months after the permit is granted, the permit may be revoked, pursuant to chapter 5445.8(b)(1)	<input type="checkbox"/>
Per 67 Pa. Code 445.9(c), the applicant hereby states that they have not and will not, in any manner, cause the damage, destruction or removal of any vegetation in the highway right-of-way, except by permit pursuant to Act No. 1983 -79, the Highway Vegetation Control Act.	<input type="checkbox"/>
Within 30 days after erection of sign, the applicant shall submit form RW-745C, Notice of Completion, and submit photographs of the sign in one of the following ways. <ul style="list-style-type: none"> • Online (by logging into your account) • Email to HBMS ResourceAccount along with the permit number • Mail the duly completed form RW-745C "NOTICE OF COMPLETION" which can be downloaded using the Download Forms link. 	<input type="checkbox"/>
A sign permit is not granted until the approval letter "Sign Permit Approved", form RW-745A is issued by PennDOT. Any discussions or correspondence with PennDOT representatives prior to the actual issuance or denial of a permit are for informational and guidance purposes only. Neither approval nor denial of a permit shall be based on oral representations from PennDOT.	<input type="checkbox"/>
Applicant is required to meet with a PennDOT representative at the proposed sign location to review the location and application. The District Outdoor Advertising Manager will contact you to schedule the meeting.	<input type="checkbox"/>
Applicant is required to mark the sign site either by 3 ft. stake or other identifiable marking.	<input type="checkbox"/>
The applicant acknowledges that this sign will be located entirely outside of the existing State highway right-of-way. This permit is not written approval by the Pennsylvania Department of Transportation to place the sign or any portion of the structure within the legal limits of the State highway right-of-way. Pursuant to 36 P.S. Section 670-425, if the sign is determined to encroach upon the right-of-way, the applicant will, upon notification from the Department, remove the sign at the applicant's expense without delay.	<input type="checkbox"/>
Any change in ownership, location or specifications of sign requires submission of a new application.	<input type="checkbox"/>
If this application is denied, the decision will be deemed final unless appealed. The applicant may appeal this denial by the Department under 2 Pa. C.S. Sections 501-508 (relating to practice and procedure of Commonwealth agencies), 1 Pa. Code Part II (relating to general rules of administrative practice and procedure) and 67 Pa. Code Chapter 491 (relating to procedures before the Department) by submitting a written request for a hearing within 30 days after the mail date of the denial, to the Administrative Docket Clerk, Office of Chief Counsel, Commonwealth Keystone Building, 400 North Street, 9th Floor, Harrisburg, Pennsylvania 17120-0096. The written request shall include a filing fee as prescribed under the requisites of 67 Pa. Code, Chapter 491, made payable to the "Commonwealth of Pennsylvania", and a copy of the denied application shall accompany the written request. A copy of the request must also be sent to the Engineering District which denied the application, and to: Outdoor Advertising Control Manager, PennDOT, PO Box 3362, Harrisburg, Pennsylvania 17105-3362.	<input type="checkbox"/>
Once a permit application has been received, reviewed, and approved by the District Outdoor Advertising Control Manager, an invoice will be generated for the initial permitting fee and sent to you by email or regular mail. This invoice must be paid prior to erection of the proposed sign.	<input type="checkbox"/>
References to Act No. 160 and the regulations, Chapter 445, herein or in discussion, are for informational purposes and guidance. Determinations in all specific cases are governed by the Outdoor Advertising Control Act of 1971, Act No. 160 as amended, and Title 67, Pa. Code Chapter 445, Outdoor Advertising Devices, copies of which are available from the District Outdoor Advertising Control Manager. Chapter 445 is available at the web site: http://www.pacode.com/secure/data/067/chapter445/chap445toc.html	<input type="checkbox"/>
<div style="display: flex; justify-content: space-around; margin-top: 10px;"> WITHDRAW EXIT NEXT </div>	



The Submit Application page allows the applicant to choose whether or not they would like to receive paperless correspondence from PennDOT regarding the status of their application. Below the consent for paperless communication is the certification that the sign owner must review, that states that the information they have provided on the application is true and correct.

Submit Application
All highlighted fields are required

Consent for Paperless correspondence
 Do the following agree to receive paperless electronic communications from PennDOT using their email address regarding the decision on the application, renewal notices, violation notices etc.?

Applicant Yes No

Enter or Update Sign Owner's Email ID: **(Strongly recommended)**

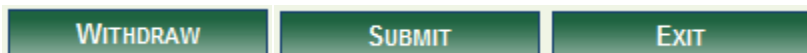
If you agree to receive paperless communications, please add **HBMSResourceAccount@pa.gov** email ID to your address book so you do not miss any communications from PennDOT.

References to Act No. 160 and the regulations, Chapter 445, herein or in discussion, are for informational purposes and guidance. Determinations in all specific cases are governed by the Outdoor Advertising Control Act of 1971, Act No. 160 as amended, and Title 67 Pa. Code, Chapter 445, Outdoor Advertising Devices, copies of which are available from the District Outdoor Advertising Control Manager. Chapter 445 is available at the web site indicated in the resource bar links above.

By clicking Submit, I hereby certify, in accordance with Section 4904 of the Crimes Code (18 Pa. C.S. §4904) relating to unsworn falsification to authorities, that the statements and representations set forth in this application are true and correct, and the advertising device proposed to be permitted under the application is not in violation of any state or local law, ordinance, or regulation. This application is made for the purpose of obtaining the issuance of an advertising device permit according to law.

WITHDRAW
EXIT
SUBMIT

The buttons available to the applicant at the bottom of the Submit Application page are Withdraw, Submit, and Exit. The Withdraw button will end the application process and the application will be withdrawn from HBMS. If an applicant wishes to continue the application process, they must restart from the beginning. The Submit button will submit the application to the appropriate PennDOT District OAD Manager for review. Exit will exit the application without saving the application data.



After submitting the application, the applicant will receive the Submit Confirmation page. This page notifies the applicant that their application was successfully submitted and they will be contacted if any further information is needed. The Submit Confirmation page also provides some guidance on the next steps in the application process.

Submit Confirmation

**Your application has been successfully submitted.
You will be contacted if additional information is required.**

Annual Fee: \$30.00

Next Steps: Important instructions and guidance, as listed below.

One permit number will be issued for each structure. If your application is approved and fees are due, you will be notified that payment is due before your permit can be issued. Applicants can monitor their application status by navigating to 'My Signs' -> 'Application Status'.

Any change in ownership, location or specifications of the proposed sign requires submission of a new application and application fee.

If this application is denied, the decision will be deemed final unless appealed. The applicant may appeal this denial by the Department under 2 Pa. C.S. Sections 501-508 (relating to practice and procedure of Commonwealth agencies), 1 Pa. Code Part II (relating to general rules of administrative practice and procedure) and 67 Pa. Code, Chapter 491 (relating to procedures before the Department) by submitting a written request for a hearing within 30 days after the mail date of the denial, to the Administrative Docket Clerk, Office of Chief Counsel, Commonwealth Keystone Building, 400 North Street, 9th Floor, Harrisburg, Pennsylvania 17120-0096. The written request shall include a filing fee as prescribed under the requisites of 67 Pa. Code, Chapter 491, and made payable to the "Commonwealth of Pennsylvania", and a copy of the denial letter shall accompany the written request. A copy of the request must also be sent to the Engineering District which denied the application, to the Outdoor Advertising Control Manager at the address indicated in the *Contact Us* page.

DIRECTIONAL SIGN APPLICATION

To begin a directional sign application, click on the Directional Sign Start button seen below. Once selected, the Preliminary Information for Sign Application page will be displayed.



During the application process, applicants will have access to a resource bar containing links that will be helpful references. The following links will be provided during the application process:

[Act 160](#) [Chapter 445](#) [PA Scenic Byways](#) [Pub. 581](#) [Pub. 266](#) [On-line Application Instructions](#)

Act 160 – Displays Act 160

Chapter 445 – Displays Chapter 445 of the PA Code

PA Scenic Byways – Provides a list of PA Scenic Byways where OADs are prohibited

Pub. 581 – Displays PennDOT's Publication regarding Highway Beautification

Pub. 266 – Displays PennDOT's brochure on Right-of-Way Encroachment and Outdoor Advertising Sign Control

On-line Application Instructions – Provides instructions on completing each application type

During the application process, a progress bar will be displayed across the top of the page body. The progress bar shows the different tabs from Preliminary to submission. The tab that the applicant is currently on will be highlighted in green. An applicant can go backwards to any tab during the application process. However, each tab must be completed in succession because answers given on one tab will dictate questions that appear on subsequent tabs.



Preliminary

The Preliminary Information for Sign Application page contains several questions that determine whether an applicant may be eligible for a Directional Sign.

The applicant must answer each question accordingly. If an answer is provided that does not comply with federal and state regulations, a warning message will be displayed; however, HBMS does not prevent the applicant from proceeding with the application process.

Preliminary Information for Sign Application All highlighted fields are required

Enter paper application details

Received on Date Time

*** You will be required to upload the signed paper application from the sign owner in the documents section.**

Does the activity or attraction meet the **directional sign criteria**? Yes No

Does the message content comply with the **directional sign message requirements**? Yes No

Does the proposed sign meet the **spacing requirements**? Yes No

Does the proposed sign meet the above **lighting and size requirements**? Yes No

Is the sign location adjacent to a **limited access highway**? Yes No

Sign Owner

The Sign Owner Information screen collects the information regarding the owner of the sign. HBMS will first ask whether the applicant is the owner of the sign. This question is asked because PennDOT personnel can enter applications on behalf of applicants who do not have access to HBMS. An agent acting on behalf of their client could also enter the application.

Sign Owner Information	All highlighted fields are required			
Are you the owner of the proposed sign?				
<input type="radio"/> Yes <input type="radio"/> No				
(Select Yes if you are applying for yourselves or your firm. Select No if you are applying on-behalf-of someone else)				
WITHDRAW	CLEAR	SAVE & EXIT	EXIT	SAVE & NEXT

The first time an applicant chooses "Yes" that they are the owner of the sign; HBMS will display all of the sign owner fields with the information provided during the HBMS registration process prepopulated. On subsequent visits, these fields will not be displayed as HBMS will have already created the records for the sign owner information.

Sign Owner Information All highlighted fields are required

Are you the owner of the proposed sign? Yes No

(Select Yes if you are applying for yourselves or your firm. Select No if you are applying on-behalf-of someone else)

Sign Owner Name:

If Individual User **If Business Entity**

Prefix First Name M.I. Last Name Suffix OR Business Name

Sign Owner Contact Information:

Prefix First Name M.I. Last Name Suffix Title

Billing Address Address Line1 Address Line2 City State Zip

Mailing Address Address Line1 Address Line2 City State Zip

[Copy from Billing Address](#)

Phone Ext. Email ID (Strongly recommended)

Is the Sign Owner a Service Club or Religious Organization? Yes No

(Service clubs and religious organizations are exempt from annual fees for Directional signs as long as the area of their Directional sign does not exceed 8 sq.ft.)

Additional Information
(Please provide if you have any additional information such as names of other Sign Owners and their addresses (if applicable))

(Maximum characters: 200)
You have characters left.

The first section of the Sign Owner Information page requires the applicant to enter the Sign Owner Name. The Sign Owner Name can either be an individual owner or a business entity, but not both. If the sign is owned by an individual, the individual user First Name and Last Name fields must be entered. If the sign is owned by a business entity, the Business Name field must be entered.

Sign Owner Name:

If Individual User					If Business Entity	
Prefix	First Name	M.I.	Last Name	Suffix	OR	Business Name
<input type="text" value="v"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="v"/>		<input type="text"/>

Once the Sign Owner is identified, the applicant must enter the Sign Owner Contact Information. This information contains the standard contact information such as the first and last name of the point of contact, billing address, mailing address, phone number, and email address.

The applicant can select the "Copy from Billing Address" feature if the Billing Address and Mailing Address are the same. HBMS will copy the information into the Mailing Address fields.

Note: While the Email ID field is not required, it is strongly recommended if the sign owner wishes to receive electronic communication from PennDOT regarding the status of their application. If approved, sign owners will also be able to receive electronic copies of their annual renewal applications.

Sign Owner Contact Information:

Prefix	First Name	M.I.	Last Name	Suffix	Title	
<input type="text" value="v"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="v"/>	<input type="text"/>	
Billing Address		Address Line1	Address Line2	City	State	Zip
		<input type="text"/>	<input type="text"/>	<input type="text"/>	Pennsylvania <input type="text" value="v"/>	<input type="text"/>
Mailing Address					Pennsylvania <input type="text" value="v"/>	
		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="v"/>	<input type="text"/>
Copy from Billing Address						
Phone		Ext.	Email ID			
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> (Strongly recommended)			

Each sign owner will be asked if they are a Service Club or Religious Organization because these entities are subject to certain sizing requirements and billing procedures when applying for particular sign types.

Is the Sign Owner a Service Club or Religious Organization? Yes No

(Service clubs and religious organizations are exempt from annual fees for Directional signs as long as the area of their Directional sign does not exceed 8 sq.ft.)

The Additional Information field is an open form text box available for the applicant to provide any additional information that is not provided in the fields above (i.e., additional sign owners or an additional point of contact).

Additional Information
(Please provide if you have any additional information such as names of other Sign Owners and their addresses (if applicable))

(Maximum characters: 200)
You have characters left.

If the applicant answers "No" that they are not the owner of the sign, a search box will appear. The applicant must enter at least three characters of the sign owners name and select the "Search" button.

Note: If an applicant is entering the application on behalf of someone else an authorization letter, from the sign owner granting authority to the applicant to submit the application on their behalf, must be uploaded in the document section of the application process.

Sign Owner Information All highlighted fields are required

Are you the owner of the proposed sign? Yes No

(Select Yes if you are applying for yourselves or your firm. Select No if you are applying on-behalf-of someone else)

Select the sign owner from the results(if found) by searching for Name containing

HBMS will search all existing sign owner records and display any that match the search criteria provided.

Sign Owner Information All highlighted fields are required

Are you the owner of the proposed sign? Yes No

(Select Yes if you are applying for yourselves or your firm. Select No if you are applying on-behalf-of someone else)

Select the sign owner from the results(if found) by searching for Name containing

ACCO BABCOCK, INC,P O BOX 792,YORK,PA,17405
ABC SELF STORAGE,P O BOX 39,BRODHEADSVILLE,PA,18322
ABC LIQUIDATORS,162 COOL SPRINGS DRIVE,WINDBER,PA,15963
ABC STORAGE,366 N. MEADOWN LANE,HARRISBURG,PA,17112
ABC OUTDOOR LLC,366 N. MEADOW LANE,HARRISBURG,PA,17112

Check the box if owner not found in list

If the sign owner is found in the list of existing sign owners, the applicant must highlight the selection and click "Save & Next".

Sign Owner Information All highlighted fields are required

Are you the owner of the proposed sign? Yes No

(Select Yes if you are applying for yourselves or your firm. Select No if you are applying on-behalf-of someone else)

Select the sign owner from the results(if found) by searching for Name containing

ACCO BABCOCK, INC,P O BOX 792,YORK,PA,17405
ABC SELF STORAGE,P O BOX 39,BRODHEADSVILLE,PA,18322
ABC LIQUIDATORS,162 COOL SPRINGS DRIVE,WINDBER,PA,15963
ABC STORAGE,366 N. MEADOWN LANE,HARRISBURG,PA,17112
ABC OUTDOOR LLC,366 N. MEADOW LANE,HARRISBURG,PA,17112

Check the box if owner not found in list

*** You will be required to upload the consent/authorization or signed paper application from the sign owner in the documents section. All letters of consent/authorization must be on company letterhead.**

If the sign owner is not found in the search results, the applicant must check the box labeled "Check the box if not found in list". Checking this box will display the Sign Owner fields where the applicant can enter the sign owner information. This will create a new sign owner record in HBMS.

Sign Owner Information All highlighted fields are required

Are you the owner of the proposed sign? Yes No

(Select Yes if you are applying for yourselves or your firm. Select No if you are applying on-behalf-of someone else)

Select the sign owner from the results(if found) by searching for Name containing

ACCO BABCOCK, INC,P O BOX 792,YORK,PA,17405
ABC SELF STORAGE,P O BOX 39,BRODHEADSVILLE,PA,18322
ABC LIQUIDATORS,162 COOL SPRINGS DRIVE,WINDBER,PA,15963
ABC STORAGE,366 N. MEADOWN LANE,HARRISBURG,PA,17112
ABC OUTDOOR LLC,366 N. MEADOW LANE,HARRISBURG,PA,17112

Check the box if owner not found in list

Sign Owner Name:

If Individual User					If Business Entity	
Prefix <input type="text"/>	First Name <input type="text"/>	M.I. <input type="text"/>	Last Name <input type="text"/>	Suffix <input type="text"/>	OR Business Name <input type="text"/>	

Sign Owner Contact Information:

Prefix <input type="text"/>	First Name <input type="text"/>	M.I. <input type="text"/>	Last Name <input type="text"/>	Suffix <input type="text"/>	Title <input type="text"/>	
Billing Address		Address Line1 <input type="text"/>	Address Line2 <input type="text"/>	City <input type="text"/>	State <input type="text" value="Pennsylvania"/>	Zip <input type="text"/>
Mailing Address		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="Pennsylvania"/>	<input type="text"/>

Copy from Billing Address

Phone <input type="text"/>	<input type="text"/>	Ext. <input type="text"/>	Email ID <input type="text"/>	(Strongly recommended)
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Is the Sign Owner a Service Club or Religious Organization? Yes No

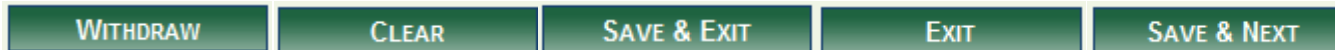
(Service clubs and religious organizations are exempt from annual fees for Directional signs as long as the area of their Directional sign does not exceed 8 sq.ft.)

Additional Information
(Please provide if you have any additional information such as names of other Sign Owners and their addresses (if applicable))

(Maximum characters: 200)
You have characters left.

*** You will be required to upload the consent/authorization or signed paper application from the sign owner in the documents section. All letters of consent/authorization must be on company letterhead.**

The buttons available to the applicant at the bottom of the Sign Owner Information page are Withdraw, Clear, Save & Exit, Exit, and Save & Next. The Withdraw button will end the application process and the application will be withdrawn from HBMS. If an applicant wishes to continue the application process, they must restart from the beginning. The Clear button will clear all data entered into the data fields. Save & Exit saves the data entered prior to this tab and exits the application. Exit will exit the application without saving the application data. Save & Next will save the application data and proceed to the next part of the application.



Land Owner

The Land Owner Information screen collects the information regarding the owner of the land that the sign will be constructed on. HBMS will first ask whether the sign owner and land owner are the same.

If the sign owner and land owner are the same, HBMS will not collect any additional land owner information because it will copy the information from the sign owner fields.

HBMS will then ask if the applicant has the Tax Parcel ID information for the land where the sign will be located. If the applicant selects "Yes" a search box will appear where the applicant can enter at least three digits of the Tax Parcel ID and select "Search". HBMS will search all existing Tax Parcel IDs and display any that match the search criteria. If the Tax Parcel ID exists in HBMS, the applicant can highlight the Tax Parcel ID and select "Save & Next". If the Tax Parcel ID is not listed in the search results, the applicant can check the box labeled "Check the box if not found in list" and enter the new Tax Parcel ID. This will create a new Tax Parcel ID record in HBMS.

Land Owner Information All highlighted fields are required

Are Sign Owner and Land Owner the same Yes No

It is strongly recommended that you should provide the Tax Parcel ID of the sign site.
Do you have the Tax Parcel ID information? Yes No

Select Tax Parcel ID for the land from the results(if found) by searching for ID

containing

No Results Found.

Check the box if ID not found in list

Enter new Tax Parcel ID (If not found in the list)

If the applicant indicates that the sign owner and land owner are not the same, HBMS will then ask whether the applicant has the Tax Parcel ID information where the sign will be located.

Land Owner Information All highlighted fields are required

Are Sign Owner and Land Owner the same Yes No

*** You will be required to upload a copy of the lease or other arrangement confirming the land owner's consent in the documents section.**
It is strongly recommended that you should provide the Tax Parcel ID of the sign site.
Do you have the Tax Parcel ID information? Yes No

If the applicant does have the Tax Parcel ID, HBMS will collect the information as noted above.

