

**ATTACHMENT A**

**OHIO REVISED CODE  
SECTIONS 4511.101 AND 5516.02**

**[§ 4511.10.1] § 4511.101. Business logos on directional signs along interstates.**

(A) The director of transportation, in accordance with 23 U.S.C.A. 109(d), 131(f), and 315, as amended, shall establish a program for the placement of business logos for identification purposes on state directional signs within the rights-of-way of divided, multi-lane, limited access highways in both rural and urban areas.

(B) All direct and indirect costs of the business logo sign program established pursuant to this section shall be fully paid by the businesses applying for participation in the program. At any interchange where a business logo sign is erected, such costs shall be divided equally among the participating businesses. The direct and indirect costs of the program shall include, but not be limited to, the cost of capital, directional signs, blanks, posts, logos, installation, repair, engineering, design, insurance, removal, replacement, and administration. Nothing in this chapter shall be construed to prohibit the director from establishing such a program.

(C) The director, in accordance with rules adopted pursuant to Chapter 119 of the Revised Code, may contract with any private person to operate, maintain, and market the business logo sign program. The rules shall describe the terms of the contract, and shall allow for a reasonable profit to be earned by the successful applicant. In awarding the contract, the director shall consider the skill, expertise, prior experience, and other qualifications of each applicant.

(D) As used in this section, "urban area" means an area having a population of fifty thousand or more according to the most recent federal census and designated as such on urban maps prepared by the department.

(E) Neither the department nor the director shall do either of the following:

(1) Limit the right of any person to erect, maintain, repair, remove, or utilize any off-premises or on-premises advertising device;

(2) Make participation in the business logo sign program conditional upon a business agreeing to limit, discontinue, withdraw, modify, alter, or change any advertising or sign.

(F) The program shall permit the business logo signs of a seller of motor vehicle fuel to include on the seller's signs a marking or symbol indicating that the seller sells one or more types of alternative fuel so long as the seller in fact sells that fuel.

As used in this division, "alternative fuel" has the same meaning as in section 125.831 [125.83.1] of the Revised Code.

**HISTORY:** 143 v H 356 (Eff 11-2-89); 143 v H 737 (Eff 4-11-91); 145 v H 154 (Eff 6-30-93); 146 v H 107 (Eff 6-30-95); 146 v H 353 (Eff 9-17-96); 146 v H 670 (Eff 12-2-96); 147 v H 210 (Eff 6-30-97); 147 v H 462. Eff 3-18-99; 151 v H 245, § 1, eff. 10-12-06.

**Effect of Amendments**

151 v H 245, effective October 12, 2006, added (F).

**§ 5516.02. Limitation of advertising devices along interstate highways.**

No advertising device shall be erected or maintained within six hundred sixty feet of the edge of the right-of-way of a highway on the interstate system except the following:

(A) Directional and official signs and notices that conform to rules adopted by the director of transportation;

(B) Signs advertising the sale or lease of the property upon which they are located;

(C) Advertising devices indicating the name of the business or profession conducted on such property or that identify the goods produced, sold, or services rendered on such property, and that conform to rules adopted by the director;

(D) Advertising devices that are located in commercial or industrial zones traversed by segments of the interstate system within the boundaries of a municipal corporation as such boundaries existed on September 21, 1959, and that conform to rules adopted by the director;

(E) Advertising devices that are located on the premises of a professional sports facility and that conform to rules adopted by the director.

**HISTORY: 129 v 1701 (Eff 6-28-61); 134 v S 361 (Eff 12-7-71); 135 v H 200 (Eff 9-28-73); 141 v H 714 (Eff 6-26-86); 143 v H 356 (Eff 11-2-89); 147 v H 210 (Eff 6-30-97); 147 v S 229. Eff 9-16-98.**

Analogous in part to former RC § 5515.22 (127 v Pt.II, 14(15), § 1), repealed 129 v 1701(1703), § 2, eff 6-28-61.

**ATTACHMENT B**

**OHIO ADMINISTRATIVE CODE  
CHAPTER 5501:2-06**

**5501:2-6-01 Definitions.**

- (A) "Advertising agreement" means an agreement or contract between the program manager and each business displaying a logo sign panel.
- (B) "Alternative fuel" means a vehicle fuel other than gasoline or diesel, i.e. liquid propane gas, compressed natural gas, electric or other fuel that may become available in the future.
- (C) "Attraction" means an arena, stadium, amusement park, historical society, historical district, museum, scenic attraction, natural attraction, shopping center, convention center, zoo, winery, aquarium, or privately owned recreation area.
- (D) "Business" means an establishment offering gas, food, lodging, camping and/or attraction facilities at a single location.
- (E) "Convention center" means a building(s) that hosts conventions, industrial shows, and the like, has one or more meeting rooms, and has the overall meeting room capacity to accommodate at least one thousand persons.
- (F) "Director" means the director of the Ohio department of transportation or his designee.
- (G) "Department" means the Ohio department of transportation.
- (H) "Eligible interchange" means an interchange on a freeway or divided, multi-lane, limited access highway eligible for the specific service sign program as described in sections 4511.101 and 5516.02 of the Revised Code.
- (I) "Fee" means the amount of money assessed an eligible business for participation in the program.
- (J) "Freeway" means a divided highway with full control of access.
- (K) "Interchange" means a system of interconnecting roadways in conjunction with one or more grade separations that provides for the movement of traffic between two or more roadways or highways on different levels.
- (L) "Legend message" means a word legend providing the name of a business.
- (M) "Logo sign panel" means a reflectorized sign mounted on the specific service sign showing the trademark logo, nontrademark logo, legend message or combination thereof for a motorist service available on a crossroad at or near an interchange.
- (N) "Motorist services" means gas, food, lodging, camping or attraction services.

- (O) "Motorist service signs" means Ohio department of transportation blue signs with white letters or symbols indicating gas, food, lodging, camping, hospital, highway patrol, and/or tourist information centers available at a specific interchange.
- (P) "Nontrademark logo" means a business logo that is not registered as a trademark with the appropriate U.S. governmental agency.
- (Q) "Not-for-profit attraction" means an incorporated historical society, historical district, museum, scenic attraction, or natural attraction providing educational, literary, scientific, or charitable opportunities with tax-exempt status granted by the United States Internal Revenue Service and a minimum annual attendance figure of;
- (1) Five thousand for an attraction located in an urban area, or;
  - (2) Two thousand five hundred for an attraction located in a rural area.
- (R) "Privately owned recreation area" means a privately owned business which provides recreational opportunities and has a minimum annual attendance figure of;
- (1) Twenty-five thousand for a business located in an urban area, or;
  - (2) Twelve thousand for a business located in a rural area.
- (S) "Program manager" means an independent contractor, selected by the director to manage the specific service signing program for the department.
- (T) "Public telephone" means a telephone available for use by business patrons during all hours the business is open.
- (U) "Right of way permit" means a permit issued by the director to the program manager to occupy the highway right of way.
- (V) "Rural areas" means any areas not meeting the definition of an urban area.
- (W) "Shopping center" means a complex of retail establishments offering goods and/or services for sale to the public consisting of a minimum of four hundred thousand square feet of gross usable floor space under roof.
- (X) "Specific service sign" means a rectangular sign panel that includes
- (1) The words "gas," or "food," or "lodging" or "camping" or "attractions,"
  - (2) Directional information, and
  - (3) One or more logo sign panels.

