



STATE OF ALASKA  
DEPARTMENT OF TRANSPORTATION  
AND PUBLIC FACILITIES

**LOGO SIGN PERMIT**

**PERMIT NO.** \_\_\_\_\_

**Expiration Date** \_\_\_\_\_

**This permit allows a gas station, restaurant, lodging facility, or campground to install a logo within a State-owned highway right-of-way that reflects the identity of the activity and directs the traveling public to the activity. It is subject to all conditions that have been checked by the Department as a requirement on the attached list of conditions.**

Permittee:

Business License Number:

Mailing Address:

Contact Name:

E-mail Address:

Phone:

Fax:

**SERVICES OFFERED**

GAS STATION

RESTAURANT

LODGING FACILITY

CAMPGROUND

Location of the Proposed sign installation (highway name, milepost or other information to locate the business):

Property Legal Description (i.e., Lot, Block, Subdivision, Township, Range, Section):

Property Tax ID Number:

Mileage from Highway to Business:

Business within City Limits?

## SERVICE INFORMATION

Services checked under the applicable categories must be offered as a condition of this permit.

### Service Categories

<b>GAS</b> <input type="checkbox"/> Fuel <input type="checkbox"/> Oil <input type="checkbox"/> Free Air & Water <input type="checkbox"/> Public Restrooms <input type="checkbox"/> Public Telephone <input type="checkbox"/> Drinking Water <input type="checkbox"/> Continuous Operation 16 Hours/Day, 7 Days/Week <input type="checkbox"/> Open Year Around <input type="checkbox"/> Located within 3 miles of highway	<b>FOOD</b> <input type="checkbox"/> State License <input type="checkbox"/> Breakfast Daily <input type="checkbox"/> Lunch Daily <input type="checkbox"/> Dinner Daily <input type="checkbox"/> Seat 20 or More <input type="checkbox"/> Public Restrooms <input type="checkbox"/> Public Telephone <input type="checkbox"/> Continuous Operation 16 Hours/Day, 7 Days/Week <input type="checkbox"/> Open Year Around <input type="checkbox"/> Located within 3 miles of highway	<b>LODGING</b> <input type="checkbox"/> State License <input type="checkbox"/> Off-street Parking <input type="checkbox"/> Public Telephone <input type="checkbox"/> 10 Units or More <input type="checkbox"/> Private Bath <input type="checkbox"/> Lodging only service <input type="checkbox"/> Continuous Operation 10 Hours/Day, 7 Days/Week <input type="checkbox"/> Open Year Around <input type="checkbox"/> Located within 3 miles of highway	<b>CAMPGROUND</b> <input type="checkbox"/> State License <input type="checkbox"/> 10 Units or More <input type="checkbox"/> Campsite Parking <input type="checkbox"/> Showers/Toilets <input type="checkbox"/> Drinking Water <input type="checkbox"/> RV Dump Station <input type="checkbox"/> Continuous Operation 24 Hours/Day, 7 Days/Week <input type="checkbox"/> Open 4 Mos./Year <input type="checkbox"/> Located within 25 miles of highway
Additional information:			

## INTERSECTION INFORMATION

### Intersection type:

Crossroad Intersection

T-Intersection

Other/Diagram



Existing signs at this intersection:

1.	5.
2.	6.
3.	7.
4.	8.

**ATTACHMENTS INCLUDED AS PART OF THIS PERMIT**

**FOR ALL LOGO PERMITS:**

- Color image of the logo to be used for the Logo Sign
- Photos or digital images of the main highway turn-off from a distance of 500 feet in each direction (the turn-off must be clearly identifiable in the image)
- A detailed site layout drawing showing:
  - All official traffic signs and devices within 800 feet of proposed Logo Sign location
  - Proposed Logo Sign location(s) - 200' minimum from intersection
  - All roads by name, driveways, and other pertinent landmarks

**IF APPLICABLE:**

- Evidence of approval from applicable government agency (borough, city, etc.) if Trailblazing Signs are required along a road a not owned by the State.

**PERMITTEE CERTIFICATION**

**Permittee upon signing this permit acknowledges and agrees to the conditions made applicable to this permit on the attached list.**

I, \_\_\_\_\_, acknowledge that I am acting on behalf of the above-named Permittee and that I have the full authority to do so. I further acknowledge and accept that the Permittee shall comply with all conditions that the Department of Transportation and Public Facilities has included in issuing this permit.