Land Owner Information All highlighted fields are required

Are Sign Owner and Land Owner the same Yes No

*** You will be required to upload a copy of the lease or other arrangement confirming the land owner's consent in the documents section.**
It is strongly recommended that you should provide the Tax Parcel ID of the sign site.
Do you have the Tax Parcel ID information? Yes No

Select Tax Parcel ID for the land from the results(if found) by searching SEARCH
for ID containing

If the applicant does not have the Tax Parcel ID, HBMS will then display a search field for existing HBMS land owners. The applicant will enter at least three characters and select "Search". HBMS will search all existing land owners and display any that match the search criteria. If the land owner exists in HBMS, the applicant can highlight the land owner and select "Save & Next".

Land Owner Information All highlighted fields are required

Are Sign Owner and Land Owner the same Yes No

*** You will be required to upload a copy of the lease or other arrangement confirming the land owner's consent in the documents section.**
It is strongly recommended that you should provide the Tax Parcel ID of the sign site.
Do you have the Tax Parcel ID information? Yes No

Select the land owner from the results(if found) by searching for Name containing SEARCH

ABC LIQUIDATORS, 162 COOL SPRINGS DRIVE, WINDBER, PA, 15963	<input checked="" type="checkbox"/>
ABCD CORP, 3900 INDUSTRIAL PARK DRIVE, ALTOONA, PA, 16601	<input type="checkbox"/>
RODNEYBABCOCK, RR #1, BOX 73, ULSTER, PA, 18850	<input type="checkbox"/>
BABCOCK & WILCOX, BEAVER FALLS, PA, 15010	<input type="checkbox"/>
ABC CO, 400 STUCK ROAD, HANOVER, PA, 17331	<input type="checkbox"/>

Check the box if owner not found in list

If the land owner is not listed in the search results, the applicant can check the box labeled "Check the box if not found in list". Checking this box will display the Land Owner fields where the applicant can enter the land owner information. This will create a new land owner record in HBMS.

Land Owner Information
All highlighted fields are required

Are Sign Owner and Land Owner the same Yes No

*** You will be required to upload a copy of the lease or other arrangement confirming the land owner's consent in the documents section.**
 It is strongly recommended that you should provide the Tax Parcel ID of the sign site.
 Do you have the Tax Parcel ID information? Yes No

Select the land owner from the results(if found) by searching for Name containing SEARCH

ABC LIQUIDATORS,162 COOL SPRINGS DRIVE,WINDBER,PA,15963
 ABCD CORP,3900 INDUSTRIAL PARK DRIVE,ALTOONA,PA,16601
 RODNEYBABCOCK R.R.#1, BOX 73,ULSTER,PA,18850
 BABCOCK & WILCOX,BEAVER FALLS,PA,15010
 ABC CO,400 STUCK ROAD,HANOVER,PA,17331

Check the box if owner not found in list

Land Owner Name:

If Individual User				If Business Entity	
Prefix	First Name	M.I.	Last Name	Suffix	Business Name
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
				OR	

Land Owner Contact Information:

Prefix	First Name	M.I.	Last Name	Suffix	Title
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Permanent Address

Address Line1	Address Line2	City	State	Zip
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="Pennsylvania"/>	<input type="text"/>

Mailing Address

Address Line1	Address Line2	City	State	Zip
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="Pennsylvania"/>	<input type="text"/>

Copy from Permanent Address

Phone	Ext.	Email ID
<input type="text"/>	<input type="text"/>	<input type="text"/>
(Strongly recommended)		

Additional Information
 (Please provide if you have any additional information such as names of other Sign Owners and their addresses (if applicable))

(Maximum characters: 200)
 You have characters left.

WITHDRAW
CLEAR
SAVE & EXIT
EXIT
SAVE & NEXT

The first section of the Land Owner Information page requires the applicant to enter the Land Owner Name. The Land Owner Name can either be an individual owner or a business entity, but not both. If the land is owned by an individual, the individual user First Name and Last Name fields must be entered. If the land is owned by a business entity, the Business Name field must be entered.

Land Owner Name:

If Individual User					If Business Entity	
Prefix <input type="text" value=""/>	First Name <input type="text" value=""/>	M.I <input type="text" value=""/>	Last Name <input type="text" value=""/>	Suffix <input type="text" value=""/>	OR	Business Name <input type="text" value=""/>

Once the Land Owner is identified, the applicant must enter the Land Owner Contact Information. This information contains the standard contact information such as the first and last name of the point of contact, permanent address, mailing address, phone number, and email address.

The applicant can select the "Copy from Permanent Address" feature if the Permanent Address and Mailing Address are the same. HBMS will copy the information into the Permanent Address fields.

Note: While the Email ID field is not required, it is strongly recommended if the land owner wishes to receive electronic communication from PennDOT regarding the status of the permitted device located on their property.

Land Owner Contact Information:

Prefix <input type="text" value=""/>	First Name <input type="text" value=""/>	M.I <input type="text" value=""/>	Last Name <input type="text" value=""/>	Suffix <input type="text" value=""/>		Title <input type="text" value=""/>
Permanent Address	Address Line1 <input type="text" value=""/>	Address Line2 <input type="text" value=""/>	City <input type="text" value=""/>	State <input type="text" value="Pennsylvania"/>	Zip <input type="text" value=""/>	<input type="text" value=""/>
Mailing Address	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value="Pennsylvania"/>	<input type="text" value=""/>	<input type="text" value=""/>
Copy from Permanent Address						
Phone <input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	Ext. <input type="text" value=""/>	Email ID <input type="text" value=""/>		
				(Strongly recommended)		

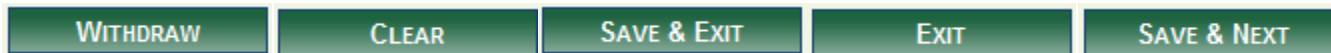
The Additional Information field is an open form text box available for the applicant to provide any additional information that is not provided in the fields above (i.e., additional land owners or an additional point of contact).

Additional Information
(Please provide if you have any additional information such as names of other Sign Owners and their addresses (if applicable))

(Maximum characters: 200)
You have 200 characters left.

[WITHDRAW](#) [CLEAR](#) [SAVE & EXIT](#) [EXIT](#) [SAVE & NEXT](#)

The buttons available to the applicant at the bottom of the Land Owner Information page are Withdraw, Clear, Save & Exit, Exit, and Save & Next. The Withdraw button will end the application process and the application will be withdrawn from HBMS. If an applicant wishes to continue the application process, they must restart from the beginning. The Clear button will clear all data entered into the data fields. Save & Exit saves the data entered prior to this tab and exits the application. Exit will exit the application without saving the application data. Save & Next will save the application data and proceed to the next part of the application.



Location

The Sign Location Information screen collects the information regarding the location where the sign will be constructed. After selecting the appropriate County, HBMS will provide a drop down list of municipalities that exist within the selected county. After selecting the appropriate Municipality, HBMS will provide a drop down list of the Interstates and State Routes that existing with the selected municipality. The list of Interstates and State Routes is provided by PennDOT's Roadway Management System. If the route that the sign is to be located next to is not included on the list of Interstates and State Routes, the applicant must choose "Other". If "Other" is chosen, a field will appear for the applicant to list the name of the adjacent route.

Sign Location Information **All highlighted fields are required**

County: Municipality: **GPS Coordinates:** Latitude : Longitude : (Strongly Recommended)

The sign is adjacent to interstate/State Route on side , when travelling in direction

Distance from to the closest edge of the sign ft.

HBMS will then ask whether the sign will be visible from other state routes. If the answer is "No" the applicant can proceed to complete the rest of the fields on the Sign Location Information screen.

Will the sign Message be visible (whether or not legible) from other state routes? Yes No

If the answer is "Yes", HBMS will display a list of state routes. The applicant should choose which additional state routes the sign is visible from. If the other state route is not listed, the applicant must select "Other". Once "Other" is selected, a field will appear for the applicant to list the name of the other state routes.

Note: To choose multiple state routes, hold the Control key and select the routes that apply.

Will the sign Message be visible (whether or not legible) from other state routes? Yes No

Select the state routes(s) from which the sign is visible. (Hint: Press Ctrl Key down to select more than one option)

- OTHER
- SR-11
- SR-15
- SR-34
- SR-74

If Other Please specify the list of road names

The next fields on the Sign Location Information screen collect information regarding the right-of-way where the sign will be located. The applicant must verify the highway right-of-way width with the appropriate PennDOT Engineering District. The applicant must also contact the PennDOT Engineering District to obtain a highway right-of-way plan for the sign site location.

Applicant must verify the highway right-of-way width with the PENNDOT District Engineering Office.

The Right-of-way width is ft. Right-of-way information provided by on

Application is required to obtain a PENNDOT highway right-of-way plan for the sign site location (except for an Interstate "crossing" COTTON AREA, see instructions available in the resource bar above). Contact the local PennDOT District Engineering Office for a right-of-way plan.

Right-of-way plan provided by on

The remaining fields collect data regarding the sign site in relation to the interchange or intersection, route segment or mile maker, and also any landmarks that help identify the exact location of the sign.

The sign site is of the nearest interchange, intersection.

provide name, route number (s), exit number

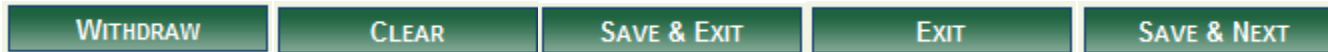
The sign site is ft. of the nearest Route Segment Marker No .offset and/or Mile Marker No

For a new sign, applicant is required to place a stake at least 3 feet high, with applicant's name on it, to mark the closest edge of the sign, if staking is not feasible, some other form of marking is required.

Type of marking to identify the closest edge of the sign:

If available, provide any other readily identifiable fixed object that may be used to identify the location (such as landmarks):

The buttons available to the applicant at the bottom of the Sign Location Information page are Withdraw, Clear, Save & Exit, Exit, and Save & Next. The Withdraw button will end the application process and the application will be withdrawn from HBMS. If an applicant wishes to continue the application process, they must restart from the beginning. The Clear button will clear all data entered into the data fields. Save & Exit saves the data entered prior to this tab and exits the application. Exit will exit the application without saving the application data. Save & Next will save the application data and proceed to the next part of the application.



Regulations

The Regulations Information screen collects the information regarding the local ordinances or regulations of the municipality or county where the sign will be constructed.

Regulations Information All highlighted fields are mandatory

Does the municipality or county where sign is to be located have a sign ordinance or regulations? Yes No

Enter details for either Municipality Officer or County Officer. You can enter details for both.

Provide Municipality Zoning/Codes Officer Details

Name Address Line1 Address Line2 City State Zip - Phone Extn.

Email

Provide County Zoning/Codes Officer Details

Name Address Line1 Address Line2 City State Zip - Phone Extn.

Email

The first question asks whether or not the municipality or county has a sign ordinance or regulations.

Does the municipality or county where sign is to be located have a sign ordinance or regulations? Yes No

If the applicant selects "Yes", HBMS will ask whether or not the sign will conform to those sign ordinances or regulations.

Does the municipality or county where sign is to be located have a sign ordinance or regulations? Yes No

Does the sign , for which application is hereby made, conform to local requirements? Yes No

If the applicant selects "Yes", they will be required to upload a copy of the sign ordinance or letter from the municipality confirming that the sign conforms to their ordinances in the documents section. HBMS will then ask if the municipality or county require the application for and issuance of a permit for the erection of a sign. If the applicant selects "Yes", they will be required to upload a copy of the local permit for the proposed sign in the documents section.

Regulations Information	All highlighted fields are required
<p>Does the local municipality or county where sign is to be located have a sign ordinance or regulations? * You will be required to upload a copy of the sign ordinance confirming the sign conforms to their ordinances in the documents section.</p>	<input checked="" type="radio"/> Yes <input type="radio"/> No
<p>Does the sign, for which application is hereby made, conform to local requirements? * You will be required to upload a copy of local sign approvals confirming the sign conforms to local requirements in the documents section.</p>	<input checked="" type="radio"/> Yes <input type="radio"/> No
<p>Does the local municipality or county require application for and issuance of a permit for the erection of a sign? * You will be required to upload a copy of the local permit for the proposed sign in the documents section.</p>	<input checked="" type="radio"/> Yes <input type="radio"/> No

After answering the questions regarding the local municipality or county regulations, the applicant must complete the Municipality Zoning Officer details or the County Zoning Officer details. The details for both individuals can be entered, but only one is required.

Enter details for either Municipality Officer or County Officer. You can enter details for both.

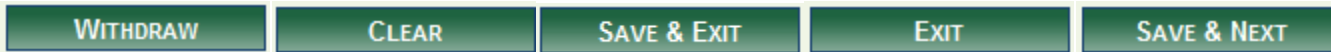
Provide Municipality Zoning/Codes Officer Details

Name	Address Line1	Address Line2	City	State	Zip	Phone	Extn.
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Pennsylvania	<input type="text"/> - <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>
Email <input type="text"/>							

Provide County Zoning/Codes Officer Details

Name	Address Line1	Address Line2	City	State	Zip	Phone	Extn.
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Pennsylvania	<input type="text"/> - <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>
Email <input type="text"/>							

The buttons available to the applicant at the bottom of the Regulations Information page are Withdraw, Clear, Save & Exit, Exit, and Save & Next. The Withdraw button will end the application process and the application will be withdrawn from HBMS. If an applicant wishes to continue the application process, they must restart from the beginning. The Clear button will clear all data entered into the data fields. Save & Exit saves the data entered prior to this tab and exits the application. Exit will exit the application without saving the application data. Save & Next will save the application data and proceed to the next part of the application.



Structure

The Sign Structure screen collects the information regarding the sign structure. The applicant will be asked to enter the number of sign faces.

Sign Structure All highlighted fields are mandatory

Number of Sign Faces

Will the any sign face contain,include or be illuminated by a flashing intermittent or moving light or lights? Yes No

HBMS will display fields to be entered for each sign face. The applicant will enter the size of the sign face along with the material type and whether or not the face has lighting that shines on it. In addition to the sign face details, the applicant must answer whether or not any sign face will contain, include or be illuminated by one or more flashing, intermittent or moving light. If the applicant selects "Yes", the message content of that sign face must be entered. If applicant selects "No", the Message Content fields will disappear.

Sign Structure All highlighted fields are required

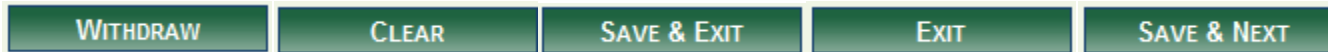
Number of Sign Faces

Will any sign face contain, include or be illuminated by one or more flashing, intermittent or moving light? Yes No

Provide the following for each face of the sign: dimensions (in ft.) including any border and trim; material type; lighting type (if any); and message content (if applicable)

Face	Height		Width		Material Type	Lighting	Message Content
	Ft	In	Ft	In			
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/> Yes <input type="radio"/> No	<input type="text"/>
2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/> Yes <input type="radio"/> No	<input type="text"/>

The buttons available to the applicant at the bottom of the Sign Structure page are Withdraw, Clear, Save & Exit, Exit, and Save & Next. The Withdraw button will end the application process and the application will be withdrawn from HBMS. If an applicant wishes to continue the application process, they must restart from the beginning. The Clear button will clear all data entered into the data fields. Save & Exit saves the data entered prior to this tab and exits the application. Exit will exit the application without saving the application data. Save & Next will save the application data and proceed to the next part of the application.



Documents

The Documents page is where the applicant will upload all of the necessary attachments to their application. The documents that are required by the answers given during the application process are marked with a *****. There are other documents listed that can be uploaded but are not required. In order to upload a document the applicant must provide a description of the document and click "Browse" to select the appropriate file on their computer. After all files are ready to upload, click Upload All Documents. An applicant can see a description of the Document Type by clicking on the Document Type Links provided on the left.

Note: Click on the browse button to locate a document on your computer to upload. You can load more than one at a time. After all documents have been located, click **UPLOAD ALL DOCUMENTS**

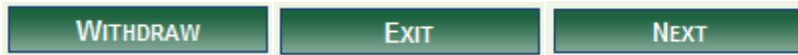
Note: Max file size is 10 MBs, max file name is 50 characters, and supported file types are: pdf, doc, docx, xls, xlsx, jpg, jpeg, txt, wav, msg, mp4, mov, mp3

Based on the application data the following documents need to be uploaded to complete the processing of your permit application.

Supported File Types: pdf,doc,docx,xls,xlsx,jpg,jpeg,txt,wav,msg,mp4,mov,mp3 **Max Total Upload Size:** 10 MB **Max File Size:** 10 MB **Max File Name:** 50 Characters

Document Type	Documents
Click on the Document Type link to see the description * Required to attach at least one document	Hint: Click on the browse button to locate a document on your computer to upload. You can load more than one at a time. After all documents have been located, click the Upload All Documents button. UPLOAD ALL DOCUMENTS
* Sign Drawings or Plans	Description: <input type="text"/> File: <input type="button" value="Choose File"/> No file chosen
* ROW Plans	Description: <input type="text"/> File: <input type="button" value="Choose File"/> No file chosen
* Site Drawing or Plan/Aerial Map of Sign Location	Description: <input type="text"/> File: <input type="button" value="Choose File"/> No file chosen
* Paper Application	Description: <input type="text"/> File: <input type="button" value="Choose File"/> No file chosen
Lease or Letter	Description: <input type="text"/> File: <input type="button" value="Choose File"/> No file chosen

The buttons available to the applicant at the bottom of the Documents page are Withdraw, Exit, and Next. The Withdraw button will end the application process and the application will be withdrawn from HBMS. If an applicant wishes to continue the application process, they must restart from the beginning. Exit will exit the application without saving the application data. Next will proceed to the next part of the application.



Review

The Sign Permit Application Review page allows the applicant to review all of the data that has been entered throughout the application process. The applicant can view all information by clicking the "Expand All" button.

The screenshot shows the 'Sign Permit Application Review' page with the 'EXPAND ALL' button selected. The page displays a summary of application details and a list of expandable sections. The summary includes:

- Application #:** 19848
- Sign Type:** Directional Sign
- Sign Owner:** Sign Owner
- Status:** Draft
- Entered by:** Sign Owner

The expandable sections are:

- Preliminary Information
- Owners Information
- Location Information
- Local Regulations Information
- Sign Structure Details
- Documents
- Annual Fee Information

At the bottom of the page, there are four buttons: WITHDRAW, PRINTABLE VERSION, EXIT, and NEXT.

The top of the Sign Permit Application Review provides a summary of the application number, sign type, sign owner, application status and the individual entering the application.

This screenshot shows the same 'Sign Permit Application Review' page but with the 'COLLAPSE ALL' button selected. Only the summary information is visible, and the expandable sections are collapsed:

- Application #:** 19848
- Sign Type:** Directional Sign
- Sign Owner:** Sign Owner
- Status:** Draft
- Entered by:** Sign Owner

The Preliminary Information section displays the answers given by the application on the Preliminary Information section of the application. If any answers are incorrect, the applicant should return to that section of the application to correct the answer.

Preliminary Information

Activity or attraction meets **directional sign criteria**? Yes
 Complies with **directional sign message requirements**? Yes
 Meets **spacing requirements**? Yes
 Meets **lighting and size requirements**? Yes
 All erection and maintenance activities performed on privately owned property? Yes

The Owners Information section displays the information entered by the application on the Sign Owner Information and Land Owner Information sections of the application. If any of the information is incorrect, the applicant should return to the appropriate section of the application to correct the answer.

Owners Information

Sign Owner ID: 24743
 Business ID: B00492

Is the Sign Owner a Service Club/religious organization? N

	Contact Name/Title/Owner Name	Permanent(Billing) Address/ Mailing Address	Phone/Email	Additional Information
Sign Owner	Sign Owner	Address, City, PA 11111	(111) 222-3333	
	Sign Owner	Address, City, PA 11111	signowner@email.com	
Land Owner	Sign Owner	Address, City, PA 11111	(111) 222-3333	
	Sign Owner	Address, City, PA 11111	signowner@email.com	

The Location Information section displays the information entered by the application on the Sign Location Information section of the application. If any of the information is incorrect, the applicant should return to that section of the application to correct the answer.

Location Information										
County:	Dauphin	Municipality:	East Hanover Township	GPS Latitude:		GPS Longitude:				
Adjacent to SR:	SR-22	On:	Left	In the:	East bound	Direction	Distance:	33.0 feet	from:	Centerline
Right-of-Way width:	33.0 feet									
Provided by:	js on:	Mar 2, 2015	Right-of-Way plan provided by:	js on:	Mar 2, 2015					
Nearest Segment Marker No.:	0010	off set	030	and/or Mile Marker No.:		is at a distance of:	20.0 ft.	in the direction of:	East	
Nearest Interchange/Intersection:	Exit 1	is at a distance of:	200.0 feet	Type of Marking:	Wooden Stake	Land Marks:				

The Local Regulations Information section displays the information entered by the application on the Regulations Information section of the application. If any of the information is incorrect, the applicant should return to that section of the application to correct the answer.