- (Y) "Trademark logo" means a business logo that is registered as a trademark with the appropriate U.S. governmental agency.
- (Z) "Trailblazing signs" means signs that are installed on the interchange crossroad directing to eligible businesses not on the crossroad.
- (AA) "Urban area" means an area having a population of fifty thousand or more according to the most recent federal census and designated as such on federal aid urban area maps prepared by the department.

**History: Prior Effective Dates: 9-15-91; 3-14-96; 10-6-97; 9-4-01, 4-3-03, 7-22-05  
Effective: 11/01/2007**

R.C. 119.032 review dates: 11/01/2012

Promulgated Under: 119.03

Statutory Authority: 4511.101

Rule Amplifies: 4511.101, 5516.02

**5501:2-6-02 Specific service sign program.**

(A) The director has determined that the specific service sign program in Ohio, as described in sections 4511.101 and 5516.02 of the Revised Code shall be administered by a program manager under contract to the department.

(B) The director shall maintain oversight responsibilities. The program manager shall implement and carry out the program.

(C) The procedure described in rules 5501:2-6-01 to 5501:2-6-10 of the Administrative Code is the only procedure whereby eligible businesses may have their logo sign panels installed.

**HISTORY: Eff 7-15-91**

Rule promulgated under: RC Chapter 119.

Rule authorized by: RC 4511.101

Rule amplifies: RC 4511.101, 5516.02

119.032 Review Date: 10-1-02; 10-1-07

**5501:2-6-03 Program manager.**

(A) Pursuant to division (b) of section 4511.101 of the Revised Code the methodology for selecting the program manager shall be based on criteria established by the director through an open request for proposal process. When issued, the request for proposal will be open for response for thirty days. Any such contract executed shall be for. Such initial and renewal terms as the director determines appropriate.

(B) The program manager shall function as an independent contractor for the director in implementing the specific service signing program. The program manager shall be responsible for:

(1) Marketing the program to businesses at eligible interchanges,

(2) Determining the eligibility of each business to participate in the program in accordance with rule 5501:2-6-05 of the Administrative Code,

(3) Collecting all fees associated with the program from participating businesses,

(4) Paying all expenses for the program, and

(5) Contacting utility companies (including the department) for possible conflicts.

(C) The program manager shall enter into advertising agreements with the participating businesses to establish fees and any other obligations between the parties as deemed appropriate and pursuant to rule 5501:2-6-08 of the Administrative Code.

(1) The form and content of the advertising agreement shall be approved by the director prior to use.

(2) Any modification to or special clauses in the advertising agreements shall have the prior approval of the director.

(D) The program manager shall have the right to earn a reasonable profit as a result of carrying out the provisions of the specific service signing program.

(E) All actions taken by the program manager are subject to the approval of the director and pursuant to rule 5501:2-6-08 of the Administrative Code.

**HISTORY: Eff 9-15-91; 3-14-94; 10-6-97**

Rule promulgated under: RC Chapter 119.

Rule authorized by: RC 4511.101

Rule amplifies: RC 4511.101, 5516.02

119.032 Review Date: 10-1-02; 10-1-07

**5501:2-6-04 Interchange eligibility.**

(A) Interchanges are eligible for the specific service signing program if they

- (1) Are located in a rural or urban area, and
- (2) Do not meet any of the criteria for exclusion listed in paragraph (B) of this rule.

(B) Those locations where specific service signs will not be permitted are as follows:

- (1) At freeway to freeway interchanges.
- (2) On divided, multi-lane, limited access highways at interchanges with freeways. This does not preclude the installation of specific service signs on freeways at interchanges with divided, multi-lane, limited access highways.
- (3) Where motorists cannot re-enter the freeway or divided, multi-lane, limited access highway in the same direction of travel.
- (4) Where insufficient space exists to install any specific service signs on either the exit ramps or the mainline. Where insufficient space exists to install the maximum of four specific service signs, the signs shall be erected in the available space with the following priority: gas, food, lodging, camping, and attractions.

(C) Any interchange not eligible for specific service signs in one direction may be eligible for specific service signs in the other direction if the criteria of this rule are met.

(D) When an interchange is located near a state border, the program manager shall obtain written permission from the appropriate officials of the adjacent state prior to erecting specific service signs in that state.

**HISTORY: Eff 9-15-91; 3-14-96; 10-6-97; 7-16-99; 8-3-01**

Rule promulgated under: RC Chapter 119.

Rule authorized by: RC Chapter 4511-101.

Rule amplifies: RC 4511.101, 5516.02

119.032 Review Date: 10-1-02; 10-1-07

**5501:2-6-05 Business eligibility.**

(A) Only those businesses that provide motorist services may be considered for this program. Some businesses may qualify for more than one service and may be included on any specific service sign for which they qualify. A business shall not have its logo sign panel displayed on any specific service sign except for the service type for which it qualifies. In order to be eligible a business shall meet the following criteria:

- (1) Provide public telephone.
- (2) Be located where motorists can enter the business without making an illegal maneuver.
- (3) In addition to the criteria listed above, the following criteria apply to specific motorist services.

(a) Gas

- (i) Be located within three miles driving distance of the nearest ramp terminus.
- (ii) Provide vehicle services to include gas, and/or diesel, and/or alternative fuel.
- (iii) Provide public restroom facilities and drinking water.
- (iv) Be in continuous operation for at least sixteen hours a day, seven days a week, all weeks of the year.

(b) Food

- (i) Be located within three miles driving distance of the nearest ramp terminus.
- (ii) Provide seating capacity for twenty-four or more persons.
- (iii) Serve meals for at least twelve consecutive hours for at least three hundred sixty days per year except as provided for in paragraph (H) of rule 5501:2-6-05 of the Administrative Code.
- (iv) Display valid permit from the Ohio department of health or appropriate public agency as required by law.