\_\_\_\_\_  
Permittee Signature

\_\_\_\_\_  
Date

**PERMIT APPROVAL**

\_\_\_\_\_  
DOT&PF Signature

\_\_\_\_\_  
Date

<b>LOGO PERMIT CONDITIONS</b> <b>APPLICABLE TO THIS PERMIT IF THERE IS AN "X" IN THE "REQUIRED" COLUMN</b> <b>AT THE TIME THE PERMIT IS PREPARED FOR YOUR SIGNATURE</b>		
Required	Item Name	Paragraph
X	Services Offered	All services checked under Services Information portion of this permit must be offered as a condition of this permit.
X	Violation of Permit Conditions	If any of the conditions of this permit are violated, the State reserves the right to require the removal of the Logo sign. A notice of violation must provide the Permittee with at least 20 days from the date of the notice to remedy the violation. If Permittee fails to remedy a violation, the Department will: <ul style="list-style-type: none"> <li>• remove the sign;</li> <li>• cancel the permit if it has not already expired;</li> <li>• bill the Permittee for the Department's expenses;</li> <li>• within 15 days of the date of removal send a written notice of action to the Permittee; the notice of action must describe the action and the reason for the action;</li> <li>• return the sign to the Permittee no later than 15 days after the Permittee pays the Department for its expenses as billed</li> </ul>
X	Repair Damaged Improvements	If Permittee damages any improvements within the State owned right of way, Permittee will be responsible to return them to their previous condition. The Department's Maintenance and Operations Section will inspect and approve the restored improvements. Improvements may include but are not limited to: pavement structures, sidewalks, curb and gutter, pathways, driveways, signs, traffic markings, guardrail, delineators, highway lighting systems, traffic signal systems, drainage structures and mailboxes.
X	Hold Harmless	Permittee shall indemnify, defend and hold harmless the State, and its officers, employees, and contractors, from any and all claims or actions resulting from injury, death, loss, or damage sustained by any person or personal property resulting directly or indirectly from Permittee's placement of the sign.
X	Removal of Sign	Permit is issued for a period not to exceed five years. Permittee may renew the permit by following the application procedure. A renewed permit expires five years following the date of the current permit. Permittee shall arrange, at their expense, for a sign contractor to remove the sign before the permit expires unless, before the expiration date, the Permittee receives a renewed permit for the sign.
X	Necessary Licenses	The Permittee shall maintain the necessary licenses for the Logo activity.
X	Additional improvements or signs	The Permittee shall not place additional improvements within the right of way, and if, at any time in the future, the permitted sign(s) are destroyed, removed or rebuilt for any reason whatsoever, they shall not again be placed within the right of way unless authorized by another permit. The Permittee shall not install other illegal business signs adjacent to or within the right of way. If additional signs are installed, they will be removed immediately without notice.
X	Closure	If the activity associated with this Logo permit is closed, or is expected to be closed, for more than one month, Permittee shall arrange, at their expense, for a sign contractor to remove the sign (if it is the only Logo on the panel), or cover the Logo symbol with a plate (if other Logo symbols are on the same panel) not later than 7 days after the date of closure.  If the business advertised by this sign permit closes permanently or no longer meets the conditions under which the permit was issued, Permittee shall immediately arrange for a sign contractor to remove the sign or cover the Logo not later than 7 days after the closure or change; and not later than 14 days after the closure or change in conditions, send a written notice to the Department describing the closure or change.

X	Transfer	If the Permittee transfers the activity associated with this permit to another person or organization, the new owner must notify the Department in writing within 10 days of the transfer. The Department will cancel the original permit and issue, without charge, a comparable permit to the new owner if the Department determines that the material circumstances of the original permit have not changed. The replacement permit expires on the same date that the original permit was expected to expire.
X	Installation	Sign shall be installed in accordance with the standard Logo sign detail drawing.
X	Applicable Laws, Regulations, Policies, and Procedures	This Permit is subject to any applicable federal law, regulations, or policy and procedure memorandum of the Federal Highway Administration (FHWA), and to all applicable state statutes and regulations.
X	Manufacture, Installation, and Maintenance of Sign/Panel	<p>Permittee shall arrange for a sign contractor to manufacture, install, and maintain the Logo panel if there is no existing panel. If there is an existing panel, and two or more holders share a panel, they shall share the expense of maintaining the Logo panel. Up to four Logos may share one panel.</p> <p>Sign(s) approved by this permit shall be constructed and maintained by the Permittee in such a manner that the highway, and all its appurtenances or facilities including, but not limited to, all drainage facilities, pipes, culverts, and ditches and their safety shall not be impaired in any way by the construction or maintenance.</p> <p>Upon receipt of a sign permit, Permittee shall arrange, at their expense, for a sign contractor to manufacture, install, and maintain the sign as specified in the permit. A person may not install, maintain, or remove a Logo sign unless the person is named on the Department's list of approved contractors. The Department will maintain the list of approved contractors. The list consists of those persons known to the Department to have experience in working in public rights of way with active traffic and knowledge of the traffic control requirements necessary for safe operation on an active highway. Before installing, maintaining, or removing a Logo sign, a sign contractor shall submit a written request to the Department for permission to work in the right-of-way. The request must include a traffic control plan. The Department will approve the request if, in the Department's discretion, it determines that the request is consistent with safe operation on an active highway. In approving the request, the Department will, in the Department's discretion, impose other requirements necessary to ensure safe operation.</p> <p>A Logo sign location may accommodate up to four Logo panels. Two Logo panels at a location may not contain Logos for the same type of specific service activity.</p> <p>All cost and liability that relate to the sign(s) or their maintenance shall be at the sole expense of the Permittee.</p> <p>The Permittee shall adjust or relocate the sign(s) without cost or liability to the State if, at any time, or from time to time, the use or safety of the highway within which the sign(s) exist requires that they be adjusted or relocated.</p>
	Exit Ramp Sign	The Permittee (for a logo sign permit for a logo to be located along a highway described in 17 AAC 60.115(b)) shall provide an exit ramp sign on the off-ramp. This sign is covered under the Logo sign permit and does not require a separate fee.
	Trailblazing Signs	Provide trailblazing signs as required by documents listed in 17 AAC 60.915(b). If signs will be located along roads not owned by the State, the applicant must provide evidence of approval from the government agency (borough, city, etc.) responsible for that road.
	Department Installation	The Department will install and maintain the Logo panel. The Department will install the panel as soon as weather conditions allow for successful installation.