Local Regulations Information	
Municipality/County has sign ordinance or regulations?:	No PERMIT
Zoning/Codes Officer Name & Address:	Zoning Officer, Address, City, PA 11111
Phone	(111) 222-3333

The Sign Structure Details section displays the information entered by the application on the Sign Structure section of the application. If any of the information is incorrect, the applicant should return to that section of the application to correct the answer.

Sign Structure Details								
Number of Sign Faces:	1							
Flashing, intermittent, or moving lights on any face?:	No							
Face	Face Identifier	Height Ft In	Width Ft In	Area (Sq ft)	Material Type	Lights?	Lighting Type	Message Content
1		10 0	10 0	100.00	Metal	No		Museum

The Documents section displays the files uploaded by the applicant on the Documents section of the application. If any of the files need to be re-uploaded, the applicant should return to that section of the application to upload the correct files.

Documents	
Document Type	Documents
<small>Click on the Document Type link to see the description.</small>	<small>Click on the Document link to view the content of the document.</small>
Deed	Doc3.docx Deed 14639 KB Feb 23, 2015 8:51:07 AM

The Annual Fee Information section displays the annual fee for the sign permit based on the information provided throughout the application process. The Rate Information link will provide details on how the annual fees are calculated.

Annual Fee Information

Click here to see **rate information** for outdoor advertising signs.

Annual fee for the sign: \$10.00

The buttons available to the applicant at the bottom of the Sign Permit Application Review page are Withdraw, Printable Version, Exit, and Next. The Withdraw button will end the application process and the application will be withdrawn from HBMS. If an applicant wishes to continue the application process, they must restart from the beginning. The Printable Version button will provide the applicant with a printer-friendly version of the application. Exit will exit the application without saving the application data. Next will proceed to the next part of the application.

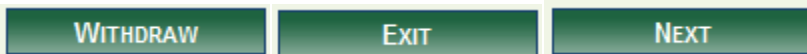


Terms & Conditions

The Terms and Conditions page displays the requirements that the applicant must agree to in order to be eligible to have a sign permit. The applicant must be able to select "I Agree" to each statement in order to submit their application.

Terms And Conditions	All highlighted fields are required
Please read all terms & conditions carefully and check the 'I Agree' checkbox to confirm your acceptance.	<input type="checkbox"/> I Agree
The applicant acknowledges the opportunity to review "Instructions and Information for the Completion of this Application".	<input type="checkbox"/>
Permitted signs shall not be erected or maintained from limited access highways. Access to signs must be only from private property.	<input type="checkbox"/>
Substantially incomplete or inaccurate information submitted on this application shall be grounds for denial of permits.	<input type="checkbox"/>
If any check for the annual permit fee is returned due to insufficiency of funds, there will be a \$20.00 service charge.	<input type="checkbox"/>
This permit is issued based upon the information and statements made by the applicant. Any false statements or false representations set forth herein shall cause the permit to be revoked, permit fees forfeited, sign removed at owner's cost, and subject the applicant to penalties under the laws of the Commonwealth of PA.	<input type="checkbox"/>
Applicant shall not erect the proposed sign until a permit is granted by PennDOT.	<input type="checkbox"/>
If the proposed sign is not erected within 12 months after the permit is granted, the permit may be revoked, pursuant to chapter 5445.8(b)(1)	<input type="checkbox"/>
Per 67 Pa. Code 445.9(c), the applicant hereby states that they have not and will not, in any manner, cause the damage, destruction or removal of any vegetation in the highway right-of-way, except by permit pursuant to Act No. 1983 -79, the Highway Vegetation Control Act.	<input type="checkbox"/>
Within 30 days after erection of sign, the applicant shall submit form RW-745C, Notice of Completion, and submit photographs of the sign in one of the following ways. <ul style="list-style-type: none"> • Online (by logging into your account) • Email to HBMS ResourceAccount along with the permit number • Mail the duly completed form RW-745C "NOTICE OF COMPLETION" which can be downloaded using the Download Forms link. 	<input type="checkbox"/>
A sign permit is not granted until the approval letter "Sign Permit Approved", form RW-745A is issued by PennDOT. Any discussions or correspondence with PennDOT representatives prior to the actual issuance or denial of a permit are for informational and guidance purposes only. Neither approval nor denial of a permit shall be based on oral representations from PennDOT.	<input type="checkbox"/>
Applicant is required to meet with a PennDOT representative at the proposed sign location to review the location and application. The District Outdoor Advertising Manager will contact you to schedule the meeting.	<input type="checkbox"/>
Applicant is required to mark the sign site either by 3 ft. stake or other identifiable marking.	<input type="checkbox"/>
The applicant acknowledges that this sign will be located entirely outside of the existing State highway right-of-way. This permit is not written approval by the Pennsylvania Department of Transportation to place the sign or any portion of the structure within the legal limits of the State highway right-of-way. Pursuant to 36 P.S. Section 670-425, if the sign is determined to encroach upon the right-of-way, the applicant will, upon notification from the Department, remove the sign at the applicant's expense without delay.	<input type="checkbox"/>
Any change in ownership, location or specifications of sign requires submission of a new application.	<input type="checkbox"/>
If this application is denied, the decision will be deemed final unless appealed. The applicant may appeal this denial by the Department under 2 Pa. C.S. Sections 501-508 (relating to practice and procedure of Commonwealth agencies), 1 Pa. Code Part II (relating to general rules of administrative practice and procedure) and 67 Pa. Code Chapter 491 (relating to procedures before the Department) by submitting a written request for a hearing within 30 days after the mail date of the denial, to the Administrative Docket Clerk, Office of Chief Counsel, Commonwealth Keystone Building, 400 North Street, 9th Floor, Harrisburg, Pennsylvania 17120-0096. The written request shall include a filing fee as prescribed under the requisites of 67 Pa. Code, Chapter 491, made payable to the "Commonwealth of Pennsylvania", and a copy of the denied application shall accompany the written request. A copy of the request must also be sent to the Engineering District which denied the application, and to: Outdoor Advertising Control Manager, PennDOT, PO Box 3362, Harrisburg, Pennsylvania 17105-3362.	<input type="checkbox"/>
Once a permit application has been received, reviewed, and approved by the District Outdoor Advertising Control Manager, an invoice will be generated for the initial permitting fee and sent to you by email or regular mail. This invoice must be paid prior to erection of the proposed sign.	<input type="checkbox"/>
References to Act No. 160 and the regulations, Chapter 445, herein or in discussion, are for informational purposes and guidance. Determinations in all specific cases are governed by the Outdoor Advertising Control Act of 1971, Act No. 160 as amended, and Title 67, Pa. Code Chapter 445, Outdoor Advertising Devices, copies of which are available from the District Outdoor Advertising Control Manager. Chapter 445 is available at the web site: http://www.pacode.com/secure/data/067/chapter445/chap445toc.html	<input type="checkbox"/>
<div style="display: flex; justify-content: space-around; margin-top: 10px;"> WITHDRAW EXIT NEXT </div>	

The buttons available to the applicant at the bottom of the Sign Permit Application Review page are Withdraw, Exit, and Next. The Withdraw button will end the application process and the application will be withdrawn from HBMS. If an applicant wishes to continue the application process, they must restart from the beginning. Exit will exit the application without saving the application data. Next will proceed to the next part of the application.





The Submit Application page allows the applicant to choose whether or not they would like to receive paperless correspondence from PennDOT regarding the status of their application. Below the consent for paperless communication is the certification that the sign owner must review, that states that the information they have provided on the application is true and correct.

Submit Application All highlighted fields are required

Consent for Paperless correspondence
Do the following agree to receive paperless electronic communications from PennDOT using their email address regarding the decision on the application, renewal notices, violation notices etc.?

Applicant Yes No

Enter or Update Sign Owner's Email ID: **(Strongly recommended)**

If you agree to receive paperless communications, please add **HBMSResourceAccount@pa.gov** email ID to your address book so you do not miss any communications from PennDOT.

References to Act No. 160 and the regulations, Chapter 445, herein or in discussion, are for informational purposes and guidance. Determinations in all specific cases are governed by the Outdoor Advertising Control Act of 1971, Act No. 160 as amended, and Title 67 Pa. Code, Chapter 445, Outdoor Advertising Devices, copies of which are available from the District Outdoor Advertising Control Manager. Chapter 445 is available at the web site indicated in the resource bar links above.

By clicking Submit, I hereby certify, in accordance with Section 4904 of the Crimes Code (18 Pa. C.S. §4904) relating to unsworn falsification to authorities, that the statements and representations set forth in this application are true and correct, and the advertising device proposed to be permitted under the application is not in violation of any state or local law, ordinance, or regulation. This application is made for the purpose of obtaining the issuance of an advertising device permit according to law.

The buttons available to the applicant at the bottom of the Submit Application page are Withdraw, Submit, and Exit. The Withdraw button will end the application process and the application will be withdrawn from HBMS. If an applicant wishes to continue the application process, they must restart from the beginning. The Submit button will submit the application to the appropriate PennDOT District OAD Manager for review. Exit will exit the application without saving the application data.



After submitting the application, the applicant will receive the Submit Confirmation page. This page notifies the applicant that their application was successfully submitted and they will be contacted if any further information is needed. The Submit Confirmation page also provides some guidance on the next steps in the application process.

Submit Confirmation

**Your application has been successfully submitted.
You will be contacted if additional information is required.**

Annual Fee: \$30.00

Next Steps: Important instructions and guidance, as listed below.

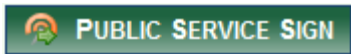
One permit number will be issued for each structure. If your application is approved and fees are due, you will be notified that payment is due before your permit can be issued. Applicants can monitor their application status by navigating to 'My Signs' -> 'Application Status'.

Any change in ownership, location or specifications of the proposed sign requires submission of a new application and application fee.

If this application is denied, the decision will be deemed final unless appealed. The applicant may appeal this denial by the Department under 2 Pa. C.S. Sections 501-508 (relating to practice and procedure of Commonwealth agencies), 1 Pa. Code Part II (relating to general rules of administrative practice and procedure) and 67 Pa. Code, Chapter 491 (relating to procedures before the Department) by submitting a written request for a hearing within 30 days after the mail date of the denial, to the Administrative Docket Clerk, Office of Chief Counsel, Commonwealth Keystone Building, 400 North Street, 9th Floor, Harrisburg, Pennsylvania 17120-0096. The written request shall include a filing fee as prescribed under the requisites of 67 Pa. Code, Chapter 491, and made payable to the "Commonwealth of Pennsylvania", and a copy of the denial letter shall accompany the written request. A copy of the request must also be sent to the Engineering District which denied the application, to the Outdoor Advertising Control Manager at the address indicated in the *Contact Us* page.

PUBLIC SERVICE SIGN APPLICATION

To begin a public service sign application, click on the Public Service Sign Start button seen below. Once selected, the Preliminary Information for Sign Application page will be displayed.



During the application process, applicants will have access to a resource bar containing links that will be helpful references. The following links will be provided during the application process:



Act 160 – Displays Act 160

Chapter 445 – Displays Chapter 445 of the PA Code

PA Scenic Byways – Provides a list of PA Scenic Byways where OADs are prohibited

Pub. 581 – Displays PennDOT's Publication regarding Highway Beautification

Pub. 266 – Displays PennDOT's brochure on Right-of-Way Encroachment and Outdoor Advertising Sign Control

On-line Application Instructions – Provides instructions on completing each application type

During the application process, a progress bar will be displayed across the top of the page body. The progress bar shows the different tabs from Preliminary to submission. The tab that the applicant is currently on will be highlighted in green. An applicant can go backwards to any tab during the application process. However, each tab must be completed in succession because answers given on one tab will dictate questions that appear on subsequent tabs.



Preliminary

The Preliminary Information for Sign Application page contains several questions that determine whether an applicant may be eligible for a Public Service Sign.

The applicant must answer each question accordingly. If an answer is provided that does not comply with federal and state regulations, a warning message will be displayed; however, HBMS does not prevent the applicant from proceeding with the application process.

Preliminary Information for Sign Application All highlighted fields are required

Enter paper application details

Received on Date Time

*** You will be required to upload the signed paper application from the sign owner in the documents section.**

Do the sign faces included in this application comply with the **Public Service sign requirements**? Yes No

Is the school bus stop shelter approved by the School District and is it located at an approved school bus stop? If yes, you will be required to upload a copy of the school district approval in the documents section. Yes No

Is the sign location adjacent to a **limited access highway**? Yes No

Sign Owner

The Sign Owner Information screen collects the information regarding the owner of the sign. HBMS will first ask whether the applicant is the owner of the sign. This question is asked because PennDOT personnel can enter applications on behalf of applicants who do not have access to HBMS. An agent acting on behalf of their client could also enter the application.

Sign Owner Information	All highlighted fields are required			
<p>Are you the owner of the proposed sign? <input type="radio"/> Yes <input type="radio"/> No</p>				
<p>(Select Yes if you are applying for yourselves or your firm. Select No if you are applying on-behalf-of someone else)</p>				
WITHDRAW	CLEAR	SAVE & EXIT	EXIT	SAVE & NEXT

The first time an applicant chooses "Yes" that they are the owner of the sign; HBMS will display all of the sign owner fields with the information provided during the HBMS registration process prepopulated. On subsequent visits, these fields will not be displayed as HBMS will have already created the records for the sign owner information.

Sign Owner Information All highlighted fields are required

Are you the owner of the proposed sign? Yes No

(Select Yes if you are applying for yourselves or your firm. Select No if you are applying on-behalf-of someone else)

Sign Owner Name:

If Individual User					If Business Entity	
Prefix	First Name	M.I	Last Name	Suffix	OR	Business Name
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>

Sign Owner Contact Information:

Prefix	First Name	M.I	Last Name	Suffix	Title
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Billing Address

Address Line1	Address Line2	City	State	Zip
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="Pennsylvania"/>	<input type="text"/>

Mailing Address

Address Line1	Address Line2	City	State	Zip
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="Pennsylvania"/>	<input type="text"/>

[Copy from Billing Address](#)

Phone	Ext.	Email ID
<input type="text"/>	<input type="text"/>	<input type="text"/> (Strongly recommended)

Is the Sign Owner a Service Club or Religious Organization? Yes No

(Service clubs and religious organizations are exempt from annual fees for Directional signs as long as the area of their Directional sign does not exceed 8 sq.ft.)

Additional Information
(Please provide if you have any additional information such as names of other Sign Owners and their addresses (if applicable))

(Maximum characters: 200)
You have characters left.

WITHDRAWCLEARSAVE & EXITEXITSAVE & NEXT

The first section of the Sign Owner Information page requires the applicant to enter the Sign Owner Name. The Sign Owner Name can either be an individual owner or a business entity, but not both. If the sign is owned by an individual, the individual user First Name and Last Name fields must be entered. If the sign is owned by a business entity, the Business Name field must be entered.

Sign Owner Name:

If Individual User					If Business Entity	
Prefix	First Name	M.I.	Last Name	Suffix	OR	Business Name
<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>		<input type="text" value=""/>

Once the Sign Owner is identified, the applicant must enter the Sign Owner Contact Information. This information contains the standard contact information such as the first and last name of the point of contact, billing address, mailing address, phone number, and email address.

The applicant can select the "Copy from Billing Address" feature if the Billing Address and Mailing Address are the same. HBMS will copy the information into the Mailing Address fields.

Note: While the Email ID field is not required, it is strongly recommended if the sign owner wishes to receive electronic communication from PennDOT regarding the status of their application. If approved, sign owners will also be able to receive electronic copies of their annual renewal applications.

Sign Owner Contact Information:

Prefix	First Name	M.I.	Last Name	Suffix	Title	
<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	
Billing Address		Address Line1	Address Line2	City	State	Zip
		<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value="Pennsylvania"/>	<input type="text" value=""/>
Mailing Address						
		<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value="Pennsylvania"/>	<input type="text" value=""/>
Copy from Billing Address						
Phone		Ext.	Email ID			
<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/> (Strongly recommended)			

Each sign owner will be asked if they are a Service Club or Religious Organization. This is asked because these entities are subject to certain sizing requirements and billing procedures when applying for particular sign types.

Is the Sign Owner a Service Club or Religious Organization? Yes No

(Service clubs and religious organizations are exempt from annual fees for Directional signs as long as the area of their Directional sign does not exceed 8 sq.ft.)

The Additional Information field is an open form text box available for the applicant to provide any additional information that is not provided in the fields above (i.e., additional sign owners or an additional point of contact).

Additional Information
(Please provide if you have any additional information such as names of other Sign Owners and their addresses (if applicable))

(Maximum characters: 200)
You have characters left.

If the applicant answers "No" that they are not the owner of the sign, a search box will appear. The applicant must enter at least three characters of the sign owners name and select the "Search" button.

Note: If an applicant is entering the application on behalf of someone else an authorization letter, from the sign owner granting authority to the applicant to submit the application on their behalf, must be uploaded in the document section of the application process.

Sign Owner Information All highlighted fields are required

Are you the owner of the proposed sign? Yes No

(Select Yes if you are applying for yourselves or your firm. Select No if you are applying on-behalf-of someone else)

Select the sign owner from the results(if found) by searching for Name containing

HBMS will search all existing sign owner records and display any that match the search criteria provided.

Sign Owner Information All highlighted fields are required

Are you the owner of the proposed sign? Yes No

(Select Yes if you are applying for yourselves or your firm. Select No if you are applying on-behalf-of someone else)

Select the sign owner from the results(if found) by searching for Name containing

ACCO BABCOCK, INC,P O BOX 792,YORK,PA,17405
ABC SELF STORAGE,P O BOX 39,BRODHEADSVILLE,PA,18322
ABC LIQUIDATORS,162 COOL SPRINGS DRIVE,WINDBER,PA,15963
ABC STORAGE,366 N. MEADOWN LANE,HARRISBURG,PA,17112
ABC OUTDOOR LLC,366 N. MEADOW LANE,HARRISBURG,PA,17112

Check the box if owner not found in list

If the sign owner is found in the list of existing sign owners, the applicant must highlight the selection and click "Save & Next".

Sign Owner Information All highlighted fields are required

Are you the owner of the proposed sign? Yes No

(Select Yes if you are applying for yourselves or your firm. Select No if you are applying on-behalf-of someone else)

Select the sign owner from the results(if found) by searching for Name containing

ACCO BABCOCK, INC,P O BOX 792,YORK,PA,17405
ABC SELF STORAGE,P O BOX 39,BRODHEADSVILLE,PA,18322
ABC LIQUIDATORS,162 COOL SPRINGS DRIVE,WINDBER,PA,15963
ABC STORAGE,366 N. MEADOWN LANE,HARRISBURG,PA,17112
ABC OUTDOOR LLC,366 N. MEADOW LANE,HARRISBURG,PA,17112

Check the box if owner not found in list

*** You will be required to upload the consent/authorization or signed paper application from the sign owner in the documents section. All letters of consent/authorization must be on company letterhead.**

If the sign owner is not found in the search results, the applicant must check the box labeled "Check the box if not found in list". Checking this box will display the Sign Owner fields where the applicant can enter the sign owner information. This will create a new sign owner record in HBMS.

Sign Owner Information All highlighted fields are required

Are you the owner of the proposed sign? Yes No

(Select Yes if you are applying for yourselves or your firm. Select No if you are applying on-behalf-of someone else)

Select the sign owner from the results(if found) by searching for Name containing

ACCO BABCOCK, INC, P O BOX 792, YORK, PA, 17405
ABC SELF STORAGE, P O BOX 39, BRODHEADSVILLE, PA, 18322
ABC LIQUIDATORS, 162 COOL SPRINGS DRIVE, WINDBER, PA, 15963
ABC STORAGE, 366 N. MEADOWN LANE, HARRISBURG, PA, 17112
ABC OUTDOOR LLC, 366 N. MEADOW LANE, HARRISBURG, PA, 17112

Check the box if owner not found in list

Sign Owner Name:

If Individual User					If Business Entity	
Prefix <input type="text"/>	First Name <input type="text"/>	M.I. <input type="text"/>	Last Name <input type="text"/>	Suffix <input type="text"/>	Business Name <input type="text"/>	
OR						

Sign Owner Contact Information:

Prefix <input type="text"/>	First Name <input type="text"/>	M.I. <input type="text"/>	Last Name <input type="text"/>	Suffix <input type="text"/>	Title <input type="text"/>	
Billing Address		Address Line1 <input type="text"/>	Address Line2 <input type="text"/>	City <input type="text"/>	State <input type="text" value="Pennsylvania"/>	Zip <input type="text"/>
Mailing Address		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="Pennsylvania"/>	<input type="text"/>

[Copy from Billing Address](#)

Phone <input type="text"/>	Ext. <input type="text"/>	Email ID <input type="text"/>	(Strongly recommended)
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Is the Sign Owner a Service Club or Religious Organization? Yes No

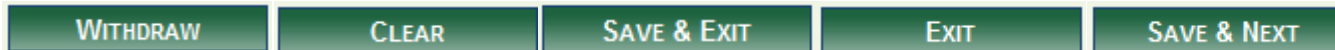
(Service clubs and religious organizations are exempt from annual fees for Directional signs as long as the area of their Directional sign does not exceed 8 sq.ft.)