(c) Lodging

- (i) Be located within three miles driving distance of the nearest ramp terminus.
  - (ii) Provide eight or more units of overnight accommodations, each unit consisting of at least a sleeping room and bathroom.
  - (iii) Be in continuous operation for twenty-four hours a day, seven days a week, all weeks of the year.
  - (iv) Possess valid permit from the appropriate public agency, as required by law.
- (d) Camping
- (i) Be located within three miles driving distance of the nearest ramp terminus, except that if within the three mile limit no campgrounds are available, the limit of eligibility may be extended in three mile increments until one or more campgrounds, or fifteen miles, whichever comes first, is reached.
  - (ii) The access road to the campground shall have an adequate all weather surface suitable for safe operation of a car and camping trailer.
  - (iii) The camping area and all facilities shall be available twenty-four hours a day on a yearly basis. Where the camping area fully complies with all other criteria, but is open only during the portion of the year normally associated with camping (early spring to late fall), seasonal signing may be approved which shall be in place only when the camping area is open.
  - (iv) The campground shall not be operated on a "reservation only" basis.
  - (v) The campground shall provide a minimum of fifty well defined campsites capable of accommodating a tent, a tent-trailer, pickup camper, travel trailer, or motor coach.
  - (vi) The campground shall have sanitary facilities and water approved by the state of Ohio, department of health.
  - (vii) The campground shall provide toilets and shower accommodations and have hot and cold running water. Janitorial service must be provided daily for the toilet and shower facilities.

- (viii) The campground operator shall provide refuse and sewage disposal facilities in accordance with any rule contained in Chapter 3701-25 of the Administrative Code.
  - (ix) Any food service operation at the campground shall meet the requirements of Chapter 3717 of the Revised Code and any rule contained in Chapter 3717-1 of the Administrative Code.
  - (x) The campground shall have a current permit from the local health department.
  - (xi) Every campground shall have rules and regulations applying to the operation of the campgrounds posted in a conspicuous location.
  - (xii) The area shall be restricted to registered campers only, and rates applying to the campsite shall be posted.
  - (xiii) The grounds within the area shall be properly drained and maintained neat and clean at all times.
  - (xiv) The area shall be protected from natural and unnatural hazards which may exist.
  - (xv) The main circulatory roads shall be well drained and maintained dust free.
- (e) Attractions
- (i) Be located within three miles driving distance of the nearest ramp terminus for an attraction located in an urban area or within fifteen miles driving distance of the nearest ramp terminus for an attraction located in a rural area.
  - (ii) Have regional significance.
  - (iii) Provide adequate parking accommodations.
  - (iv) Provide public restroom facilities and drinking water.
  - (v) Except for an arena, stadium, convention center, or not-for-profit attraction, be open at least five days per week, one of which must be either a Saturday or Sunday, for a minimum of forty hours per week, throughout the normal business season for that particular type attraction.

- (iv) For a not-for-profit attraction, be open at least fifteen hours per week throughout the normal business season for that particular type attraction.
- (B) When there are more than six businesses eligible for signing on a specific service sign, those businesses nearest the exit ramp terminal of an interchange shall be given first priority for available spaces on that specific service sign.
- (C) If a participating business is sold to a similar service, the new owner shall complete an application. If eligible, the new business may have its logo sign panel displayed on the existing specific service signs.
- (D) If a participating business is sold for a different use or withdraws from the logo program, or no longer meets the eligibility requirements of rule 5501:2-6-05 of the Administrative Code, and has its logo sign panel removed pursuant to rule 5501:2-6-09 of the Administrative Code, participation in the logo program shall be offered to the qualified business nearest the exit ramp terminal of the interchange.
- (E) Before any business is permitted to participate in this program, any existing illegal signs pertaining to that business shall be removed. The program manager shall contact the department's advertising device control section, to determine the existence of illegal signs. If within fifteen days no answer is received, the program manager shall assume there are no illegal signs in place pertaining to that business.
- (F) No business may discriminate or be discriminated against with regard to race, color, religion, sex, age, or national origin. Each business identified by a logo sign panel shall have furnished written and notarized certification to the director, through the program manager, of their conformity, with all applicable federal, state and local laws, ordinances, rules and regulations, and shall not be in breach of that certification. Such certification shall be provided before any logo sign panel for that business is erected.
- (G) Every two years the program manager shall verify that each business remains in compliance with all appropriate rules, regulations, agreements and other specific service sign program documents and shall furnish written certification of this fact to the director.
- (H) If space is available on a food specific service sign, a food service that is closed one day per week may be permitted to have their logo sign displayed. This business shall meet all other eligibility criteria. The logo sign for any such business shall contain the supplemental message "closed \_\_\_ day" in accordance with rule 5501:2-6-06 of the Administrative Code. Said business shall be referred to as a "marginally qualified food service."
- (I) An attraction that would otherwise be eligible to participate in the logo program at a particular interchange shall not have their logo displayed at that interchange if state provided directional signs for that attraction are in place at that interchange. Attractions

wishing to participate in the logo program at a particular interchange may request removal of state provided directional signs for that attraction.

**History: Prior Effective Dates: 9-15-91; 3-14-96; 10-6-97; 8-3-01, 7-1-02, 7-22-05 Effective: 11/01/2007**

R.C. 119.032 review dates: 11/01/2012

Promulgated Under: 119.03

Statutory Authority: 4511.101

Rule Amplifies: 4511.101, 5516.02

**5501:2-6-06 Sign Requirements.**

- (A) Logo sign panels shall consist of a trademark logo, nontrademark logo or a legend message identifying the name or abbreviation of the specific business. All logo designs shall be reviewed and approved by the director. Logo sign panels which resemble any official traffic control device or are determined to be in poor taste by the director shall be prohibited.
- (B) All logo sign panels shall be rectangular in shape. A legend message which is not included in a graphic-type logo should be as large as possible, preferably with only one or two line messages. Standard highway legend is not required.
- (C) Mainline logo sign panels shall be forty-eight inches wide by thirty-six inches high.
- (D) Ramp and trailblazer logo sign panels shall be twenty-four inches wide by eighteen inches high.
- (E) The supplemental messages "diesel", "diesel only", "open 24 hours" and/or alternative fuel may be used on gas logo sign panels when appropriate; the supplemental message "open 24 hours" may also be used on food logo sign panels when appropriate. The supplemental message "closed \_\_\_ day" shall be used on the food logo sign panel of a food service that is closed one day per week, as described in paragraph (H) of rule 5501:2-6-05 of the Administrative Code. The minimum height of these legends on mainline logo sign panels is six inches and three inches on ramp logo sign panels.
  - (1) Alternative fuel legends or symbols shall conform to nationally accepted/recognized legends or symbols.
  - (2) Alternative fuel legends of symbols are subject to the approval of the director prior to display on the specific service signs.
- (F) Logo sign panels may be reproduced in standard highway colors of white, yellow, red, blue, green, orange, brown or black.
- (G) No more than six logo sign panels shall appear on a specific service sign. In addition, no more than three specific motorist service types (i.e., gas, food, lodging, camping, attractions) shall be represented on any specific service sign; if three service types are shown on the sign, then the logo sign panels shall be limited to two for each of the service types.
- (H) No more than four specific service signs, regardless of the number or service types displayed, shall be placed along an approach to an interchange. No specific motorist service type shall appear on more than two specific service signs. No more than twelve logo sign panels for a specific motorist service type shall be placed on specific service signs on an approach to an interchange.