Additional Information
(Please provide if you have any additional information such as names of other Sign Owners and their addresses (if applicable))

(Maximum characters: 200)
You have characters left.

*** You will be required to upload the consent/authorization or signed paper application from the sign owner in the documents section. All letters of consent/authorization must be on company letterhead.**

The buttons available to the applicant at the bottom of the Sign Owner Information page are Withdraw, Clear, Save & Exit, Exit, and Save & Next. The Withdraw button will end the application process and the application will be withdrawn from HBMS. If an applicant wishes to continue the application process, they must restart from the beginning. The Clear button will clear all data entered into the data fields. Save & Exit saves the data entered prior to this tab and exits the application. Exit will exit the application without saving the application data. Save & Next will save the application data and proceed to the next part of the application.



Land Owner

The Land Owner Information screen collects the information regarding the owner of the land that the sign will be constructed on. HBMS will first ask whether the sign owner and land owner are the same.

Land Owner Information All highlighted fields are required

Are Sign Owner and Land Owner the same Yes No

WITHDRAW CLEAR SAVE & EXIT EXIT SAVE & NEXT

If the sign owner and land owner are the same, HBMS will not collect any additional land owner information because it will copy the information from the sign owner fields.

Land Owner Information All highlighted fields are required

Are Sign Owner and Land Owner the same Yes No

It is strongly recommended that you should provide the Tax Parcel ID of the sign site.
Do you have the Tax Parcel ID information? Yes No

WITHDRAW CLEAR SAVE & EXIT EXIT SAVE & NEXT

HBMS will then ask if the applicant has the Tax Parcel ID information for the land where the sign will be located. If the applicant selects "Yes", a search box will appear where the applicant can enter at least three digits of the Tax Parcel ID and select "Search". HBMS will search all existing Tax Parcel IDs and display any that match the search criteria. If the Tax Parcel ID exists in HBMS, the applicant can highlight the Tax Parcel ID and select "Save & Next". If the Tax Parcel ID is not listed in the search results, the applicant can check the box labeled "Check the box if not found in list" and enter the new Tax Parcel ID. This will create a new Tax Parcel ID record in HBMS.

Land Owner Information All highlighted fields are required

Are Sign Owner and Land Owner the same Yes No

It is strongly recommended that you should provide the Tax Parcel ID of the sign site.
Do you have the Tax Parcel ID information? Yes No

Select Tax Parcel ID for the land from the results(if found) by searching for ID containing

No Results Found.

Check the box if ID not found in list

Enter new Tax Parcel ID (If not found in the list)

If the applicant indicates that the sign owner and land owner are not the same, HBMS will then ask whether the applicant has the Tax Parcel ID information where the sign will be located.

Land Owner Information All highlighted fields are required

Are Sign Owner and Land Owner the same Yes No

*** You will be required to upload a copy of the lease or other arrangement confirming the land owner's consent in the documents section.**
It is strongly recommended that you should provide the Tax Parcel ID of the sign site.

Do you have the Tax Parcel ID information? Yes No

If the applicant does have the Tax Parcel ID, HBMS will collect the information as noted above.

Land Owner Information All highlighted fields are required

Are Sign Owner and Land Owner the same Yes No

*** You will be required to upload a copy of the lease or other arrangement confirming the land owner's consent in the documents section.**
It is strongly recommended that you should provide the Tax Parcel ID of the sign site.

Do you have the Tax Parcel ID information? Yes No

Select Tax Parcel ID for the land from the results(if found) by searching
for ID containing

If the applicant does not have the Tax Parcel ID, HBMS will then display a search field for existing HBMS land owners. The applicant will enter at least three characters and select "Search". HBMS will search all existing land owners and display any that match the search criteria. If the land owner exists in HBMS, the applicant can highlight the land owner and select "Save & Next".

Land Owner Information All highlighted fields are required

Are Sign Owner and Land Owner the same Yes No

*** You will be required to upload a copy of the lease or other arrangement confirming the land owner's consent in the documents section.**
It is strongly recommended that you should provide the Tax Parcel ID of the sign site.

Do you have the Tax Parcel ID information? Yes No

Select the land owner from the results(if found) by searching for Name containing

ABCD CORP,3900 INDUSTRIAL PARK DRIVE,ALTOONA,PA,16601	<input checked="" type="checkbox"/>
RODNEYBABCOCK,RR #1, BOX 73,ULSTER,PA,18850	<input type="checkbox"/>
BABCOCK & WILCOX,BEAVER FALLS,PA,15010	<input type="checkbox"/>
ABC CO,400 STUCK ROAD,HANOVER,PA,17331	<input type="checkbox"/>

Check the box if owner not found in list

If the land owner is not listed in the search results, the applicant can check the box labeled "Check the box if not found". Checking this box will display the Land Owner fields where the applicant can enter the land owner information. This will create a new land owner record in HBMS.

Land Owner Information
All highlighted fields are mandatory

Are Sign Owner and Land Owner the same Yes No

*** You will be required to upload a copy of the lease or other arrangement confirming the land owner's consent in the documents section.**
It is strongly recommended that you should provide the Tax Parcel ID of the sign site.

Do you have the Tax Parcel ID information? Yes No

Select the land owner from the results(if found) by searching for Name containing SEARCH

ABC LIQUIDATORS,162 COOL SPRINGS DRIVE,WINDBER,PA,15963

ABC OUTDOOR LLC,366 N. MEADOW LANE,HARRISBURG,PA,17112

Check the box if not found

Land Owner Name:

If Individual User					If Business Entity	
Prefix	First Name	M.I	Last Name	Suffix	OR	Business Name
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text" value="ABC LIQUIDATORS"/>

Land Owner Contact Information:

Prefix	First Name	M.I	Last Name	Suffix	Title
<input type="text"/>	<input type="text" value="PAUL"/>	<input type="text"/>	<input type="text" value="RUMMEL"/>	<input type="text"/>	<input type="text"/>

Permanent Address

Address Line1	Address Line2	City	State	Zip
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="Pennsylvania"/>	<input type="text"/>

Mailing Address

Address Line1	Address Line2	City	State	Zip
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="Pennsylvania"/>	<input type="text"/>

Copy from Permanent Address

Phone	Ext.	Email ID
<input type="text" value="814"/> <input type="text" value="467"/> <input type="text" value="4764"/>	<input type="text"/>	<input type="text"/>

(Strongly recommended)

Additional Information
(Please provide if you have any additional information such as names of other Land Owners and their addresses(if different))

(Maximum characters : 200)
You have 200 characters left.

WITHDRAW
CLEAR
SAVE & EXIT
EXIT
SAVE & NEXT

The first section of the Land Owner Information page requires the applicant to enter the Land Owner Name. The Land Owner Name can either be an individual owner or a business entity, but not both. If the land is owned by an individual, the individual user First Name and Last Name fields must be entered. If the land is owned by a business entity, the Business Name field must be entered.

Land Owner Name:

If Individual User					If Business Entity	
Prefix	First Name	M.I	Last Name	Suffix	OR	Business Name
<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>		<input type="text" value=""/>

Once the Land Owner is identified, the applicant must enter the Land Owner Contact Information. This information contains the standard contact information such as the first and last name of the point of contact, permanent address, mailing address, phone number, and email address.

The applicant can select the "Copy from Permanent Address" feature if the Permanent Address and Mailing Address are the same. HBMS will copy the information into the Permanent Address fields.

Note: While the Email ID field is not required, it is strongly recommended if the land owner wishes to receive electronic communication from PennDOT regarding the status of the permitted device located on their property.

Land Owner Contact Information:

Prefix	First Name	M.I	Last Name	Suffix	Title	
<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	
Permanent Address		Address Line1	Address Line2	City	State	Zip
		<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	Pennsylvania <input type="text" value=""/>	<input type="text" value=""/>
Mailing Address		<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	Pennsylvania <input type="text" value=""/>	<input type="text" value=""/>
Copy from Permanent Address						
Phone	<input type="text" value=""/>	<input type="text" value=""/>	Ext.	<input type="text" value=""/>	Email ID	<input type="text" value=""/>
				(Strongly recommended)		

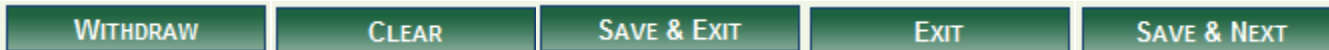
The Additional Information field is an open form text box available for the applicant to provide any additional information that is not provided in the fields above (i.e., additional land owners or an additional point of contact).

Additional Information
(Please provide if you have any additional information such as names of other Sign Owners and their addresses (if applicable))

(Maximum characters: 200)
You have 200 characters left.

WITHDRAW CLEAR SAVE & EXIT EXIT SAVE & NEXT

The buttons available to the applicant at the bottom of the Land Owner Information page are Withdraw, Clear, Save & Exit, Exit, and Save & Next. The Withdraw button will end the application process and the application will be withdrawn from HBMS. If an applicant wishes to continue the application process, they must restart from the beginning. The Clear button will clear all data entered into the data fields. Save & Exit saves the data entered prior to this tab and exits the application. Exit will exit the application without saving the application data. Save & Next will save the application data and proceed to the next part of the application.



Location

The Sign Location Information screen collects the information regarding the location where the sign will be constructed. After selecting the appropriate County, HBMS will provide a drop down list of municipalities that exist within the selected county. After selecting the appropriate Municipality, HBMS will provide a drop down list of the Interstates and State Routes that existing with the selected municipality. The list of Interstates and State Routes is provided by PennDOT's Roadway Management System. If the route that the sign is to be located next to is not included on the list of Interstates and State Routes, the applicant must choose "Other". If "Other" is chosen, a field will appear for the applicant to list the name of the adjacent route.

Sign Location Information **All highlighted fields are required**

County: Municipality: **GPS Coordinates:** Latitude : Longitude : (Strongly Recommended)

The sign is adjacent to interstate/State Route on side , when travelling in direction

Distance from to the closest edge of the sign ft.

HBMS will then ask whether the sign will be visible from other state routes. If the answer is "No" the applicant can proceed to complete the rest of the fields on the Sign Location Information screen.

Will the sign Message be visible (whether or not legible) from other state routes? Yes No

If the answer is "Yes", HBMS will display a list of state routes. The applicant should choose which additional state routes the sign is visible from. If the other state route is not listed, the applicant must select "Other". Once "Other" is selected, a field will appear for the applicant to list the name of the other state routes.

Note: To choose multiple state routes, hold the Control key and select the routes that apply.

Will the sign Message be visible (whether or not legible) from other state routes? Yes No

Select the state routes(s) from which the sign is visible. (Hint: Press Ctrl Key down to select more than one option)

- OTHER
- SR-11
- SR-15
- SR-34
- SR-74

If Other Please specify the list of road names

The next fields on the Sign Location Information screen collect information regarding the right-of-way where the sign will be located. The applicant must verify the highway right-of-way width with the appropriate PennDOT Engineering District. The applicant must also contact the PennDOT Engineering District to obtain a highway right-of-way plan for the sign site location.

Applicant must verify the highway right-of-way width with the PENNDOT District Engineering Office.

The Right-of-way width is ft. Right-of-way information provided by on

Application is required to obtain a PENNDOT highway right-of-way plan for the sign site location (except for an Interstate "crossing" COTTON AREA, see instructions available in the resource bar above). Contact the local PennDOT District Engineering Office for a right-of-way plan.

Right-of-way plan provided by on

The remaining fields collect data regarding the sign site in relation to the interchange or intersection, route segment or mile maker, and also any landmarks that help identify the exact location of the sign.

The sign site is of the nearest interchange,intersection.

provide name,route number (s),exit number

The sign site is ft. of the nearest Route Segment Marker No .offset and/or Mile Marker No

For a new sign,applicant is required to place a stake at least 3 feet high,with applicant's name on it, to mark the closest edge of the sign,if staking is not feasible,some other form of making is required.

Type of marking to identify the closest edge of the sign:

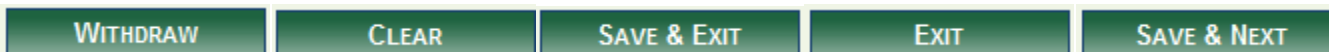
If available, provide any other readily identifiable fixed object that may be used to identify the location (such as landmarks):

A Public Service sign must be located on school bus shelters that is approved by the School District and is located at an approved bus stop. The last remaining fields on the Sign Location Information screen collect information regarding the School District where the Public Service sign will be located.

Provide the School District's Information

Name	Phone	Ext.		
<input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> -	<input type="text"/>		
Address Line1	Address Line2	City	State	Zip :
<input type="text"/>	<input type="text"/>	<input type="text"/>	Pennsylvania <input type="button" value="v"/>	<input type="text"/> - <input type="text"/>

The buttons available to the applicant at the bottom of the Sign Location Information page are Withdraw, Clear, Save & Exit, Exit, and Save & Next. The Withdraw button will end the application process and the application will be withdrawn from HBMS. If an applicant wishes to continue the application process, they must restart from the beginning. The Clear button will clear all data entered into the data fields. Save & Exit saves the data entered prior to this tab and exits the application. Exit will exit the application without saving the application data. Save & Next will save the application data and proceed to the next part of the application.



Regulations

The Regulations Information screen collects the information regarding the local ordinances or regulations of the municipality or county where the sign will be constructed.

Regulations Information All highlighted fields are required

Does the local municipality or county where sign is to be located have a sign ordinance or regulations?
* You will be required to upload a copy of the sign ordinance confirming the sign conforms to their ordinances in the documents section. Yes No

Does the sign, for which application is hereby made, conform to local requirements?
* You will be required to upload a copy of local sign approvals confirming the sign conforms to local requirements in the documents section. Yes No

Does the local municipality or county require application for and issuance of a permit for the erection of a sign?
* You will be required to upload a copy of the local permit for the proposed sign in the documents section. Yes No

Is the proposed sign being erected and maintained by public officers or public agencies within their territorial or zoning jurisdiction and pursuant to and in accordance with direction or authorization contained in Federal, State or local law for the purposes of carrying out an official duty or responsibility? Yes No

Public Officers or Agency (Indicate the public officers or agency authorizing the sign):

Authorizing Legislation (Indicate the Federal, State, or local law authorizing the erection of the sign and provide a copy):

Jurisdictional Boundaries (Indicate the jurisdictional boundaries of the public officers or agency authorizing the sign and provide a copy):

Enter details for either Municipality Officer or County Officer. You can enter details for both.

Provide Details for Municipality Zoning/Codes Officer or Authorized Official

Name <input style="width: 80%;" type="text"/>	Address Line1 <input style="width: 80%;" type="text"/>	Address Line2 <input style="width: 80%;" type="text"/>	City <input style="width: 80%;" type="text"/>	State <input style="width: 80%;" type="text" value="Pennsylvania"/>	Zip <input style="width: 15%;" type="text"/> - <input style="width: 15%;" type="text"/>	Phone <input style="width: 15%;" type="text"/> <input style="width: 15%;" type="text"/>	Extn. <input style="width: 15%;" type="text"/> <input style="width: 15%;" type="text"/>
Email <input style="width: 95%;" type="text"/>							

Provide Details for County Zoning/Codes Officer or Authorized Official

Name <input style="width: 80%;" type="text"/>	Address Line1 <input style="width: 80%;" type="text"/>	Address Line2 <input style="width: 80%;" type="text"/>	City <input style="width: 80%;" type="text"/>	State <input style="width: 80%;" type="text" value="Pennsylvania"/>	Zip <input style="width: 15%;" type="text"/> - <input style="width: 15%;" type="text"/>	Phone <input style="width: 15%;" type="text"/> <input style="width: 15%;" type="text"/>	Extn. <input style="width: 15%;" type="text"/> <input style="width: 15%;" type="text"/>
Email <input style="width: 95%;" type="text"/>							

WITHDRAW
CLEAR
SAVE & EXIT
EXIT
SAVE & NEXT

The first question asks whether or not the municipality or county has a sign ordinance or regulations.

Does the municipality or county where sign is to be located have a sign ordinance or regulations? Yes No

If the applicant selects "Yes", HBMS will ask whether or not the sign will conform to those sign ordinances or regulations.

Does the municipality or county where sign is to be located have a sign ordinance or regulations? Yes No

Does the sign , for which application is hereby made, conform to local requirements? Yes No

If the applicant selects "Yes", they will be required to upload a copy of the sign ordinance or letter from the municipality confirming that the sign conforms to their ordinances in the documents section. HBMS will then ask if the municipality or county require the application for and issuance of a permit for the erection of a sign. If the applicant selects "Yes", they will be required to upload a copy of the local permit for the proposed sign in the documents section.

Regulations Information All highlighted fields are required

Does the local municipality or county where sign is to be located have a sign ordinance or regulations?
 * You will be required to upload a copy of the sign ordinance confirming the sign conforms to their ordinances in the documents section. Yes No

Does the sign, for which application is hereby made, conform to local requirements?
 * You will be required to upload a copy of local sign approvals confirming the sign conforms to local requirements in the documents section. Yes No

Does the local municipality or county require application for and issuance of a permit for the erection of a sign?
 * You will be required to upload a copy of the local permit for the proposed sign in the documents section. Yes No

After answering the questions regarding the local municipality or county regulations, the applicant must complete the Municipality Zoning Officer details or the County Zoning Officer details. The details for both individuals can be entered, but only one is required.

Enter details for either Municipality Officer or County Officer. You can enter details for both.

Provide Municipality Zoning/Codes Officer Details

Name Address Line1 Address Line2 City State Zip

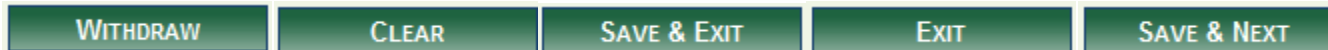
Email

Provide County Zoning/Codes Officer Details

Name Address Line1 Address Line2 City State Zip

Email

The buttons available to the applicant at the bottom of the Regulations Information page are Withdraw, Clear, Save & Exit, Exit, and Save & Next. The Withdraw button will end the application process and the application will be withdrawn from HBMS. If an applicant wishes to continue the application process, they must restart from the beginning. The Clear button will clear all data entered into the data fields. Save & Exit saves the data entered prior to this tab and exits the application. Exit will exit the application without saving the application data. Save & Next will save the application data and proceed to the next part of the application.



Structure

The Sign Structure screen collects the information regarding the sign structure. The applicant will be asked to enter the number of sign faces.

Sign Structure All highlighted fields are required

Number of Sign Faces

Will any sign face contain, include or be illuminated by one or more flashing, intermittent or moving light? Yes No

HBMS will display fields to be entered for each sign face. The applicant will enter the size of the sign face along with the material type and whether or not the face has lighting that shines on it. In addition to the sign face details, the applicant must answer whether or not any sign face will contain, include or be illuminated by one or more flashing, intermittent or moving light.

Sign Structure All highlighted fields are required

Number of Sign Faces

Will any sign face contain, include or be illuminated by one or more flashing, intermittent or moving light? Yes No

Provide the following for each face of the sign: dimensions (in ft.) including any border and trim; material type; lighting type (if any); and message content (if applicable)

Face	Height (in ft.)		Width (in ft.)		Material Type	Lighting	Message Content
	Ft	In	Ft	In			
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/> Yes <input type="radio"/> No	<input type="text"/>
2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/> Yes <input type="radio"/> No	<input type="text"/>

The buttons available to the applicant at the bottom of the Sign Structure page are Withdraw, Clear, Save & Exit, Exit, and Save & Next. The Withdraw button will end the application process and the application will be withdrawn from HBMS. If an applicant wishes to continue the application process, they must restart from the beginning. The Clear button will clear all data entered into the data fields. Save & Exit saves the data entered prior to this tab and exits the application. Exit will exit the application without saving the application data. Save & Next will save the application data and proceed to the next part of the application.

Documents

The Documents page is where the applicant will upload all of the necessary attachments to their application. The documents that are required by the answers given during the application process are marked with a *****. There are other documents listed that can be uploaded but are not required. In order to upload a document the applicant must provide a description of the document and click "Browse" to select the appropriate file on their computer. After all files are ready to upload, click Upload All Documents. An applicant can see a description of the Document Type by clicking on the Document Type Links provided on the left.