- (I) Only those businesses not plainly visible to the driver from the interchange crossroad will be considered for trailblazing signs. When required, all trailblazing signs shall be erected prior to erection of mainline and ramp logo sign panels.
- (J) If the intersection crossroad is not a rural state highway, the program manager shall draft and process consent legislation with the appropriate local legislative body prior to erecting any trailblazing signs. The form and content of any consent legislation shall be approved by the director prior to use. Any modifications or special clauses to the consent legislation shall have prior approval of the director. No consent legislation shall be considered binding without the required approval of the director.

**History: Eff 9-15-91; 3-14-96; 10-6-97; 8-3-01, 7-1-02, 11-1-07**

Rule promulgated under: RC 119.03

Rule authorized by: RC 4511.101

Rule amplifies: 4511.101, 5516.02

R.C. 119.032 review dates: 11/01/2012

**5501:2-6-07 Application procedure.**

(A) The program manager, in conjunction with their marketing process, shall establish an application procedure for interested businesses. Such procedure shall be approved by the director prior to implementation.

(B) Businesses interested in participating in the specific service sign program shall apply directly to the program manager.

(C) The program manager shall review all applications in accordance with rules 5501:2-6-01 to 5501:2-6-10 of the Administrative Code.

(D) The program manager shall document and maintain records of all businesses who are contacted regarding participation in the program.

**HISTORY: Eff 7-15-91**

Rule promulgated under: RC Chapter 119.

Rule authorized by: RC 4511.101

Rule amplifies: RC 4511.101, 5516.02

119.032 Review Date: 10-1-02; 10-1-07

**5501:2-6-08 Fee schedule.**

Fees assessed to businesses for the display of logo sign panels shall be as set forth in writing by the program manager and shall be uniform to all businesses. The program manager shall not revise the fees charged to businesses for participation in the program without prior approval of the director and promulgation of a revision to rule 5501:2-6-08 of the Administrative Code. In accordance with division (B) of section 4511.101 of the Revised Code, the fees shall include all direct and indirect costs which shall include but not be limited to, the cost of capital, directional signs, blanks, posts, logos, installation, repair, engineering, design, insurance, removal, replacement and administration. Businesses may be assessed a surcharge for creation of logo sign panels.

**HISTORY: Eff 7-15-91**

Rule promulgated under: RC Chapter 119.

Rule authorized by: RC 4511.101

Rule amplifies: RC 4511.101, 5516.02

119.032 Review Date: 10-1-02; 10-1-07

**5501:2-6-09 Loss of eligibility.**

(A) Once a participating business is sold for a different use, or withdraws from the program, the program manager shall notify the business and the director, in writing, that said logo sign panel will be removed and returned to the business.

(B) Once a participating business no longer meets the eligibility requirements of rule 5501:2-6-05 of the Administrative Code, the program manager shall send that business a notice of eligibility loss. A business that meets the eligibility requirements of said rule within twenty-one days from the date the notice is sent will not have its logo sign panel removed. A business that remains in non-compliance after twenty-one days will then be notified, in writing, that its logo sign panels will be removed and returned to the business. The director shall be notified in writing of any such action.

(C) A camping or attractions service not open year round shall either have their logo sign panel removed or covered, or a panel with the word message "closed" added across the bottom of their logo sign panel, at the end of their business season, by the program manager.

(D) If a business is closed for more than two weeks, the logo sign panels shall be removed or covered, or a panel with the word message "closed" shall be added across the bottom of their logo sign panel by the program manager.

(E) It shall be the responsibility of the business to notify the program manager to remove or cover the logo sign panels or install the "closed" panel at the beginning of a closed period and to reinstall or uncover the logo sign panels or remove the "closed" panel at the beginning of the open season.

(F) If a business closure is other than seasonal, the program manager shall immediately remove the logo and notify the director in writing stating the reason for the removal.

(G) A marginally qualified food service that has its logo signs installed under the provisions of paragraph (H) of rule 5501:2-6-05 of the Administrative Code is subject to bumping by a fully qualifying food service. If a food service sign is full and a fully qualified food service applies to participate in the program, the logo sign panel for said marginally qualified food service shall be removed only after it has been displayed for not less than two years from the date of initial installation.

(H) A marginally qualified food service that qualifies for logo signs under the provisions of paragraph (H) of rule 5501:2-6-05 of the Administrative Code shall not bump a fully qualifying food service to have its logo signs installed.

**HISTORY: Eff 9-15-91; 3-14-96; 10-6-97; 8-3-01; 7-1-02**

Rule promulgated under: RC 119.03

Rule authorized by: RC 4511.101

Rule amplifies: RC 4511.101, 5516.02

R.C. 119.032 review dates: 1/22/2002 and 07/01/2007

**5501:2-6-10 Appeals.**

Appeals of any action taken under rules 5501:2-6-01 to 5501:2-6-09 of the Administrative Code shall be in accordance with the provisions of sections 119.06 to 119.13 of the Revised Code.

**HISTORY: Eff 7-15-91**

Rule promulgated under: RC Chapter 119.

Rule authorized by: RC 4511.101

Rule amplifies: RC 4511.101, 5516.02

119.032 Review Date: 10-1-02; 10-1-07

**ATTACHMENT C**

**SIGNING STANDARDS AND GUIDELINES  
FOR THE  
BUSINESS LOGOS SIGN PROGRAM**

## **SIGNING STANDARDS AND GUIDELINES FOR THE BUSINESS LOGOS SIGN PROGRAM**

Logo sign panels, specific service signs, and sign supports shall be fabricated and installed in accordance with the provisions contained herein, and the referenced ODOT standards. The ODOT Construction and Material Specifications, Standard Construction Drawings, Ohio Manual of Uniform Traffic Control Devices, and Traffic Engineering Manual, can all be accessed through the Design Reference Resource Center on the ODOT Internet web site, at <http://www.dot.state.oh.us>.

### **1. LOGO SIGN PANELS**

Logo sign panels are provided by the participating businesses for display on the specific service signs.

Fabricate logo sign panels in accordance with Item 630 of the ODOT Construction and Material Specifications.

Use 0.080 inch thick flat sheet aluminum for logo sign panels. Use 48 inch wide by 36 inch high logo sign panels for mainline specific service signs. Use 24 inch wide by 18 inch high logo sign panels for ramp and trailblazer specific service signs. Use a corner radius of 2.25 or 3 inches for mainline logo sign panels. Use a corner radius of 1½ inches for ramp and trailblazer logo sign panels.

Use Type G, H or J reflective sheeting for the background and legend of logo sign panels. Fabricate logo sign panels with either an identification symbol or trademark, or a word message. Reproduce symbols or trademarks used alone for a logo in the colors and general shape consistent with customary use, with any integral legend in proportionate size.

For logo sign panels not displaying a symbol or trademark, use a white legend and border on a blue background. Use a minimum letter height of 8 inches for mainline logo sign panels, and 4 inches for ramp and trailblazer logo sign panels, with proportional interletter and edge spacings.

Mainline logo sign panels should have a ¾ inch border of contrasting color. Ramp and trailblazer logo sign panels should have a 3/8 inch border of contrasting color.