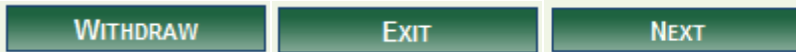
Note: Click on the browse button to locate a document on your computer to upload. You can load more than one at a time. After all documents have been located, click **UPLOAD ALL DOCUMENTS**

Note: Max file size is 10 MBs, total upload size is 10 MBs, max file name is 50 characters, and supported file types are: pdf, doc, docx, xls, xlsx, jpg, jpeg, txt, wav, msg, mp4, mov, mp3

Based on the application data the following documents need to be uploaded to complete the processing of your permit application.

Supported File Types: pdf,doc,docx,xls,xlsx,jpg,jpeg,txt,wav,msg,mp4,mov,mp3	Max Total Upload Size: 10 MB	Max File Size: 10 MB	Max File Name: 50 Characters
Document Type	Documents		
Click on the Document Type link to see the description * Required to attach at least one document	Hint: Click on the browse button to locate a document on your computer to upload. You can load more than one at a time. After all documents have been located, click the Upload All Documents button. UPLOAD ALL DOCUMENTS		
* Sign Drawings or Plans	Description: <input type="text"/> File: <input type="button" value="Choose File"/> No file chosen		
* ROW Plans	Description: <input type="text"/> File: <input type="button" value="Choose File"/> No file chosen		
* School District Approval	Description: <input type="text"/> File: <input type="button" value="Choose File"/> No file chosen		
* Site Drawing or Plan/Aerial Map of Sign Location	Description: <input type="text"/> File: <input type="button" value="Choose File"/> No file chosen		
* Paper Application	Description: <input type="text"/> File: <input type="button" value="Choose File"/> No file chosen		

The buttons available to the applicant at the bottom of the Documents page are Withdraw, Exit, and Next. The Withdraw button will end the application process and the application will be withdrawn from HBMS. If an applicant wishes to continue the application process, they must restart from the beginning. Exit will exit the application without saving the application data. Next will proceed to the next part of the application.



Review

The Sign Permit Application Review page allows the applicant to review all of the data that has been entered throughout the application process. The applicant can view all information by clicking the "Expand All" button.

The screenshot shows the 'Sign Permit Application Review' interface. At the top, there is a header bar with the title 'Sign Permit Application Review' and two buttons: 'COLLAPSE ALL' and 'EXPAND ALL'. Below the header, the application details are displayed: 'Application #: 19916', 'Sign Type: Public Service Sign', 'Sign Owner: Sign Owner', and 'Status: Draft'. Underneath, 'Entered by: Sign Owner' is listed. A series of expandable sections follows, each with a plus icon and a title: 'Preliminary Information', 'Owners Information', 'Location Information', 'Local Regulations Information', 'Sign Structure Details', 'Documents', and 'Annual Fee Information'. At the bottom of the page, there are four buttons: 'WITHDRAW', 'PRINTABLE VERSION', 'EXIT', and 'NEXT'.

The top of the Sign Permit Application Review provides a summary of the application number, sign type, sign owner, application status and the individual entering the application.

This is a close-up screenshot of the top portion of the application review page. It shows the header bar with 'Sign Permit Application Review', 'COLLAPSE ALL', and 'EXPAND ALL' buttons. The application summary is displayed below: 'Application #: 19916', 'Sign Type: Public Service Sign', 'Sign Owner: Sign Owner', and 'Status: Draft'. The 'Entered by: Sign Owner' field is also visible.

The Preliminary Information section displays the answers given by the application on the Preliminary Information section of the application. If any answers are incorrect, the applicant should return to that section of the application to correct the answer.

Preliminary Information

Complies with Public Service Sign Requirements? Yes

All erection and maintenance activities performed on privately owned property? Yes

Located on a school bus stop shelter at an approved school bus stop? Yes

The Owners Information section displays the information entered by the application on the Sign Owner Information and Land Owner Information sections of the application. If any of the information is incorrect, the applicant should return to the appropriate section of the application to correct the answer.

Owners Information

Sign Owner ID: 24743
Business ID: B00492

Is the Sign Owner a Service Club/religious organization? N

	Contact Name/Title/Owner Name	Permanent(Billing) Address/ Mailing Address	Phone/Email	Additional Information
Sign Owner	Sign Owner	Address, City, PA 11111	(111) 222-3333	
	Sign Owner	Address, City, PA 11111	signowner@email.com	
Land Owner	Sign Owner	Address, City, PA 11111	(111) 222-3333	
	Sign Owner	Address, City, PA 11111	signowner@email.com	

The Location Information section displays the information entered by the application on the Sign Location Information section of the application. If any of the information is incorrect, the applicant should return to that section of the application to correct the answer.

Location Information					
County: Dauphin	Municipality: East Hanover Township	GPS Latitude:	GPS Longitude:		
Adjacent to SR: SR-22	On: Left	In the: East bound	Direction	Distance: 33.0 feet	from: Centerline
Right-of-Way width: 33.0 feet					
Provided by: js on: Mar 2, 2015	Right-of-Way plan provided by: js on: Mar 2, 2015				
Nearest Segment Marker No.: 02220	off set 010	and/or Mile Marker No.:	is at a distance of: 20.0 ft.	in the direction of: East	
Nearest Interchange/Intersection: Exit 80	is at a distance of: 50.0 feet	Type of Marking: Wooden Stake	Land Marks:		
School District's Name & Address: School District, Address, City, PA 11111	Phone: (111) 222-3333				

The Local Regulations Information section displays the information entered by the application on the Regulations Information section of the application. If any of the information is incorrect, the applicant should return to that section of the application to correct the answer.

Local Regulations Information	
Municipality/County has sign ordinance or regulations?:	
No PERMIT	
Zoning/Codes Officer Name & Address: Zoning Officer, Address, City, PA 11111	Phone (111) 222-3333

The Sign Structure Details section displays the information entered by the application on the Sign Structure section of the application. If any of the information is incorrect, the applicant should return to that section of the application to correct the answer.

Sign Structure Details								
Number of Sign Faces: 1								
Flashing, intermittent, or moving lights on any face?: No								
Face	Face Identifier	Height Ft In	Width Ft In	Area (Sq ft)	Material Type	Lights?	Lighting Type	Message Content
1		10 0	2 0	20.00	Wood	No		Message Content

The Documents section displays the files uploaded by the applicant on the Documents section of the application. If any of the files need to be re-uploaded, the applicant should return to that section of the application to upload the correct files.

Documents				
Document Type <small>Click on the Document Type link to see the description.</small>	Documents <small>Click on the Document link to view the content of the document.</small>			
Lease or Letter	Doc1.docx	Lease	12483 KB	Feb 16, 2015 3:16:35 PM

The Annual Fee Information section displays the annual fee for the sign permit based on the information provided throughout the application process. The Rate Information link will provide details on how the annual fees are calculated.

Annual Fee Information
<p>Click here to see rate information for outdoor advertising signs.</p> <p>Annual fee for the sign: \$10.00 (\$10 per Sign Face)</p>

The buttons available to the applicant at the bottom of the Sign Permit Application Review page are Withdraw, Printable Version, Exit, and Next. The Withdraw button will end the application process and the application will be withdrawn from HBMS. If an applicant wishes to continue the application process, they must restart from the beginning. The Printable Version button will provide the applicant with a printer-friendly version of the application. Exit will exit the application without saving the application data. Next will proceed to the next part of the application.

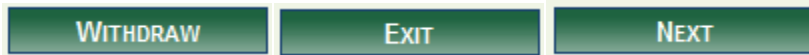


Terms & Conditions

The Terms and Conditions page displays the requirements that the applicant must agree to in order to be eligible to have a sign permit. The applicant must be able to select "I Agree" to each statement in order to submit their application.

Terms And Conditions	All highlighted fields are required
Please read all terms & conditions carefully and check the 'I Agree' checkbox to confirm your acceptance.	<input type="checkbox"/> I Agree
The applicant acknowledges the opportunity to review "Instructions and Information for the Completion of this Application".	<input type="checkbox"/>
Permitted signs shall not be erected or maintained from limited access highways. Access to signs must be only from private property.	<input type="checkbox"/>
Substantially incomplete or inaccurate information submitted on this application shall be grounds for denial of permits.	<input type="checkbox"/>
If any check for the annual permit fee is returned due to insufficiency of funds, there will be a \$20.00 service charge.	<input type="checkbox"/>
This permit is issued based upon the information and statements made by the applicant. Any false statements or false representations set forth herein shall cause the permit to be revoked, permit fees forfeited, sign removed at owner's cost, and subject the applicant to penalties under the laws of the Commonwealth of PA.	<input type="checkbox"/>
Applicant shall not erect the proposed sign until a permit is granted by PennDOT.	<input type="checkbox"/>
If the proposed sign is not erected within 12 months after the permit is granted, the permit may be revoked, pursuant to chapter 5445.8(b)(1)	<input type="checkbox"/>
Per 67 Pa. Code 445.9(c), the applicant hereby states that they have not and will not, in any manner, cause the damage, destruction or removal of any vegetation in the highway right-of-way, except by permit pursuant to Act No. 1983 -79, the Highway Vegetation Control Act.	<input type="checkbox"/>
Within 30 days after erection of sign, the applicant shall submit form RW-745C, Notice of Completion, and submit photographs of the sign in one of the following ways. <ul style="list-style-type: none"> • Online (by logging into your account) • Email to HBMS ResourceAccount along with the permit number • Mail the duly completed form RW-745C "NOTICE OF COMPLETION" which can be downloaded using the Download Forms link. 	<input type="checkbox"/>
A sign permit is not granted until the approval letter "Sign Permit Approved", form RW-745A is issued by PennDOT. Any discussions or correspondence with PennDOT representatives prior to the actual issuance or denial of a permit are for informational and guidance purposes only. Neither approval nor denial of a permit shall be based on oral representations from PennDOT.	<input type="checkbox"/>
Applicant is required to meet with a PennDOT representative at the proposed sign location to review the location and application. The District Outdoor Advertising Manager will contact you to schedule the meeting.	<input type="checkbox"/>
Applicant is required to mark the sign site either by 3 ft. stake or other identifiable marking.	<input type="checkbox"/>
The applicant acknowledges that this sign will be located entirely outside of the existing State highway right-of-way. This permit is not written approval by the Pennsylvania Department of Transportation to place the sign or any portion of the structure within the legal limits of the State highway right-of-way. Pursuant to 36 P.S. Section 670-425, if the sign is determined to encroach upon the right-of-way, the applicant will, upon notification from the Department, remove the sign at the applicant's expense without delay.	<input type="checkbox"/>
Any change in ownership, location or specifications of sign requires submission of a new application.	<input type="checkbox"/>
If this application is denied, the decision will be deemed final unless appealed. The applicant may appeal this denial by the Department under 2 Pa. C.S. Sections 501-508 (relating to practice and procedure of Commonwealth agencies), 1 Pa. Code Part II (relating to general rules of administrative practice and procedure) and 67 Pa. Code Chapter 491 (relating to procedures before the Department) by submitting a written request for a hearing within 30 days after the mail date of the denial, to the Administrative Docket Clerk, Office of Chief Counsel, Commonwealth Keystone Building, 400 North Street, 9th Floor, Harrisburg, Pennsylvania 17120-0096. The written request shall include a filing fee as prescribed under the requisites of 67 Pa. Code, Chapter 491, made payable to the "Commonwealth of Pennsylvania", and a copy of the denied application shall accompany the written request. A copy of the request must also be sent to the Engineering District which denied the application, and to: Outdoor Advertising Control Manager, PennDOT, PO Box 3362, Harrisburg, Pennsylvania 17105-3362.	<input type="checkbox"/>
Once a permit application has been received, reviewed, and approved by the District Outdoor Advertising Control Manager, an invoice will be generated for the initial permitting fee and sent to you by email or regular mail. This invoice must be paid prior to erection of the proposed sign.	<input type="checkbox"/>
References to Act No. 160 and the regulations, Chapter 445, herein or in discussion, are for informational purposes and guidance. Determinations in all specific cases are governed by the Outdoor Advertising Control Act of 1971, Act No. 160 as amended, and Title 67, Pa. Code Chapter 445, Outdoor Advertising Devices, copies of which are available from the District Outdoor Advertising Control Manager. Chapter 445 is available at the web site: http://www.pacode.com/secure/data/067/chapter445/chap445toc.html	<input type="checkbox"/>
<div style="display: flex; justify-content: space-around; margin-top: 10px;"> WITHDRAW EXIT NEXT </div>	

The buttons available to the applicant at the bottom of the Sign Permit Application Review page are Withdraw, Exit, and Next. The Withdraw button will end the application process and the application will be withdrawn from HBMS. If an applicant wishes to continue the application process, they must restart from the beginning. Exit will exit the application without saving the application data. Next will proceed to the next part of the application.





The Submit Application page allows the applicant to choose whether or not they would like to receive paperless correspondence from PennDOT regarding the status of their application. Below the consent for paperless communication is the certification that the sign owner must review, that states that the information they have provided on the application is true and correct.

Submit Application **All highlighted fields are required**

Consent for Paperless correspondence
Do the following agree to receive paperless electronic communications from PennDOT using their email address regarding the decision on the application, renewal notices, violation notices etc.?

Applicant Yes No

Enter or Update Sign Owner`s Email ID: **(Strongly recommended)**

If you agree to receive paperless communications, please add HBMSResourceAccount@pa.gov email ID to your address book so you do not miss any communications from PennDOT.

References to Act No. 160 and the regulations, Chapter 445, herein or in discussion, are for informational purposes and guidance. Determinations in all specific cases are governed by the Outdoor Advertising Control Act of 1971, Act No. 160 as amended, and Title 67 Pa. Code, Chapter 445, Outdoor Advertising Devices, copies of which are available from the District Outdoor Advertising Control Manager. Chapter 445 is available at the web site indicated in the resource bar links above.

By clicking Submit, I hereby certify, in accordance with Section 4904 of the Crimes Code (18 Pa. C.S. §4904) relating to unsworn falsification to authorities, that the statements and representations set forth in this application are true and correct, and the advertising device proposed to be permitted under the application is not in violation of any state or local law, ordinance, or regulation. This application is made for the purpose of obtaining the issuance of an advertising device permit according to law.

WITHDRAW **EXIT** **SUBMIT**

The buttons available to the applicant at the bottom of the Submit Application page are Withdraw, Submit, and Exit. The Withdraw button will end the application process and the application will be withdrawn from HBMS. If an applicant wishes to continue the application process, they must restart from the beginning. The Submit button will submit the application to the appropriate PennDOT District OAD Manager for review. Exit will exit the application without saving the application data.



After submitting the application, the applicant will receive the Submit Confirmation page. This page notifies the applicant that their application was successfully submitted and they will be contacted if any further information is needed. The Submit Confirmation page also provides some guidance on the next steps in the application process.

Submit Confirmation

Your application has been successfully submitted.

You will be contacted if additional information is required.

Annual Fee: \$10.00

Next Steps: Important instructions and guidance, as listed below.

One permit number will be issued for each structure. If your application is approved and fees are due, you will be notified that payment is due before your permit can be issued. Applicants can monitor their application status by navigating to 'My Signs' -> 'Application Status'.

Any change in ownership, location or specifications of the proposed sign requires submission of a new application and application fee.

If this application is denied, the decision will be deemed final unless appealed. The applicant may appeal this denial by the Department under 2 Pa. C.S. Sections 501-508 (relating to practice and procedure of Commonwealth agencies), 1 Pa. Code Part II (relating to general rules of administrative practice and procedure) and 67 Pa. Code, Chapter 491 (relating to procedures before the Department) by submitting a written request for a hearing within 30 days after the mail date of the denial, to the Administrative Docket Clerk, Office of Chief Counsel, Commonwealth Keystone Building, 400 North Street, 9th Floor, Harrisburg, Pennsylvania 17120-0096. The written request shall include a filing fee as prescribed under the requisites of 67 Pa. Code, Chapter 491, and made payable to the "Commonwealth of Pennsylvania", and a copy of the denial letter shall accompany the written request. A copy of the request must also be sent to the Engineering District which denied the application, to the Outdoor Advertising Control Manager at the address indicated in the *Contact Us* page.

OFFICIAL SIGN/NOTICE

To begin an official sign/notice application, click on the Official Sign/Notice Start button seen below. Once selected, the Preliminary Information for Sign Application page will be displayed.



During the application process, applicants will have access to a resource bar containing links that will be helpful references. The following links will be provided during the application process:



Act 160 – Displays Act 160

Chapter 445 – Displays Chapter 445 of the PA Code

PA Scenic Byways – Provides a list of PA Scenic Byways where OADs are prohibited

Pub. 581 – Displays PennDOT's Publication regarding Highway Beautification

Pub. 266 – Displays PennDOT's brochure on Right-of-Way Encroachment and Outdoor Advertising Sign Control

On-line Application Instructions – Provides instructions on completing each application type

During the application process, a progress bar will be displayed across the top of the page body. The progress bar shows the different tabs from Preliminary to submission. The tab that the applicant is currently on will be highlighted in green. An applicant can go backwards to any tab during the application process. However, each tab must be completed in succession because answers given on one tab will dictate questions that appear on subsequent tabs.



Preliminary

The Preliminary Information for Sign Application page contains several questions that determine whether an applicant may be eligible for an Official Sign/Notice.

The applicant must answer each question accordingly. If an answer is provided that does not comply with federal and state regulations, a warning message will be displayed; however, HBMS does not prevent the applicant from proceeding with the application process.

Preliminary Information for Sign Application	All highlighted fields are required
Does the proposed sign meet the official sign criteria ?	<input type="radio"/> Yes <input type="radio"/> No
Does the message content comply with the official sign message requirements ?	<input type="radio"/> Yes <input type="radio"/> No
Does the proposed sign meet the lighting and size requirements ?	<input type="radio"/> Yes <input type="radio"/> No
Is the sign location adjacent to a limited access highway ?	<input type="radio"/> Yes <input type="radio"/> No
<div style="display: flex; justify-content: space-around;">CLEARSAVE & EXITEXITSAVE & NEXT</div>	

Sign Owner

The Sign Owner Information screen collects the information regarding the owner of the sign. HBMS will first ask whether the applicant is the owner of the sign. This question is asked because PennDOT personnel can enter applications on behalf of applicants who do not have access to HBMS. An agent acting on behalf of their client could also enter the application.

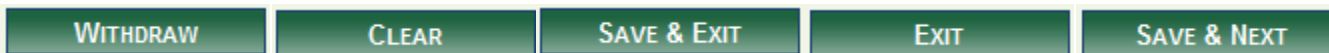
Sign Owner Information **All highlighted fields are required**

Are you the owner of the proposed sign? Yes No

(Select Yes if you are applying for yourselves or your firm. Select No if you are applying on-behalf-of someone else)

WITHDRAW **CLEAR** **SAVE & EXIT** **EXIT** **SAVE & NEXT**

The buttons available to the applicant at the bottom of the Land Owner Information page are Withdraw, Clear, Save & Exit, Exit, and Save & Next. The Withdraw button will end the application process and the application will be withdrawn from HBMS. If an applicant wishes to continue the application process, they must restart from the beginning. The Clear button will clear all data entered into the data fields. Save & Exit saves the data entered prior to this tab and exits the application. Exit will exit the application without saving the application data. Save & Next will save the application data and proceed to the next part of the application.



Land Owner

The Land Owner Information screen collects the information regarding the owner of the land that the sign will be constructed on. HBMS will first ask whether the sign owner and land owner are the same.

Land Owner Information All highlighted fields are required

Are Sign Owner and Land Owner the same Yes No

WITHDRAW CLEAR SAVE & EXIT EXIT SAVE & NEXT

If the sign owner and land owner are the same, HBMS will not collect any additional land owner information because it will copy the information from the sign owner fields.

Land Owner Information All highlighted fields are required

Are Sign Owner and Land Owner the same Yes No

It is strongly recommended that you should provide the Tax Parcel ID of the sign site.
Do you have the Tax Parcel ID information? Yes No

WITHDRAW CLEAR SAVE & EXIT EXIT SAVE & NEXT

HBMS will then ask if the applicant has the Tax Parcel ID information for the land where the sign will be located. If the applicant selects "Yes", a search box will appear where the applicant can enter at least three digits of the Tax Parcel ID and select "Search". HBMS will search all existing Tax Parcel IDs and display any that match the search criteria. If the Tax Parcel ID exists in HBMS, the applicant can highlight the Tax Parcel ID and select "Save & Next". If the Tax Parcel ID is not listed in the search results, the applicant can check the box labeled "Check the box if not found in list" and enter the new Tax Parcel ID. This will create a new Tax Parcel ID record in HBMS.