The RV-friendly symbol may be used. If used, the RV-friendly symbol shall be located in the lower right corner of the logo sign panel, within the border. Use a 10 inch diameter RV-friendly symbol on mainline logo sign panels. Use a 5 inch diameter RV-friendly symbol on ramp and trailblazer logo sign panels. Businesses must meet the following criteria to be eligible to include the RV-friendly symbol on their logo sign panel:

- a.) Roadway access and egress must be hard surface, free of potholes and at least 12 feet wide, with a minimum swing radius of 50 feet to enter and exit the facility.
- b.) Roadway access, egress, and parking facilities must be free of any obstructions, including electrical wires and tree branches, up to 14 feet above the surface.
- c.) Facilities requiring short-term parking such as restaurants or tourist attractions must have at least two parking spaces that are 12 feet wide and 65 feet long with a minimum swing radius of 50 feet to enter and exit the facility.
- d.) Fueling facilities with canopies must have a 14 foot clearance, and those selling diesel fuel must have pumps with non-commercial nozzles.
- e.) Fueling facilities must allow for pull-through with a minimum swing radius of 50 feet.
- f.) Campgrounds must have at least two spaces that are 18 feet wide and 45 feet long.
- g.) Businesses must also post directional signing on their sites, as needed, to those RV-friendly parking spaces and other on-site RV-friendly services, so that the motorist is given additional guidance upon leaving the public highway and entering the business establishment's property.

Attach logo sign panels to the specific service sign in such a manner as to minimize the chance of damage occurring to the underlying sheeting, using 5/16 inch or larger galvanized steel bolts, or 3/16 inch or larger aluminum or stainless steel blind rivets.

## **2. SPECIFIC SERVICE SIGN FABRICATION**

Specific service signs are provided by the ODOT Sign Shop in Columbus.

Fabricate specific service signs in accordance with Item 630 of the ODOT Construction and Material Specifications, Standard Construction Drawings TC-51.11 and TC-51.12, and the designs contained herein. Use extrusheet or extruded aluminum panels for mainline and ramp signs. Use 0.100 inch thick flat sheet aluminum for trailblazer signs.

Use Type G, H or J reflective sheeting for the background and legend of specific service signs. Fabricate specific service signs with a white legend and border on a blue background. Fabricate mainline and ramp signs using direct applied legend and border. Fabricate trailblazer signs using direct applied legend and border, or by reverse screening.

## **3. SPECIFIC SERVICE SIGN DESIGN**

Fabricate specific service signs in accordance with the designs contained herein, and the requirements in Chapter 2F of the Ohio Manual of Uniform Traffic Control Devices.

For mainline signs to be used on highways with exit numbering, incorporate the exit number on the sign. For mainline signs to be used on highways without exit numbering, use an appropriate action message. Mainline specific service signs for unnumbered exits typically contain the NEXT RIGHT (LEFT) action message. For double exit interchanges, the action message SECOND RIGHT (LEFT) should be used as appropriate. Where the presence of an at-grade highway intersection between the mainline specific service sign and the interchange may be expected to cause confusion with the use of the above action messages, the use of the action message NEXT EXIT or SECOND EXIT should be considered as appropriate.

Arrange the logo sign panels on the ramp specific service signs with the businesses in the ahead direction at the top, followed by businesses in the left direction below, then by businesses in the right direction below that. Arrange logo sign panels for businesses in the same direction in order of increasing distance, with the nearer businesses above those further away. Locate ahead and left arrows to the left of the logo sign panel. Locate right arrows to the right of the logo sign panel.

Use the vertical orientation E9-H11 and E9-H12 designs for ramp specific service signs with six and five businesses, respectively. Existing ramp specific service signs of the E9-H11a design may remain in place until they have reached the end of their sign service life. Upon the E9-H11a ramp specific service signs reaching the end of their sign service life, replace the signs and supports with appropriate new vertical orientation ramp specific service signs and supports.

## **4. SPECIFIC SERVICE SIGN INSTALLATION**

Install specific service signs in accordance with Item 630 of the ODOT Construction and Material Specifications, Standard Construction Drawings TC-41.10, TC-41.20, TC-42.10 and TC-42.20, and Traffic Engineering Manual Sections 240-5.2, 240-5.3 and 240-6 and Figures 298-15 and 298-16.

Install mainline and ramp specific service signs on structural beam supports. Use breakaway connections unless the support is adequately protected by guardrail or concrete barrier as described in Traffic Engineering Manual Section 240-6. For mainline specific service signs, use beams capable of supporting a six panel sign, and no smaller than W10 x 22. For vertical orientation ramp signs, use W10 x 12 beams in accordance with Standard Construction Drawings TC-41.10 and TC-42.10, except use a six foot deep, twenty four inch diameter foundation, with center to center beam spacing of thirty six inches.

Where there is insufficient space to install the specific service signs between the first advance guide sign and the exit direction sign, one or more specific service signs may be erected in advance of the first advance guide sign.

Use yielding supports for trailblazer specific service signs.

# STANDARD SIGN DESIGN

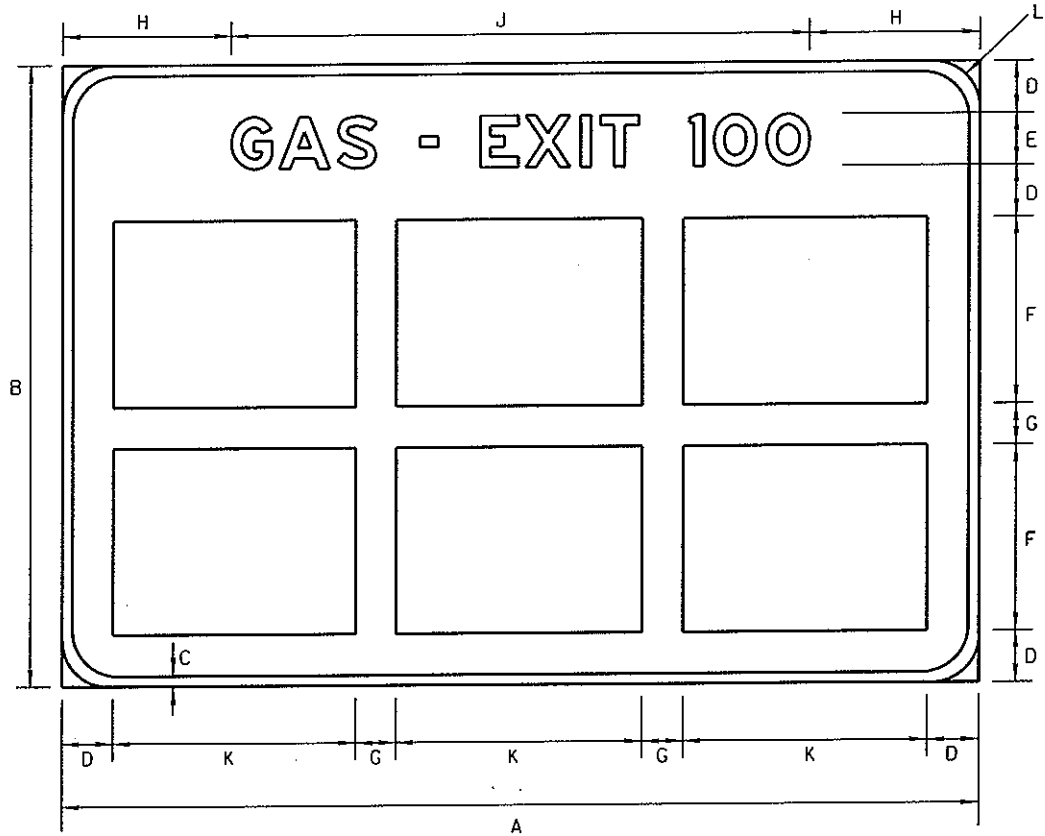
ODOT - OFFICE OF TRAFFIC ENGINEERING

Date 10/31/07

COLORS : WHITE ON BLUE

SERIES: GUIDE

CODE NO. E9-H1



Service Categories: GAS, FOOD, LODGING, CAMPING and ATTRACTIONS.  
For un-numbered exits, use ACTION MESSAGE (e.g. NEXT RIGHT).

ALL DIMENSIONS IN INCHES										
A	B	C	D	E	F	G	H	J	K	L
180	120	2	10	10	36	8	VAR	VAR	48	9

Usage Note: This sign is used on freeways and expressways at single exit interchanges.

# STANDARD SIGN DESIGN

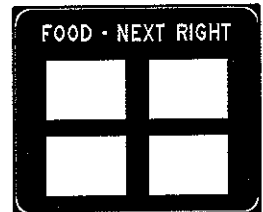
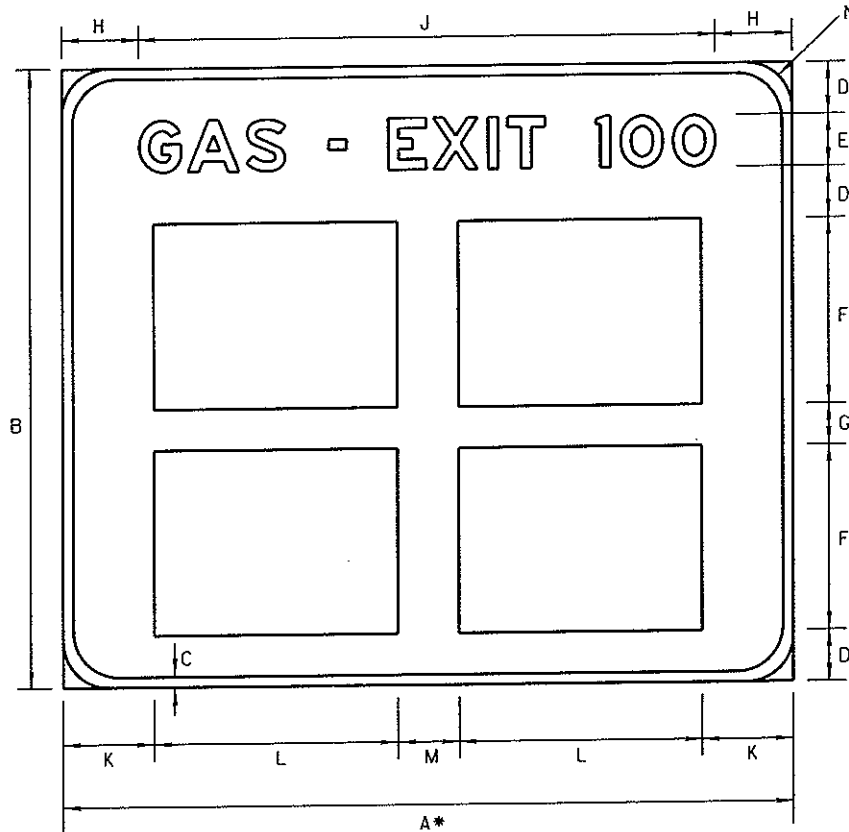
ODOT - OFFICE OF TRAFFIC ENGINEERING

Date 10/31/07

COLORS : WHITE ON BLUE

SERIES: GUIDE

CODE NO. E9-H2



\* For Service Categories GAS and FOOD use 144", for Service Categories LODGING, CAMPING and ATTRACTIONS use 180".

Service Categories: GAS, FOOD, LODGING, CAMPING and ATTRACTIONS.

For un-numbered exits, use ACTION MESSAGE (e.g. NEXT RIGHT).

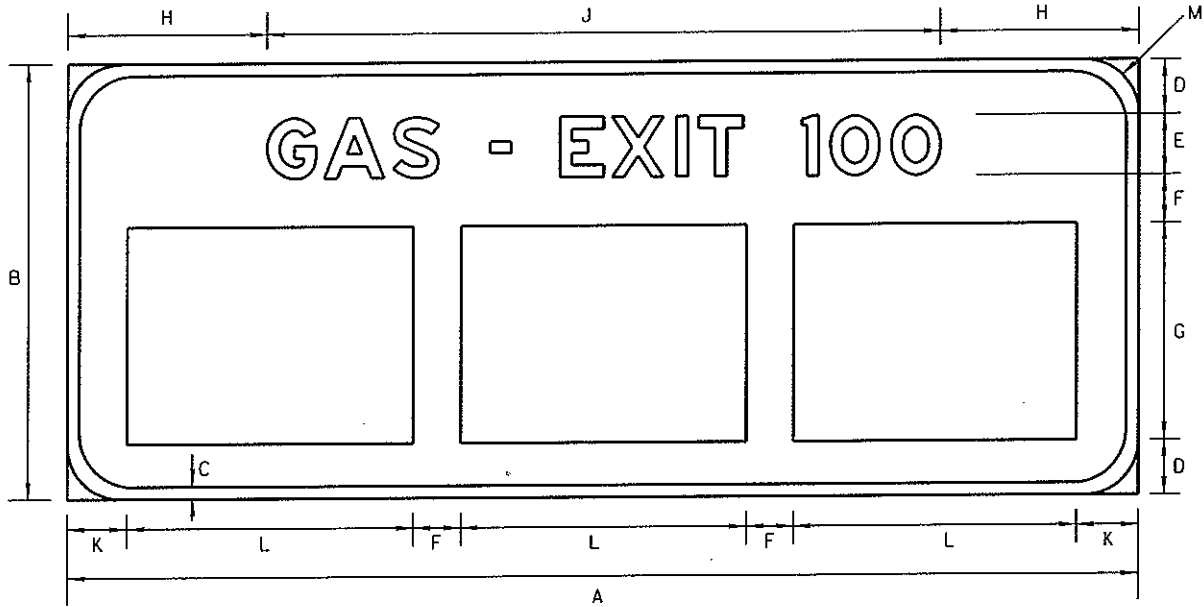
ALL DIMENSIONS IN INCHES												
A*	B	C	D	E	F	G	H	J	K	L	M	N
VAR	120	2	10	10	36	8	VAR	VAR	VAR	48	12	9

Usage Note: This sign is used on freeways and expressways at single exit interchanges.