Land Owner Information All highlighted fields are required

Are Sign Owner and Land Owner the same Yes No

It is strongly recommended that you should provide the Tax Parcel ID of the sign site.
Do you have the Tax Parcel ID information? Yes No

Select Tax Parcel ID for the land from the results(if found) by searching
for ID containing

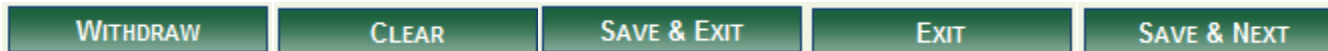
No Results Found.

Check the box if ID not found in list

Enter new Tax Parcel ID (If not found in the list)

If the applicant indicates that the sign owner and land owner are not the same, HBMS will then ask whether the applicant has the Tax Parcel ID information where the sign will be located.

The buttons available to the applicant at the bottom of the Land Owner Information page are Withdraw, Clear, Save & Exit, Exit, and Save & Next. The Withdraw button will end the application process and the application will be withdrawn from HBMS. If an applicant wishes to continue the application process, they must restart from the beginning. The Clear button will clear all data entered into the data fields. Save & Exit saves the data entered prior to this tab and exits the application. Exit will exit the application without saving the application data. Save & Next will save the application data and proceed to the next part of the application.



Location

The Sign Location Information screen collects the information regarding the location where the sign will be constructed. After selecting the appropriate County, HBMS will provide a drop down list of municipalities that exist within the selected county. After selecting the appropriate Municipality, HBMS will provide a drop down list of the Interstates and State Routes that existing with the selected municipality. The list of Interstates and State Routes is provided by PennDOT's Roadway Management System. If the route that the sign is to be located next to is not included on the list of Interstates and State Routes, the applicant must choose "Other". If "Other" is chosen, a field will appear for the applicant to list the name of the adjacent route.

Sign Location Information All highlighted fields are required

County: Municipality: **GPS Coordinates:** Latitude : Longitude : (Strongly Recommended)

The sign is adjacent to interstate/State Route on side , when travelling in direction

Distance from to the closest edge of the sign ft.

HBMS will then ask whether the sign will be visible from other state routes. If the answer is "No" the applicant can proceed to complete the rest of the fields on the Sign Location Information screen.

Will the sign Message be visible (whether or not legible) from other state routes? Yes No

If the answer is "Yes", HBMS will display a list of state routes. The applicant should choose which additional state routes the sign is visible from. If the other state route is not listed, the applicant must select "Other". Once "Other" is selected, a field will appear for the applicant to list the name of the other state routes.

Note: To choose multiple state routes, hold the Control key and select the routes that apply.

Will the sign Message be visible (whether or not legible) from other state routes? Yes No

Select the state routes(s) from which the sign is visible. (Hint: Press Ctrl Key down to select more than one option)

- OTHER
- SR-11
- SR-15
- SR-34
- SR-74

If Other Please specify the list of road names

The next fields on the Sign Location Information screen collect information regarding the right-of-way where the sign will be located. The applicant must verify the highway right-of-way width with the appropriate PennDOT Engineering District. The applicant must also contact the PennDOT Engineering District to obtain a highway right-of-way plan for the sign site location.

Applicant must verify the highway right-of-way width with the PENNDOT District Engineering Office.

The Right-of-way width is ft. Right-of-way information provided by on

Application is required to obtain a PENNDOT highway right-of-way plan for the sign site location (except for an Interstate "crossing" COTTON AREA, see instructions available in the resource bar above). Contact the local PennDOT District Engineering Office for a right-of-way plan.

Right-of-way plan provided by on

The remaining fields collect data regarding the sign site in relation to the interchange or intersection, route segment or mile maker, and also any landmarks that help identify the exact location of the sign.

The sign site is of the nearest interchange,intersection.

provide name,route number (s),exit number

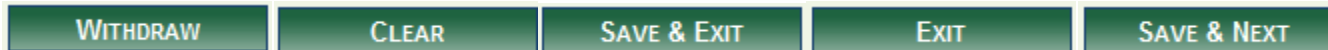
The sign site is ft. of the nearest Route Segment Marker No .offset and/or Mile Marker No

For a new sign,applicant is required to place a stake at least 3 feet high,with applicant's name on it, to mark the closest edge of the sign,if staking is not feasible,some other form of making is required.

Type of marking to identify the closest edge of the sign:

If available, provide any other readily identifiable fixed object that may be used to identify the location (such as landmarks):

The buttons available to the applicant at the bottom of the Sign Location Information page are Withdraw, Clear, Save & Exit, Exit, and Save & Next. The Withdraw button will end the application process and the application will be withdrawn from HBMS. If an applicant wishes to continue the application process, they must restart from the beginning. The Clear button will clear all data entered into the data fields. Save & Exit saves the data entered prior to this tab and exits the application. Exit will exit the application without saving the application data. Save & Next will save the application data and proceed to the next part of the application.



Regulations

The Regulations Information screen collects the information regarding the local ordinances or regulations of the municipality or county where the sign will be constructed.

Regulations Information
All highlighted fields are required

Does the local municipality or county where sign is to be located have a sign ordinance or regulations?
* You will be required to upload a copy of the sign ordinance confirming the sign conforms to their ordinances in the documents section.

Yes No

Does the sign, for which application is hereby made, conform to local requirements?
* You will be required to upload a copy of local sign approvals confirming the sign conforms to local requirements in the documents section.

Yes No

Does the local municipality or county require application for and issuance of a permit for the erection of a sign?
* You will be required to upload a copy of the local permit for the proposed sign in the documents section.

Yes No

Is the proposed sign being erected and maintained by public officers or public agencies within their territorial or zoning jurisdiction and pursuant to and in accordance with direction or authorization contained in Federal, State or local law for the purposes of carrying out an official duty or responsibility?

Yes No

Public Officers or Agency (Indicate the public officers or agency authorizing the sign):

Authorizing Legislation (Indicate the Federal, State, or local law authorizing the erection of the sign and provide a copy):

Jurisdictional Boundaries (Indicate the jurisdictional boundaries of the public officers or agency authorizing the sign and provide a copy):

Enter details for either Municipality Officer or County Officer. You can enter details for both.

Provide Details for Municipality Zoning/Codes Officer or Authorized Official

Name	Address Line1	Address Line2	City	State	Zip	Phone	Extn.
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="Pennsylvania"/>	<input type="text"/> - <input type="text"/>	<input type="text"/>	<input type="text"/>
Email <input type="text"/>							

Provide Details for County Zoning/Codes Officer or Authorized Official

Name	Address Line1	Address Line2	City	State	Zip	Phone	Extn.
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="Pennsylvania"/>	<input type="text"/> - <input type="text"/>	<input type="text"/>	<input type="text"/>
Email <input type="text"/>							

WITHDRAW
CLEAR
SAVE & EXIT
EXIT
SAVE & NEXT

The first question asks whether or not the municipality or county has a sign ordinance or regulations.

Does the municipality or county where sign is to be located have a sign ordinance or regulations?

Yes No

If the applicant selects "Yes", HBMS will ask whether or not the sign will conform to those sign ordinances or regulations.

Does the municipality or county where sign is to be located have a sign ordinance or regulations? Yes No

Does the sign , for which application is hereby made, conform to local requirements? Yes No

If the applicant selects "Yes", they will be required to upload a copy of the sign ordinance or letter from the municipality confirming that the sign conforms to their ordinances in the documents section. HBMS will then ask if the municipality or county require the application for and issuance of a permit for the erection of a sign. If the applicant selects "Yes", they will be required to upload a copy of the local permit for the proposed sign in the documents section.

Does the municipality or county where sign is to be located have a sign ordinance or regulations? Yes No

Does the sign , for which application is hereby made, conform to local requirements?
 * You will be required to upload a copy of the sign ordinances or a letter from the municipality confirming the sign conforms to their ordinances in the documents section Yes No

Does the municipality or county require application for and issuance of a permit for the erection of a sign?
 * You will be required to upload a copy of the local permit for the proposed sign in the documents section. Yes No

After answering the questions regarding the local municipality or county regulations, the applicant must complete the Municipality Zoning Officer details or the County Zoning Officer details. The details for both individuals can be entered, but only one is required.

Enter details for either Municipality Officer or County Officer. You can enter details for both.

Provide Municipality Zoning/Codes Officer Details

Name Address Line1 Address Line2 City State Zip Phone Extn.

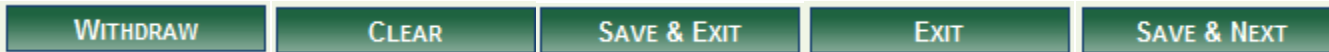
Email

Provide County Zoning/Codes Officer Details

Name Address Line1 Address Line2 City State Zip Phone Extn.

Email

The buttons available to the applicant at the bottom of the Regulations Information page are Withdraw, Clear, Save & Exit, Exit, and Save & Next. The Withdraw button will end the application process and the application will be withdrawn from HBMS. If an applicant wishes to continue the application process, they must restart from the beginning. The Clear button will clear all data entered into the data fields. Save & Exit saves the data entered prior to this tab and exits the application. Exit will exit the application without saving the application data. Save & Next will save the application data and proceed to the next part of the application.



Structure

The Sign Structure screen collects the information regarding the sign structure. The applicant will be asked to enter the number of sign faces.

Sign Structure All highlighted fields are required

Number of Sign Faces

Will any sign face contain, include or be illuminated by one or more flashing, intermittent or moving light? Yes No

HBMS will display fields to be entered for each sign face. The applicant will enter the size of the sign face along with the material type and whether or not the face has lighting that shines on it. In addition to the sign face details, the applicant must answer whether or not any sign face will contain, include or be illuminated by one or more flashing, intermittent or moving light.

Sign Structure All highlighted fields are required

Number of Sign Faces

Will any sign face contain, include or be illuminated by one or more flashing, intermittent or moving light? Yes No


Provide the following for each face of the sign: dimensions (in ft.) including any border and trim; material type; lighting type (if any); and message content (if applicable)

Face	Height		Width		Material Type	Lighting	Message Content
	Ft	In	Ft	In			
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/> Yes <input type="radio"/> No	<input type="text"/>
2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/> Yes <input type="radio"/> No	<input type="text"/>

The buttons available to the applicant at the bottom of the Sign Structure page are Withdraw, Clear, Save & Exit, Exit, and Save & Next. The Withdraw button will end the application process and the application will be withdrawn from HBMS. If an applicant wishes to continue the application process, they must restart from the beginning. The Clear button will clear all data entered into the data fields. Save & Exit saves the data entered prior to this tab and exits the application. Exit will exit the application without saving the application data. Save & Next will save the application data and proceed to the next part of the application.

Documents

The Documents page is where the applicant will upload all of the necessary attachments to their application. The documents that are required by the answers given during the application process are marked with a *****. There are other documents listed that can be uploaded but are not required. In order to upload a document the applicant must provide a description of the document and click "Browse" to select the appropriate file on their computer. After all files are ready to upload, click Upload All Documents. An applicant can see a description of the Document Type by clicking on the Document Type Links provided on the left.

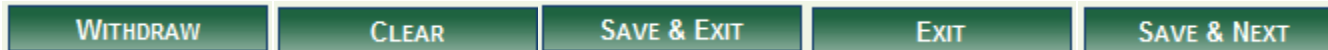
Note: Click on the browse button to locate a document on your computer to upload. You can load more than one at a time. After all documents have been located, click 

Note: Max file size is 10 MBs, total upload size is 10 MBs, max file name is 50 characters, and supported file types are: pdf, doc, docx, xls, xlsx, jpg, jpeg, txt, wav, msg, mp4, mov, mp3

Based on the application data the following documents need to be uploaded to complete the processing of your permit application.

Supported File Types: pdf,doc,docx,xls,xlsx,jpg,jpeg,txt,wav,msg,mp4,mov,mp3		Max Total Upload Size: 10 MB	Max File Size: 10 MB	Max File Name: 50 Characters
Document Type	Documents			
Click on the Document Type link to see the description * Required to attach at least one document	Hint: Click on the browse button to locate a document on your computer to upload. You can load more than one at a time. After all documents have been located, click the Upload All Documents button. UPLOAD ALL DOCUMENTS			
* Sign Drawings or Plans	Description: <input type="text"/> File: <input type="button" value="Choose File"/> No file chosen			
* ROW Plans	Description: <input type="text"/> File: <input type="button" value="Choose File"/> No file chosen			
* Authorizing Legislation	Description: <input type="text"/> File: <input type="button" value="Choose File"/> No file chosen			
* Jurisdictional Boundaries	Description: <input type="text"/> File: <input type="button" value="Choose File"/> No file chosen			
* Site Drawing or Plan/Aerial Map of Sign Location	Description: <input type="text"/> File: <input type="button" value="Choose File"/> No file chosen			
* Paper Application	Description: <input type="text"/> File: <input type="button" value="Choose File"/> No file chosen			
Lease or Letter	Description: <input type="text"/> File: <input type="button" value="Choose File"/> No file chosen			
Deed	Description: <input type="text"/> File: <input type="button" value="Choose File"/> No file chosen			
Local Sign Approvals	Description: <input type="text"/> File: <input type="button" value="Choose File"/> No file chosen			

The buttons available to the applicant at the bottom of the Land Owner Information page are Withdraw, Clear, Save & Exit, Exit, and Save & Next. The Withdraw button will end the application process and the application will be withdrawn from HBMS. If an applicant wishes to continue the application process, they must restart from the beginning. The Clear button will clear all data entered into the data fields. Save & Exit saves the data entered prior to this tab and exits the application. Exit will exit the application without saving the application data. Save & Next will save the application data and proceed to the next part of the application.



Review

The Sign Permit Application Review page allows the applicant to review all of the data that has been entered throughout the application process. The applicant can view all information by clicking the "Expand All" button.

The screenshot shows the 'Sign Permit Application Review' interface. At the top, there is a header bar with the title 'Sign Permit Application Review' and two buttons: 'COLLAPSE ALL' and 'EXPAND ALL'. Below the header, the application details are displayed in a light green box: 'Application #: 22134', 'Sign Type: Official Sign/Notice', 'Sign Owner: Anthony J. Yeager', and 'Status: Draft'. Below these details, the 'Created by:' field shows 'bill bill'. A list of expandable sections follows, each with a plus icon and a title: 'Preliminary Information', 'Owners Information', 'Location Information', 'Local Regulations Information', 'Sign Structure Details', 'Documents', and 'Annual Fee Information'. At the bottom of the page, there are four buttons: 'WITHDRAW', 'PRINTABLE VERSION', 'EXIT', and 'NEXT'.

The top of the Sign Permit Application Review provides a summary of the application number, sign type, sign owner, application status and the individual entering the application.

This is a partial screenshot of the 'Sign Permit Application Review' page, showing only the top section. It includes the header bar with 'Sign Permit Application Review', 'COLLAPSE ALL', and 'EXPAND ALL' buttons. The application details are visible: 'Application #: 22134', 'Sign Type: Official Sign/Notice', 'Sign Owner: Anthony J. Yeager', and 'Status: Draft'. The 'Created by:' field shows 'bill bill'. The expandable sections and bottom buttons are not visible in this partial view.

The Preliminary Information section displays the answers given by the application on the Preliminary Information section of the application. If any answers are incorrect, the applicant should return to that section of the application to correct the answer.

Preliminary Information

Meets **official sign criteria**? Yes
 Complies with **official sign message requirements**? Yes
 Meets **lighting and size requirements**? Yes
 Sign adjacent to a **limited access highway**? Yes

The Owners Information section displays the information entered by the application on the Sign Owner Information and Land Owner Information sections of the application. If any of the information is incorrect, the applicant should return to the appropriate section of the application to correct the answer.

Owners Information

Sign Owner ID: 24743
 Business ID: B00492

Is the Sign Owner a Service Club/religious organization? N

	Contact Name/Title/Owner Name	Permanent(Billing) Address/ Mailing Address	Phone/Email	Additional Information
Sign Owner	Sign Owner	Address, City, PA 11111	(111) 222-3333	
	Sign Owner	Address, City, PA 11111	signowner@email.com	
Land Owner	Sign Owner	Address, City, PA 11111	(111) 222-3333	
	Sign Owner	Address, City, PA 11111	signowner@email.com	

The Location Information section displays the information entered by the application on the Sign Location Information section of the application. If any of the information is incorrect, the applicant should return to that section of the application to correct the answer.

Location Information														
County:	Adams	Municipality:	Abbottstown Borough	GPS Latitude:		GPS Longitude:		Adjacent to SR:	SR-15	On:	Left	In the:	East bound	Direction
Distance:	100.0 feet	from:	Centerline	Right-of-Way width:	50.0 feet	Provided by:	Sam	on:	Aug 29, 2018					
Right-of-Way plan provided by:	Sam	on:	Aug 29, 2018	Sign Site is at a distance of:	100.0 ft.	East from nearest Segment Marker No.:	1140	off set		and/or Mile Marker No.:				
Nearest Interchange/Intersection:	72	is at a distance of:	100.0 feet	Type of Marking:	McDonalds	Land Marks:								

The Local Regulations Information section displays the information entered by the application on the Regulations Information section of the application. If any of the information is incorrect, the applicant should return to that section of the application to correct the answer.

Local Regulations Information									
Local municipality/county has sign ordinance or regulations?	Yes	Conforms to local requirements?	Yes						
Local municipality/county requires an application for permit issuance?	Yes								
Zoning/Codes Officer Name & Address:	Sam, 111, Harrisburg, PA 15432	Phone	(111) 222-3333						
Being erected and maintained by public officers or public agencies?	Yes	Public Officers or Agency:	Sam						
Authorizing Legislation:	PA115	Jurisdictional Boundaries:	DOT						

The Sign Structure Details section displays the information entered by the application on the Sign Structure section of the application. If any of the information is incorrect, the applicant should return to that section of the application to correct the answer.

Sign Structure Details

Number of Sign Faces: 2 **# of Uprights:** 4 **Uprights Material Type:** Metal
Approximate height above ground level to bottom of lowest face: 10 feet

Flashing, intermittent, or moving lights on any face?: No

Face	Face Identifier	Height Ft In	Width Ft In	Area (Sq ft)	Material Type	External Lighting?	Lighting Type	Message Content
1		10 0	3 0	30.00	Metal	No		
2		10 0	3 0	30.00	Metal	No		

The Documents section displays the files uploaded by the applicant on the Documents section of the application. If any of the files need to be re-uploaded, the applicant should return to that section of the application to upload the correct files.

Documents

Document Type <small>Click on the Document Type link to see the description.</small>	Documents <small>Click on the Document link to view the content of the document.</small>			
Sign Drawings or Plans	HBMS Data Model.pdf	Plan	1312890 KB	Aug 29, 2018 9:19:56 AM
ROW Plans	HBMS Data Model.pdf	Plan	1312890 KB	Aug 29, 2018 9:21:33 AM
Authorizing Legislation	HBMS Data Model.pdf	Plan	1312890 KB	Aug 29, 2018 9:21:56 AM
Jurisdictional Boundaries	HBMS Data Model.pdf	Plan	1312890 KB	Aug 29, 2018 9:22:19 AM
Site Drawing or Plan/Aerial Map of Sign Location	HBMS Data Model.pdf	Plan	1312890 KB	Aug 29, 2018 9:22:47 AM
Local Sign Approvals	HBMS Data Model.pdf	Plan	1312890 KB	Aug 29, 2018 9:23:12 AM
Local Permits	HBMS Data Model.pdf	Plan	1312890 KB	Aug 29, 2018 9:23:33 AM
Sign Ordinance	HBMS Data Model.pdf	Plan	1312890 KB	Aug 29, 2018 9:23:56 AM

The Annual Fee Information section displays the annual fee for the sign permit based on the information provided throughout the application process. The Rate Information link will provide details on how the annual fees are calculated.

Annual Fee Information

Click here to see [rate information](#) for outdoor advertising signs.

Annual fee for the sign: \$10.00 (\$10 per Sign Face)

The buttons available to the applicant at the bottom of the Sign Permit Application Review page are Withdraw, Printable Version, Exit, and Next. The Withdraw button will end the application process and the application will be withdrawn from HBMS. If an applicant wishes to continue the application process, they must restart from the beginning. The Printable Version button will provide the applicant with a printer-friendly version of the application. Exit will exit the application without saving the application data. Next will proceed to the next part of the application.

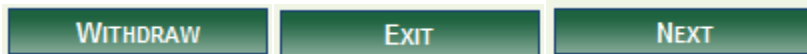
WITHDRAW **PRINTABLE VERSION** **EXIT** **NEXT**

Terms & Conditions

The Terms and Conditions page displays the requirements that the applicant must agree to in order to be eligible to have a sign permit. The applicant must be able to select "I Agree" to each statement in order to submit their application.

Terms And Conditions	All highlighted fields are required
Please read all terms & conditions carefully and check the 'I Agree' checkbox to confirm your acceptance.	<input type="checkbox"/> I Agree
The applicant acknowledges the opportunity to review "Instructions and Information for the Completion of this Application".	<input type="checkbox"/>
Permitted signs shall not be erected or maintained from limited access highways. Access to signs must be only from private property.	<input type="checkbox"/>
Substantially incomplete or inaccurate information submitted on this application shall be grounds for denial of permits.	<input type="checkbox"/>
If any check for the annual permit fee is returned due to insufficiency of funds, there will be a \$20.00 service charge.	<input type="checkbox"/>
This permit is issued based upon the information and statements made by the applicant. Any false statements or false representations set forth herein shall cause the permit to be revoked, permit fees forfeited, sign removed at owner's cost, and subject the applicant to penalties under the laws of the Commonwealth of PA.	<input type="checkbox"/>
Applicant shall not erect the proposed sign until a permit is granted by PennDOT.	<input type="checkbox"/>
If the proposed sign is not erected within 12 months after the permit is granted, the permit may be revoked, pursuant to chapter 5445.8(b)(1)	<input type="checkbox"/>
Per 67 Pa. Code 445.9(c), the applicant hereby states that they have not and will not, in any manner, cause the damage, destruction or removal of any vegetation in the highway right-of-way, except by permit pursuant to Act No. 1983 -79, the Highway Vegetation Control Act.	<input type="checkbox"/>
Within 30 days after erection of sign, the applicant shall submit form RW-745C, Notice of Completion, and submit photographs of the sign in one of the following ways. <ul style="list-style-type: none"> • Online (by logging into your account) • Email to HBMS ResourceAccount along with the permit number • Mail the duly completed form RW-745C "NOTICE OF COMPLETION" which can be downloaded using the Download Forms link. 	<input type="checkbox"/>
A sign permit is not granted until the approval letter "Sign Permit Approved", form RW-745A is issued by PennDOT. Any discussions or correspondence with PennDOT representatives prior to the actual issuance or denial of a permit are for informational and guidance purposes only. Neither approval nor denial of a permit shall be based on oral representations from PennDOT.	<input type="checkbox"/>
Applicant is required to meet with a PennDOT representative at the proposed sign location to review the location and application. The District Outdoor Advertising Manager will contact you to schedule the meeting.	<input type="checkbox"/>
Applicant is required to mark the sign site either by 3 ft. stake or other identifiable marking.	<input type="checkbox"/>
The applicant acknowledges that this sign will be located entirely outside of the existing State highway right-of-way. This permit is not written approval by the Pennsylvania Department of Transportation to place the sign or any portion of the structure within the legal limits of the State highway right-of-way. Pursuant to 36 P.S. Section 670-425, if the sign is determined to encroach upon the right-of-way, the applicant will, upon notification from the Department, remove the sign at the applicant's expense without delay.	<input type="checkbox"/>
Any change in ownership, location or specifications of sign requires submission of a new application.	<input type="checkbox"/>
If this application is denied, the decision will be deemed final unless appealed. The applicant may appeal this denial by the Department under 2 Pa. C.S. Sections 501-508 (relating to practice and procedure of Commonwealth agencies), 1 Pa. Code Part II (relating to general rules of administrative practice and procedure) and 67 Pa. Code Chapter 491 (relating to procedures before the Department) by submitting a written request for a hearing within 30 days after the mail date of the denial, to the Administrative Docket Clerk, Office of Chief Counsel, Commonwealth Keystone Building, 400 North Street, 9th Floor, Harrisburg, Pennsylvania 17120-0096. The written request shall include a filing fee as prescribed under the requisites of 67 Pa. Code, Chapter 491, made payable to the "Commonwealth of Pennsylvania", and a copy of the denied application shall accompany the written request. A copy of the request must also be sent to the Engineering District which denied the application, and to: Outdoor Advertising Control Manager, PennDOT, PO Box 3362, Harrisburg, Pennsylvania 17105-3362.	<input type="checkbox"/>
Once a permit application has been received, reviewed, and approved by the District Outdoor Advertising Control Manager, an invoice will be generated for the initial permitting fee and sent to you by email or regular mail. This invoice must be paid prior to erection of the proposed sign.	<input type="checkbox"/>
References to Act No. 160 and the regulations, Chapter 445, herein or in discussion, are for informational purposes and guidance. Determinations in all specific cases are governed by the Outdoor Advertising Control Act of 1971, Act No. 160 as amended, and Title 67, Pa. Code Chapter 445, Outdoor Advertising Devices, copies of which are available from the District Outdoor Advertising Control Manager. Chapter 445 is available at the web site: http://www.pacode.com/secure/data/067/chapter445/chap445toc.html	<input type="checkbox"/>
<div style="display: flex; justify-content: space-around; margin-top: 10px;"> WITHDRAW EXIT NEXT </div>	

The buttons available to the applicant at the bottom of the Sign Permit Application Review page are Withdraw, Exit, and Next. The Withdraw button will end the application process and the application will be withdrawn from HBMS. If an applicant wishes to continue the application process, they must restart from the beginning. Exit will exit the application without saving the application data. Next will proceed to the next part of the application.

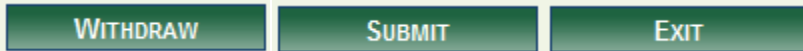




The Submit Application page allows the applicant to choose whether or not they would like to receive paperless correspondence from PennDOT regarding the status of their application. Below the consent for paperless communication is the certification that the sign owner must review, that states that the information they have provided on the application is true and correct.

Submit Application		All highlighted fields are required	
Consent for Paperless correspondence			
Do the following agree to receive paperless electronic communications from PennDOT using their email address regarding the decision on the application, renewal notices, violation notices etc.?			
Applicant	<input type="radio"/> Yes <input checked="" type="radio"/> No	Enter or Update Sign Owner's Email ID:	<input type="text"/> (Strongly recommended)
If you agree to receive paperless communications, please add HBMSResourceAccount@pa.gov email ID to your address book so you do not miss any communications from PennDOT.			
References to Act No. 160 and the regulations, Chapter 445, herein or in discussion, are for informational purposes and guidance. Determinations in all specific cases are governed by the Outdoor Advertising Control Act of 1971, Act No. 160 as amended, and Title 67 Pa. Code, Chapter 445, Outdoor Advertising Devices, copies of which are available from the District Outdoor Advertising Control Manager. Chapter 445 is available at the web site indicated in the resource bar links above.			
By clicking Submit, I hereby certify, in accordance with Section 4904 of the Crimes Code (18 Pa. C.S. §4904) relating to unsworn falsification to authorities, that the statements and representations set forth in this application are true and correct, and the advertising device proposed to be permitted under the application is not in violation of any state or local law, ordinance, or regulation. This application is made for the purpose of obtaining the issuance of an advertising device permit according to law.			
WITHDRAW		EXIT	SUBMIT

The buttons available to the applicant at the bottom of the Submit Application page are Withdraw, Submit, and Exit. The Withdraw button will end the application process and the application will be withdrawn from HBMS. If an applicant wishes to continue the application process, they must restart from the beginning. The Submit button will submit the application to the appropriate PennDOT District OAD Manager for review. Exit will exit the application without saving the application data.



After submitting the application, the applicant will receive the Submit Confirmation page. This page notifies the applicant that their application was successfully submitted and they will be contacted if any further information is needed. The Submit Confirmation page also provides some guidance on the next steps in the application process.

Submit Confirmation

Your application has been successfully submitted.
You will be contacted if additional information is required.

Annual Fee: \$10.00

Next Steps: Important instructions and guidance, as listed below.

One permit number will be issued for each structure. If your application is approved and fees are due, you will be notified that payment is due before your permit can be issued. Applicants can monitor their application status by navigating to 'My Signs' -> 'Application Status'.

Any change in ownership, location or specifications of the proposed sign requires submission of a new application and application fee.

If this application is denied, the decision will be deemed final unless appealed. The applicant may appeal this denial by the Department under 2 Pa. C.S. Sections 501-508 (relating to practice and procedure of Commonwealth agencies), 1 Pa. Code Part II (relating to general rules of administrative practice and procedure) and 67 Pa. Code, Chapter 491 (relating to procedures before the Department) by submitting a written request for a hearing within 30 days after the mail date of the denial, to the Administrative Docket Clerk, Office of Chief Counsel, Commonwealth Keystone Building, 400 North Street, 9th Floor, Harrisburg, Pennsylvania 17120-0096. The written request shall include a filing fee as prescribed under the requisites of 67 Pa. Code, Chapter 491, and made payable to the "Commonwealth of Pennsylvania", and a copy of the denial letter shall accompany the written request. A copy of the request must also be sent to the Engineering District which denied the application, to the Outdoor Advertising Control Manager at the address indicated in the *Contact Us* page.

SIGN INFO CHANGE APPLICATION

If a sign owner would like to make changes to a sign or update information pertaining to the sign, a Sign Information Change application must be submitted. A Sign Information Change application must be submitted to change the following information:

Sign Structural Changes – If any structural changes are made such as increasing or decreasing the number of sign faces, increasing or decreasing the height of the sign, adding or removing lighting, or changing the material of the sign faces or uprights. **Note: if approved, sign structural changes will reset the permit application renewal month and will require payment of the annual fee.**

Sign Ownership Change – Transfers ownership of the sign permit to a new individual or entity.

Land Ownership Change – Changes the land ownership on record for the permit. This option must be used if the land ownership has transferred to a different individual or entity.

Tax Parcel ID Update – Updates the tax parcel information on record for the permit.

Update Other Sign Information – Updates information related to the sign permit that is not associated with sign and land ownership or the tax parcel information.

When an applicant chooses to apply for a Sign Information Change application the first screen that will be displayed is the Sign Information Change Scope screen. The applicant must enter the permit number for which they are applying for a change. Once the permit number is applied, the applicant must choose all scope changes that apply.

Sign Information Change Scope
All highlighted fields are required

PennDOT need to maintain the information pertaining to all permitted OAD signs up to date. Sign Owners are required to inform PennDOT if any information is changed for the permits they own.

Please select the type of changes (select all that apply) for the permit #:

Sign Location Change: If you are relocating your sign, it is not considered as an information change and you would need to apply for a new sign permit.

Changes which will reassess your annual fee (calculated based on the changes)

Sign Structural Changes

Application to make structural changes to the sign listed on **this** permit, e.g. changes to the configuration, adding or removing sign faces, changing the dimensions of one or more sign faces, changing the lighting or message content of one or more sign faces. Will not affect any other permits.

Changes which will not alter your annual fee

Sign Ownership Change
New sign owner is requesting that **this** sign permit (issued to a different sign owner) be transferred to their organization. Will not affect any other permits.

Land Ownership Change
Application to change the land owner listed on **this** permit. Will not affect any other permits.

Tax Parcel ID Update
Application to change the Tax Parcel ID for the sign site listed on **this** permit; will not affect any other permits

Update Other Sign Information
Application to update information for **this** permit not covered by other change sign info options; e.g. GPS coordinates, routes sign is visible from, zoning info, etc. Will not affect any other permits.

Note The on-line application requires you to upload the supporting documents based on the change types. If you don't have the soft copies or scan facility you are advised to submit a paper application. You can download the paper forms using **Download Forms** link in the header.
Along with the above changes you are required to review and confirm / update all the other sign details to enable PennDOT to maintain the accuracy of the OAD permit inventory.

CLEAR
SAVE & EXIT
EXIT
SAVE & NEXT

After selecting the scope of the change application, the applicant will progress through the entire same application process as the new sign permit application process. The application will be pre-populated with all of the information from the currently approved permit application. The applicant will make the appropriate changes, upload all required documents, and submit to PennDOT for review.



EXISTING SIGN PERMIT APPLICATION

In order to demonstrate effective control, PennDOT is required to surveil all controlled routes to ensure all outdoor advertising devices are permitted. If PennDOT identifies an outdoor advertising device that does not have a permit, they will mail the sign owner and the land owner a Request to Remove Illegal or Abandoned Sign (RW-790). The RW-790 will notify the sign owner and land owner that the sign is in violation of the Highway Beautification Act. The title block of the RW-790 will display an illegal sign number which has been assigned to the existing outdoor advertising device. PennDOT will also send information regarding the Highway Beautification program. After reviewing the information provided, if the sign owner believes that the outdoor advertising device is able to be permitted, they can submit an application to the Department.

After choosing Apply for Permit for Existing Sign, the Permit for Existing Sign screen will be displayed. The applicant must enter the illegal sign number (from the RW-790) for which they are applying for a permit.

Apply For	Work Queue	My Signs	Invoice
New Sign Permit	Sign Info Change	Permit for Existing Sign	
Permit for Existing Sign			All highlighted fields are required.
Please Enter Illegal Sign #:			<input type="text"/> <input type="button" value="GO"/>


Once an illegal sign number is entered, the applicant must choose which type of application to complete. The Apply for a new Illegal Sign permit screen will mirror the Post-Login Homepage containing the options of the four-different sign type permit applications. The screen will also display the illegal sign number which the application will be applied for. Each option contains a link that will provide more information regarding each sign type. By clicking the "more" link the user will be presented with additional information that defines the particular type of sign. By clicking the green button containing the sign type name, the user will begin the application process for that particular sign type.

Apply for a new Illegal Sign permit

Pursuant to the Outdoor Advertising Control Act of 1971, Act No. 160, December 15, 1971, P.L. 596, as amended, (36 P.S. Â§ 2718.101 et. seq.;) and the regulations promulgated there under (67 Pa. Code, Chapter 445), an approved permit is needed to erect a sign to be located adjacent to the National System of Interstate Highways, or the Federal-aid Primary Highway System as these existed on June 1, 1991, and/or the National Highway System (NHS), including the additional NHS controlled miles as amended by MAP 21 . An application needs to be submitted to PennDOT for any new Outdoor Advertising Sign to seek approval and get a permit issued.


Warning: Applying for an HBMS permit on-line requires you to upload supporting documentation. If you don't have the ability to upload electronic copies of the required documents; you are advised to submit a paper application to your local PennDOT district office. You can download the appropriate form using the 'Download Forms' link in the header of this page and on the HBMS home page.

Please click on your type of sign to apply for a Illegal Sign: 222

 **OFF-PREMISE SIGN**

Off-Premise signs are located adjacent to or are visible from an Interstate or US highway.

Click to see [more](#).


 **ON-PREMISE SIGN**

On-Premise signs advertise the following:


- Sale or lease of the premises on which they are located
- Activities conducted on the premises where the sign is located

Click to see [more](#).


Directional or Public Service Signs

 **SERVICE CLUB/RELIGIOUS NOTICE**


Signs and notices, whose erection is authorized by law, relating to meetings of nonprofit service clubs or charitable associations, or religious services. Click to see [more](#).

 **DIRECTIONAL SIGN**

Directional signs provide specific directional information for the traveling public. Click to see [more](#).

 **PUBLIC SERVICE SIGN**

Public Service signs are located on school bus stop shelters. Click to see [more](#).

 **OFFICIAL SIGN/NOTICE**

Signs and notices erected and maintained by public officers or public agencies within their territorial or zoning jurisdiction. Click to see [more](#).

After selecting the appropriate application type, the applicant will progress through the entire same application process as the new sign permit application process. The applicant will enter all application information, upload all required documents, and submit to PennDOT for review.



WORK QUEUE

The HBMS Work Queue will contain all of the applications that require an applicant to take action. The applications will be divided into two categories titled Sign Permit Applications and Sign Information Change Applications. Within those two categories the applications will be organized by Application Status. When the applicant clicks on the application number, the application will open to the last saved place or the area that requires the applicant to take an action.

My Work Queue							
COLLAPSE ALL		EXPAND ALL					
Sign Permit Applications							
Draft (1 Records)							
Record 1 to 1 of 1		Page 1 of 1				Records Per Page: 10	
Application #	Sign Type	Sign Owner	District-County / Municipality	Adjacent Route	Segment / Offset Mile Marker	Date Created Created By	Last Modified On Last Modified By
19848	Directional Sign	Sign Owner	08 - Dauphin / East Hanover Township	SR-22	0010 / 030	Feb 18, 2015 Sign Owner	Mar 2, 2015 Sign Owner
Sign Information Change Applications							
<i>No Records Found.</i>							

NOTIFY SIGN COMPLETION

Once an application is approved and the applicant receives their metal permit tag, they have 12 months to erect the sign. PennDOT must be notified within 30 days of the erection of the sign being completed. Signs requiring completion will appear under the Approved Pending Completion work queue. When the Application Number link is selected, the Sign Detail page will be displayed. The sign owner must enter the date that the erection of the sign was completed and upload a picture of the permit tax fixated to the structure along with pictures of each sign face.

After entering the sing completion date, click "Save" prior to uploading the pictures.

If you don't have the soft copies or scan capability, you are advised to submit a paper RW745C form along with the required documentation. Form RW745C is available under the 'Download Forms' link in the header. Sign Completed/corrected On:

PRINTABLE VERSION
SAVE
NOTIFY SIGN COMPLETED
NOTIFY DISCONTINUE

Please upload the pictures of your completed/corrected sign structure

Supported File Types: pdf,doc,docx,xls,xlsx,jpg,jpeg,txt,wav,msg,mp4,mov,mp3 Max Total Upload Size: 10 MB Max File Size: 1 MB Max File Name: 50 Characters

Document Type	Documents
Click on the Document Type link to see the description * Required to attach at least one document	Hint: Click on the browse button to locate a document on your computer to upload. You can load more than one at a time. After all documents have been located, click the Upload All Documents button. UPLOAD ALL DOCUMENTS
* Permit Tag Photos	Description: <input style="width: 150px;" type="text"/> File: <input type="button" value="Choose File"/> No file chosen
* Photos for Sign Face(1)	Description: <input style="width: 150px;" type="text"/> File: <input type="button" value="Choose File"/> No file chosen
* Photos for Sign Face(2)	Description: <input style="width: 150px;" type="text"/> File: <input type="button" value="Choose File"/> No file chosen
Additional Documentation	Description: <input style="width: 150px;" type="text"/> File: <input type="button" value="Choose File"/> No file chosen

After the pictures are uploaded, click "Notify Sign Completed" to alert PennDOT that the sign has been erected. PennDOT will then inspect the completed sign to ensure that it was erected in accordance with the approved application. If approved, the application process is complete.

MY SIGNS – APPLICATION STATUS

The My Signs – Application Status list will contain an inventory of all the applications that an HBMS user has submitted and the status of that application. Once applications are approved, this will serve as an inventory of all signs owned by the sign owner. When the user clicks on the Application Number link they will be taken to the Sign Details page.

Sign Permit Applications							
On-Premise Sign Applications (1 Records)							
Record 1 to 1 of 1				Page 1 of 1		Records Per Page: 10	
Application # Permit # ▲	Sign Owner	District-County Municipality	Route	Segment / Offset / Mile Marker	Status / Date	Renewal Month	
19860	Sign Owner	08-Dauphin Dauphin Borough	SR-25	/	Submitted Feb 23, 2015		
Off-Premise Sign Applications (1 Records)							
Record 1 to 1 of 1				Page 1 of 1		Records Per Page: 10	
Application # Permit # ▲	Sign Owner	District-County Municipality	Route	Segment / Offset / Mile Marker	Status / Date	Renewal Month	
19869 08-2753	Sign Owner	08-Dauphin Swatara T Township	SR-39	0020/010	Approved (Pending Payment) Feb 24, 2015	February	
Directional Sign Applications (1 Records)							
Record 1 to 1 of 1				Page 1 of 1		Records Per Page: 10	
Application # Permit # ▲	Sign Owner	District-County Municipality	Route	Segment / Offset / Mile Marker	Status / Date	Renewal Month	
19848	Sign Owner	08-Dauphin East Hanover Township	SR-22	0010/030	Draft Feb 18, 2015		
Public Service Sign Applications (1 Records)							
Record 1 to 1 of 1				Page 1 of 1		Records Per Page: 10	
Application # Permit # ▲	Sign Owner	District-County Municipality	Route	Segment / Offset / Mile Marker	Status / Date	Renewal Month	
19916	Sign Owner	08-Dauphin East Hanover Township	SR-22	0220/010	Submitted Mar 2, 2015		
Sign Information Change Applications							
No Records Found.							

MY SIGNS – UPDATE SIGN OWNER INFORMATION

The My Signs – Update Sign Owner Information page allows an HBMS user to update the contact information of the Sign Owner.

Note: Any changes made on this page will update the contact information for all sign permits owned by the sign owner.

Update Sign Owner Information All highlighted fields are required.

Note: These changes will be applied to all of your Sign permits.