# STANDARD SIGN DESIGN

ODOT - OFFICE OF TRAFFIC ENGINEERING

Date 10/31/07	COLORS : WHITE ON BLUE	SERIES: GUIDE	CODE NO. E9-H3
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Service Categories: GAS, FOOD, LODGING, CAMPING and ATTRACTIONS.  
 For un-numbered exits, use ACTION MESSAGE (e.g. NEXT RIGHT).

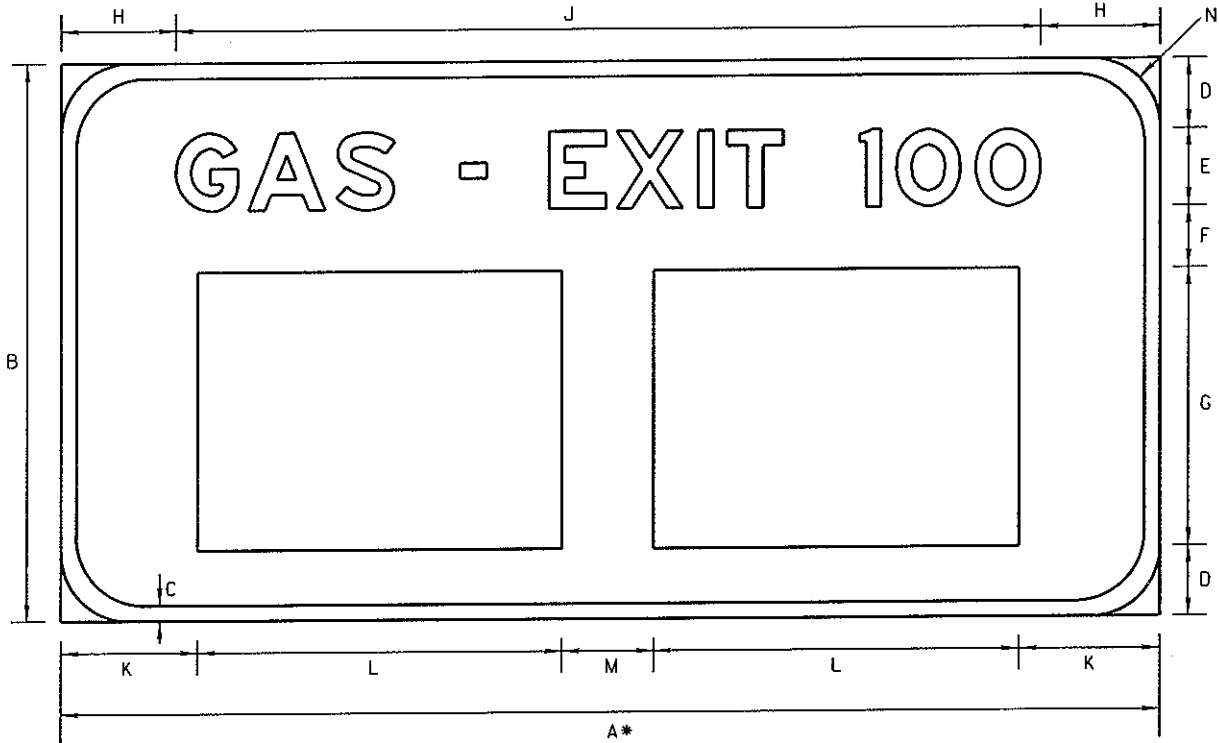
ALL DIMENSIONS IN INCHES											
A	B	C	D	E	F	G	H	J	K	L	M
180	72	2	9	10	8	36	VAR	VAR	10	48	9

Usage Note: This sign is used on freeways and expressways at single exit interchanges.

# STANDARD SIGN DESIGN

ODOT - OFFICE OF TRAFFIC ENGINEERING

Date 10/31/07	COLORS : WHITE ON BLUE	SERIES: GUIDE	CODE NO. E9-H4
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\* For Service Categories GAS and FOOD use 144", for Service Categories LODGING, CAMPING and ATTRACTIONS use 180".  
 Service Categories: GAS, FOOD, LODGING, CAMPING and ATTRACTIONS.  
 For un-numbered exits, use ACTION MESSAGE (e.g. NEXT RIGHT).

ALL DIMENSIONS IN INCHES												
A*	B	C	D	E	F	G	H	J	K	L	M	N
VAR	72	2	9	10	8	36	VAR	VAR	VAR	48	12	9

Usage Note: This sign is used on freeways and expressways at single exit interchanges.

# STANDARD SIGN DESIGN

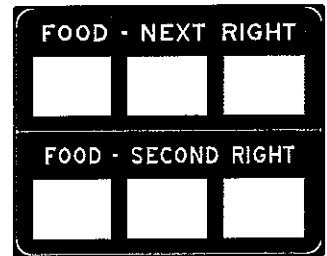
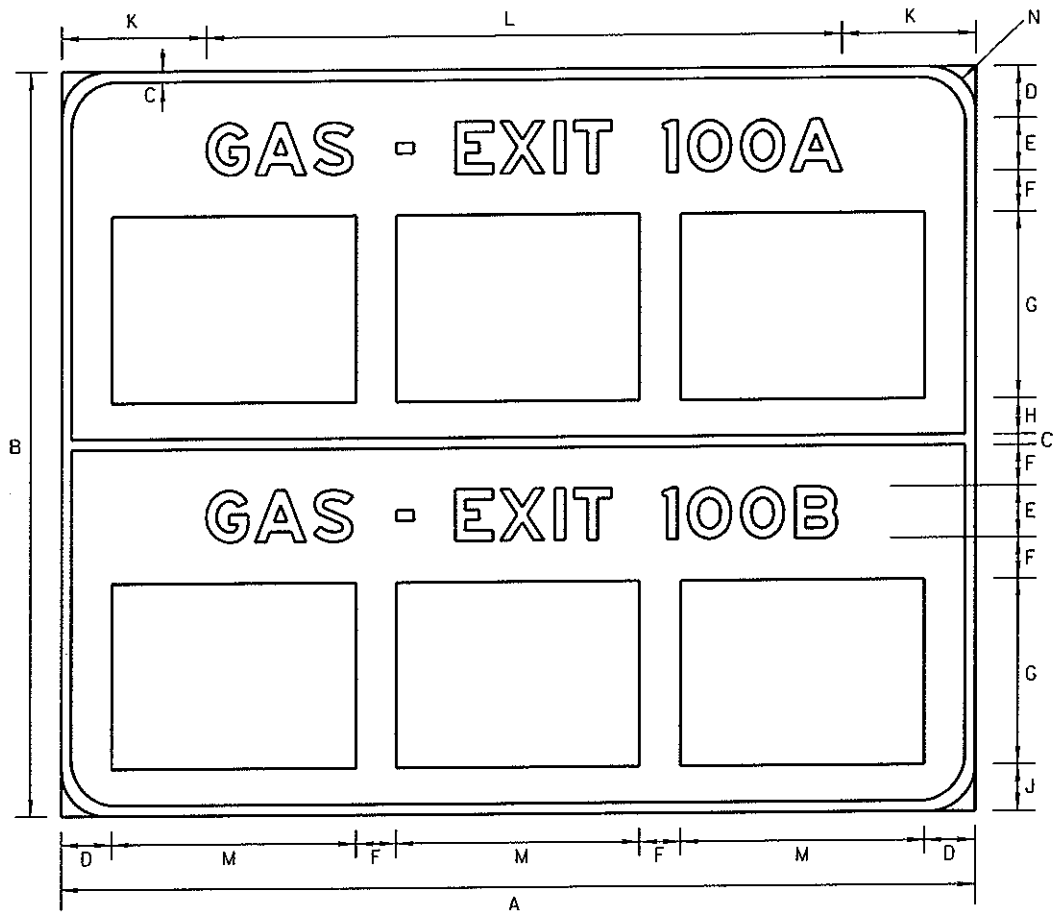
ODOT - OFFICE OF TRAFFIC ENGINEERING