Sign Owner Name:

If Individual User					OR	Business Entity	
Prefix	First Name <small>Sign</small>	M.I.	Last Name <small>Owner</small>	Suffix		Business Name	

Sign Owner Contact Information:

Prefix <input type="text" value="Sign"/>	First Name <input type="text" value="Sign"/>	M.I. <input type="text"/>	Last Name <input type="text" value="Owner"/>	Suffix <input type="text"/>		Title <input type="text"/>		
Billing Address		Address Line1 <input type="text" value="Address"/>		Address Line2 <input type="text"/>		City <input type="text" value="City"/>	State <input type="text" value="Pennsylvania"/>	Zip <input type="text" value="11111"/>
Mailing Address		Address <input type="text" value="Address"/>		<input type="text"/>		City <input type="text" value="City"/>	State <input type="text" value="Pennsylvania"/>	Zip <input type="text" value="11111"/>

[Copy from Billing Address](#)

Phone <input type="text" value="111"/>	<input type="text" value="222"/>	<input type="text" value="3333"/>	Ext. <input type="text"/>	Email ID <input type="text" value="signowner@email.com"/>	(Strongly recommended)
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Consent for Paperless Correspondence? Yes No

Is the Sign Owner a Service Club/religious organization?
(Service club/Religious Organization are exempted from Annual fee for directional signs with size limited to 8 sq.ft.area) Yes No

Additional Information
(Please provide if you have any additional information such as names of other Sign Owners and their addresses (if applicable))

* You will be required to upload the consent/authorization or signed paper application from the sign owner in the documents section. All letters of consent/authorization must be on company letterhead.

SEARCH – SIGN APP/PERMIT

The Search/Look Up screen is used to look up a particular permit or application or to find a permit or application by using a certain set of criteria.

Search for Sign Application
At least one criteria(in addition to Application Type) is required

Application Type:

Change scope:

Sign Type:

Status:

Classification:

County:

Municipality:

GPS Latitude:

District Number:

County:

Municipality:

Longitude:

Adjacent Interstate/State Route:

-OR-

Adjacent Local Route:

Latitude:

Segment Marker between:

and:

Mile Marker between:

and:

Contact:

First Name:

Last Name:

Billing Address:

City:

State:

Zip:

Owned by Business ID:

Created by Business ID:

Created by User ID:

Sign ID:	Business Name:	First Name:	Last Name:	City:	State:	Zip:
Owner:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="Select"/>	<input type="text"/>
Land Owner:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="Select"/>	<input type="text"/>

All the name fields: Non case sensitive and use an asterisk as a wildcard, min 3 char

The first section of the Search/Lookup screen contains the lookup portion. To use the "Lookup" function, the user must know the permit number or application number. Enter the Application Number and click "Lookup" to see the lookup results. To search by Permit Number, enter the Permit Number and click "Lookup" to see the lookup results. If only one application exists for the permit number entered, the Sign Details page will be displayed. If there are multiple applications in HBMS for the permit number entered, the Sign Application Search Results page will be displayed.

The second section of the Search/Lookup screen contains the search portion. The search portion of the screen will be used when the particular application number or permit number is not known. The user must choose either a New Sign Permit Application or a Sign Information Change Application from the Application Type drop down. After the application type is indicated, the user will enter other search criteria and click the "Search" button and the Sign Application Search Results page will be displayed.

Search for Sign Application At least one criteria(in addition to Application Type) is required

Application Type: **Sign Type:**
 Status:

Change scope:

 Classification:

District Number:

 County:

 Municipality:
GPS Latitude: **Longitude:**

Adjacent Interstate/State Route: **-OR-** **Adjacent Local Route:**

Segment Marker between: **and:** **Mile Marker between:** **and:**

Owned by Business ID: **Created by Business ID:** **Created by User ID:**

Sign Owner:	ID: <input type="text"/>	Business Name: <input type="text"/>	First Name: <input type="text"/>	Last Name: <input type="text"/>	City: <input type="text"/>	State: <input type="text" value="Select"/>	Zip: <input type="text"/>
Land Owner:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="Select"/>	<input type="text"/>

All the name fields: Non case sensitive and use an astrisk as a wildcard, min 3 char

INVOICE PORTAL

Sign owners can view their invoices by accessing the Invoice Portal. Accessing the Invoice Portal displays the Invoice Search screen where search criteria can be entered.

Invoice Search At least one criteria is required

Billing Account #:

Owner ID: 25314

Payment Status:
Paid
Partially Paid

Credit Memo:
Yes

Invoice #:

Invoice Type:
Annual License Renewal (Junkyards)
Annual Permit Renewal
Change Application Fee

Renewal Month:
February
March
April

Renewal Year:

The Owner ID will be prepopulated based on sign owner's login information. If the sign owner would like to see all invoices, the search button can be clicked and all invoices will be displayed. If the sign owner would like to view specific invoices, additional search criteria can be entered. The available search criteria are:

- Billing Account Number – Displays all invoices that have been created for the Billing Account Number.
- Invoice Number – Displays the particular invoice number that is entered.
- Invoice Type – Displays all invoices that match the selected invoice type.
- Payment Status – Displays all invoices that match the selected payment status.
- Renewal Month – Displays all invoices for permits that are renewed during the selected month.
- Credit Memo – Includes or excludes credit memos from the search results.
- Renewal Year – Displays all invoices for all permits that were renewed during the selected year.

After the search button is clicked, the invoice search results will be displayed.

Invoice Search Results												
Search Criteria												
signOwnerID : 25332												
Record 1 to 1 of 1												
Page 1 of 1												
Records Per Page: 20												
Invoice #	Billing Account #	Invoice Type	Sign Owner Name	Renewal Month	Renewal Year	Invoice Amount	Amount Applied	Past Due	Credit Memo	Payment Status	Primary E-mail	Contact#
0043403N		New Permit Initial Fee	Sign Owner			\$10.00	\$0.00		\$0.00	UnPaid	c-jeslove@pa.gov	(111)-222-222

[REFINE SEARCH](#)

Each invoice can be viewed by selecting the invoice number link.

NOTIFY SIGN DISCONTINUED

Note: The Notify Sign Discontinued process is very important as it notifies PennDOT when a sign has been removed. This process will eliminate a sign owner being invoiced for a sign that no longer exists. All payments are made directly to the Commonwealth's Comptroller's Office; therefore, the annual renewal notices can no longer be used to communicate the removal of signs.

If a sign owner has removed a sign and no longer wants to renew the sign permit, the sign owner can notify PennDOT to discontinue the permit in HBMS.

In order to notify PennDOT to discontinue the sign permit, the sign owner can use the Search/Lookup screen to lookup a particular permit or application or to find a permit or application by using a certain set of criteria.

Look up a Sign Application
All highlighted fields are required

By Application ID: -OR- By Permit #: LOOKUP

Search for Sign Application
At least one criteria (in addition to Application Type) is required

Application Type:	<input type="text" value="Select"/>	Sign Type:	<input type="text" value="Directional Sign"/> <input type="text" value="Off-Premise Sign"/>	Status:	<input type="text" value="Approved"/> <input type="text" value="Approved (Pending Completion)"/> <input type="text" value="Approved (Pending Payment)"/> <input type="text" value="Denied"/>
Change scope:	<input type="text" value="Land Owner Information Update"/> <input type="text" value="Land Ownership Change"/> <input type="text" value="Sign Owner Information Update"/> <input type="text" value="Sign Ownership Change"/>	Classification:	<input type="text" value="11 - Non-Conforming Sign - Commercial or Industrial Area"/> <input type="text" value="12 - Non-Conforming Sign - Permit Granted in Error"/> <input type="text" value="13 - Public Service (School Bus Stop Shelter) Sign"/> <input type="text" value="17 - Legal Settlement"/>		

District Number:

County:

Municipality:

GPS Latitude: **Longitude:**

Adjacent Interstate/State Route: -OR- **Adjacent Local Route:**

Segment Marker between: and: **Mile Marker between:** and:

Contact: **First Name:** **Last Name:** **Billing Address:** **Address Line 1:** **City:** **State:** **Zip:**

Owned by Business ID: **Created by Business ID:** **Created by User ID:**

Sign Owner: **ID:** **Business Name:** **First Name:** **Last Name:** **City:** **State:** **Zip:**

Land Owner:

All the name fields: Non case sensitive and use an asterisk as a wildcard, min 3 char

CLEAR
SEARCH

The user will enter the Application Number or Permit Number and click "Lookup" to see the lookup results.

Look up a Sign Application All highlighted fields are required

By Application ID: -OR- By Permit #: LOOKUP

If there are multiple applications in HBMS for the permit number entered, the Sign Application Search Results page will be displayed. If only one application exists for the permit number entered, the Sign Details page will be displayed.

Sign Details

Application: 20713
Permit: 02-9994
Sign Owner: Sign Owner
Status: Approved
[Event History](#)

Sign Type: Off-Premise Sign	Annual Fee: \$10.00	Last Mod By: jesse lovedm	Approved Dt: Jan 26, 2016
# of Faces: 1	Renewal Month: January	Last Mod Dt: Jan 26, 2016 10:25:15 AM	
District : 02	County: Centre	Municipality: Boggs Township	
Adjacent Route: SR-45	Classification : 06 - Unzoned Commercial or Industrial Area Sign - Primary Highway		
Submitted by: Sign Owner	Reviewed by District : 02	Sign Completion Dt: Jan 26, 2016	
Payment Status:			
Applicant Paperless Consent: No	Sign Owner Paperless Consent: No		

PRINTABLE VERSION
START DISCONTINUE

The search portion of the screen will be used when the particular application number or permit number is not known. The user must choose either a New Sign Permit Application or a Sign Information Change Application from the Application Type drop down. After the application type is indicated, the user will enter other search criteria and click the "Search" button and the Sign Application Search Results page will be displayed.

Sign Application Search Results								
Search Criteria								
createdByUserID : signowner1 createdByBusinessID : B00544 applicationType : New Sign Permit Application status : Approved								
Records 1 to 2 of 2		Page 1 of 1					Records Per Page: 20	
Application Type Application # Permit # ▲	Change Scope	Sign Type Status Classification Code	Sign Owner Details	Land Owner Details	District-County Municipality	Adjacent Route Segment/Offset Mile Marker	GPS Coordinates (Latitude/ Longitude)	Owned By Business ID Created By Business ID Created By User ID
New Sign Permit Application 20713 02-9994		Off-Premise Sign Approved 06 - Unzoned Commercial or Industrial Area Sign - Primary Highway	ID: 26568 Sign Owner	ID: 26568 Sign Owner	02 -Centre Boggs Township	SR-45 10 /10	40.2598 -75.2369	B00544 B00544 signowner1
New Sign Permit Application 20714 02-9996		Off-Premise Sign Approved 06 - Unzoned Commercial or Industrial Area Sign - Primary Highway	ID: 26568 Sign Owner	ID: 26568 Sign Owner	02 -Centre College Township	SR-53 10 /10	39.256 -74.2569	B00544 B00544 signowner1
Records 1 to 2 of 2		Page 1 of 1					Records Per Page: 20	

After clicking the application link, the Sign Details page will be displayed.

Sign Details [COLLAPSE ALL](#) [EXPAND ALL](#)

Application: 20713 Permit: 02-9994 Sign Owner: Sign Owner Status: Approved [Event History](#)

Sign Type: Off-Premise Sign	Annual Fee: \$10.00	Last Mod By: jesse lovedm	Approved Dt: Jan 26, 2016
# of Faces: 1	Renewal Month: January	Last Mod Dt: Jan 26, 2016 10:25:15 AM	
District : 02	County: Centre	Municipality: Boggs Township	
Adjacent Route: SR-45	Classification : 06 - Unzoned Commercial or Industrial Area Sign - Primary Highway		
Submitted by: Sign Owner	Reviewed by District : 02	Sign Completion Dt: Jan 26, 2016	
Payment Status:			
Applicant Paperless Consent: No	Sign Owner Paperless Consent: No		

- [Preliminary Information](#)
- [Owners Information](#)
- [Location Information](#)
- [Local Regulations Information](#)
- [Sign Structure Details](#)
- [Documents](#)
- [Annual Fee Information](#)
- [Payment History](#)
- [Work flow Comments](#)
- [Email History](#)

[PRINTABLE VERSION](#) [START DISCONTINUE](#)

The user will click the Start Discontinue button to begin the Discontinue process.

After the Start Discontinue button is clicked, the Application Processing screen will be displayed.

Application Processing		All highlighted fields are required			
Application: 20476	Permit: 02-2317	Sign Owner: Sign Owner	Status: Approved	Event History	
Sign Type: Off-Premise Sign	Annual Fee: \$10.00	Last Mod By: jesse lovedm	Approved Dt: Sep 30, 2015		
# of Faces: 1	Renewal Month: September	Last Mod Dt: Sep 30, 2015 1:06:32 PM			
District : 02	County: Centre	Municipality: Centre Hall Borough	GPS Latitude: 40.2543 Longitude: -75.5863		
Adjacent to SR: SR-26 On: Left In the: Eastbound Direction		Distance: 30.0 feet from: Centerline			
Classification : 06 - Unzoned Commercial or Industrial Area Sign - Primary Highway					
Submitted by: Sign Owner	Reviewed by District : 02	Sign Completion Dt: Sep 30, 2015			
Payment Status: Paid	Payment Received On: Sep 30, 2015 12:00:00 AM	Check/Money Order # 1234	Amount \$10.00	Check Dt:	
Applicant Paperless Consent: No	Sign Owner Paperless Consent: No				
<p>Please enter your message/comments/notes (if any) to PennDOT</p> <div style="border: 1px solid #ccc; height: 60px; width: 100%;"></div>					
PRINTABLE VERSION		SAVE		NOTIFY DISCONTINUE	

The sign owner can enter comments to PennDOT explaining why the permit is being discontinued and click the Notify Discontinue button.

Please enter your message/comments/notes (if any) to PennDOT

Sign has been removed to ground level.

PRINTABLE VERSION SAVE NOTIFY DISCONTINUE

The appropriate PennDOT District OAD Manager will be notified of the sign owner's request to discontinue the permit. The District OAD Manager will verify that the sign has been removed.

The process to discontinue a permit can also be started from the Work Queue. Under the Start Discontinue section of the Work Queue, the sign owner will click on the application link for a permit in Approved status.

Start Discontinue							
Approved (1 Records)							Search:
Record 1 to 1 of 1		Page 1 of 1			Records Per Page: 10		
Application # / Permit #	Sign Type	Sign Owner	District-County / Municipality	Adjacent Route	Segment / Offset Mile Marker	Date Submitted Submitted By	Date Approved Approved By
20476 / 02-2317	Off-Premise Sign	Sign Owner	02 - Centre / Centre Hall Borough	SR-26	10 / 10	Sep 30, 2015 jesse lovedm	Sep 30, 2015 jesse lovedm

If the sign owner has multiple permits in Approved status, the search box in the status header can be used to locate the appropriate sign permit.

Search:

After clicking the application link, the Application Processing page will be displayed.

Application Processing		All highlighted fields are required		
Application: 20476	Permit: 02-2317	Sign Owner: Sign Owner	Status: Approved	Event History
Sign Type: Off-Premise Sign	Annual Fee: \$10.00	Last Mod By: jesse lovedm	Approved Dt: Sep 30, 2015	
# of Faces: 1	Renewal Month: September	Last Mod Dt: Sep 30, 2015 1:06:32 PM		
District : 02	County: Centre	Municipality: Centre Hall Borough	GPS Latitude: 40.2543 Longitude: -75.5863	
Adjacent to SR: SR-26 On: Left In the: Eastbound Direction		Distance: 30.0 feet from: Centerline		
Classification : 06 - Unzoned Commercial or Industrial Area Sign - Primary Highway				
Submitted by: Sign Owner	Reviewed by District : 02	Sign Completion Dt: Sep 30, 2015		
Payment Status: Paid	Payment Received On: Sep 30, 2015 12:00:00 AM	Check/Money Order # 1234	Amount \$10.00	Check Dt:
Applicant Paperless Consent: No	Sign Owner Paperless Consent: No			
<p>Please enter your message/comments/notes (if any) to PennDOT</p> <div style="border: 1px solid gray; height: 60px; width: 100%;"></div>				
PRINTABLE VERSION		SAVE		NOTIFY DISCONTINUE

The sign owner can enter comments to PennDOT explaining why the permit is being discontinued and click the Notify Discontinue button.

Please enter your message/comments/notes (if any) to PennDOT

Sign has been removed to ground level.

PRINTABLE VERSION SAVE NOTIFY DISCONTINUE

The appropriate PennDOT District OAD Manager will be notified of the sign owner's request to discontinue the permit. The District OAD Manager will verify that the sign has been removed.

PERMIT NOT DISCONTINUED STATUS

If PennDOT determines that the sign has not been removed to ground level, the sign will appear in Permit Not Discontinued status in the sign owner’s work queue.

Discontinuance In-Process								
Permit Not Discontinued (1 Records)								
Application # / Permit #		Sign Type	Sign Owner	District-County / Municipality	Adjacent Route	Segment / Offset Mile Marker	Date Submitted Submitted By	Date Returned Returned By
20713 / 02-9994		Off-Premise Sign	Sign Owner	02 - Centre / Boggs Township	SR-45	10 / 10	Jan 26, 2016 Sign Owner	Jan 26, 2016 jesse lovedm

When the user clicks the Application Number link, the Application Processing screen will be displayed.

Permit Not Discontinued All highlighted fields are required

Application: 20713 Permit: 02-9994 Sign Owner: Sign Owner Status: Permit Not Discontinued [Event History](#)

Sign Type: Off-Premise Sign	Annual Fee: \$10.00	Last Mod By: jesse lovedm	Permit Not Discontinued Dt: Jan 26, 2016
# of Faces: 1	Renewal Month: January	Last Mod Dt: Jan 26, 2016 12:32:55 PM	
District : 02	County: Centre	Municipality: Boggs Township	GPS Latitude: 40.2598 Longitude: -75.2369

Adjacent to SR: SR-45 **On:** Left **In the:** Eastbound Direction **Distance:** 30.0 feet **from:** Centerline

Classification :
06 - Unzoned Commercial or Industrial Area Sign - Primary Highway

Submitted by:
Sign Owner **Reviewed by District :**
02 **Sign Completion Dt:**
Jan 26, 2016

Payment Status:
Not Paid **Sign Owner Paperless Consent:**
No

Applicant Paperless Consent:
No

PennDOT comments related to discontinuing this permit

Sign not removed to ground level.

[Print Comments](#)

Work flow Processing Details:

Action Type :

Other Notes/Comments/General Remarks for internal use(if any)

The Work Flow Processing Details section allows the user to perform certain actions. The user will use the Action Type drop down list to select the action they would like to take.

The actions available while the application is in Permit Not Discontinued status are:

Cancel Discontinue – Places the sign back into the status it was in prior to the sign discontinue process was started.

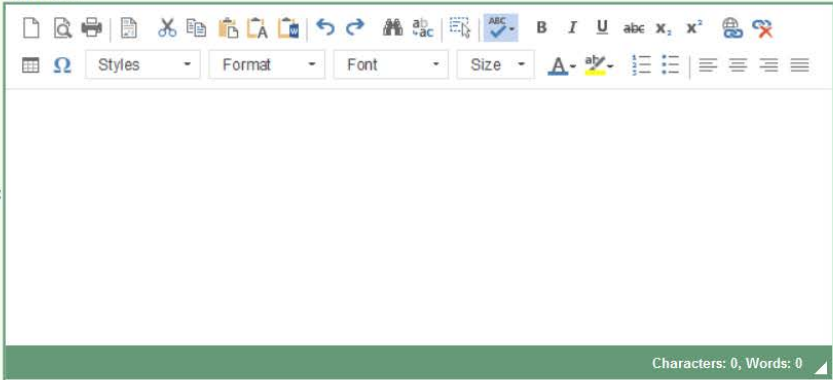
Notify Discontinue – Places the sign in Notified Discontinued status.

If the sign has been removed to ground level, Notify Discontinue is selected.

Work flow Processing Details:

Action Type :
Addressed to :PennDOT

Message :



Please enter your message, comments, or notes (if any) to PennDOT about the removal of this sign

Other Notes/Comments/General Remarks for internal use(if any)

Please enter your message/comments/notes (if any) to PennDOT

After selecting the Notify Discontinue action, the user can enter comments and click "Notify Discontinue". The sign will now be in Notified Discontinue status.

If the sign owner decides that they no longer want to discontinue their sign permit, Cancel Discontinue is selected.

The screenshot shows a web form titled "Work flow Processing Details:" with a light green background. At the top, there is a label "Action Type:" followed by a dropdown menu currently displaying "Cancel Discontinue". Below this is a large, empty text area with a vertical scrollbar on the right side, labeled "Other Notes/Comments/General Remarks for internal use(if any)". At the bottom of the form, there are three buttons: "PRINTABLE VERSION", "SAVE", and "CANCEL DISCONTINUE".

After selecting the Cancel Discontinue action, the user will click "Cancel Discontinue". The sign will now be in the status that it was in prior to the sign discontinue notice being submitted.