Date 10/31/07

COLORS : WHITE ON BLUE

SERIES: GUIDE

CODE NO. E9-H5



Service Categories: GAS, FOOD, LODGING, CAMPING and ATTRACTIONS.  
For un-numbered exits, use ACTION MESSAGE (e.g. NEXT RIGHT).

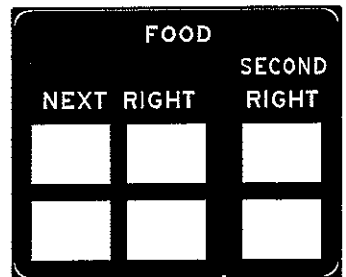
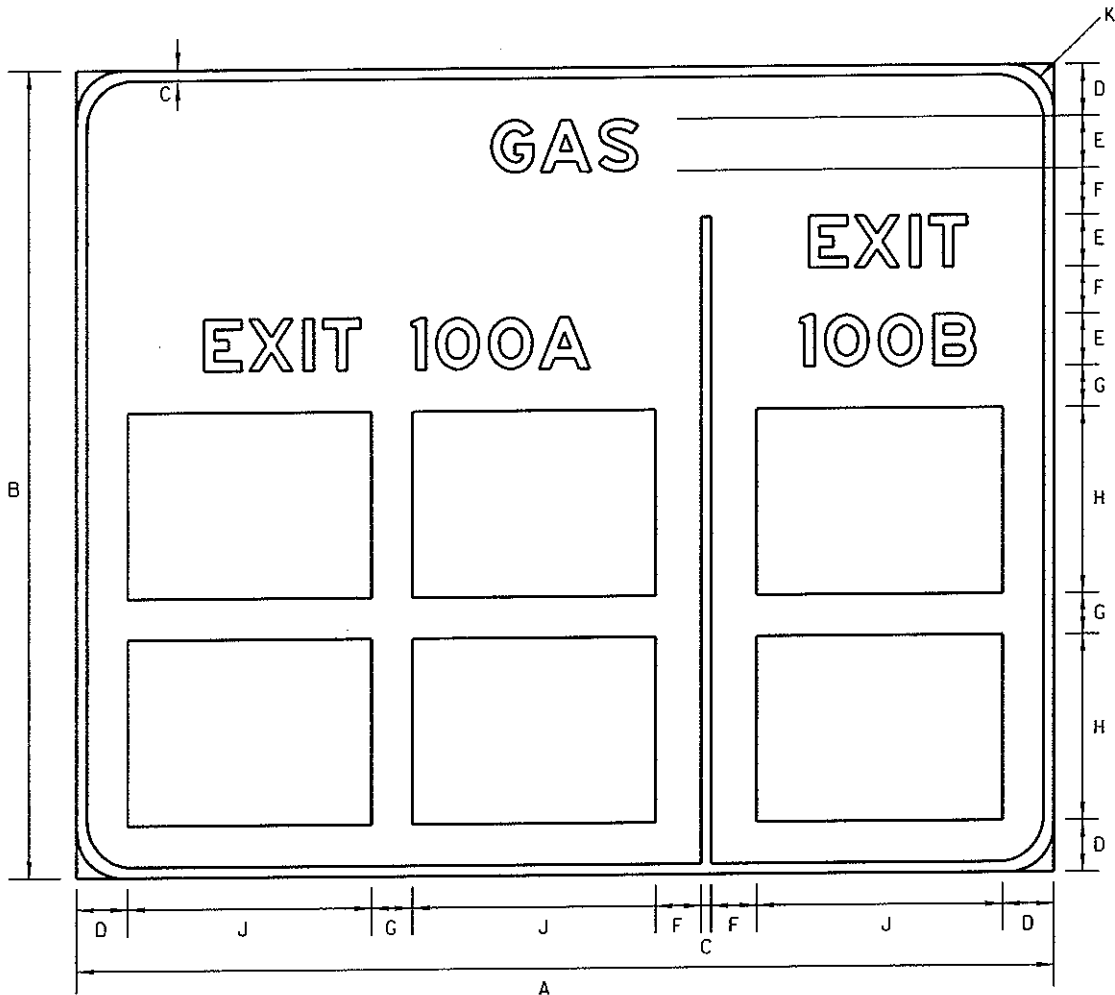
ALL DIMENSIONS IN INCHES												
A	B	C	D	E	F	G	H	J	K	L	M	N
180	144	2	10	10	8	36	7	9	VAR	VAR	48	9

Usage Note: This sign is used on freeways and expressways at double exit interchanges.

# STANDARD SIGN DESIGN

ODOT - OFFICE OF TRAFFIC ENGINEERING

Date 10/31/07	COLORS : WHITE ON BLUE	SERIES: GUIDE	CODE NO. E9-H6
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Service Categories: GAS, FOOD, LODGING, CAMPING and ATTRACTIONS.  
For un-numbered exits, use ACTION MESSAGE (e.g. NEXT RIGHT).

ALL DIMENSIONS IN INCHES									
A	B	C	D	E	F	G	H	J	K
192	156	2	10	10	9	8	36	48	9

Usage Note: This sign is used on freeways and expressways at double exit interchanges.

# STANDARD SIGN DESIGN

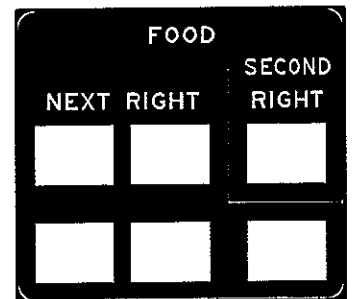
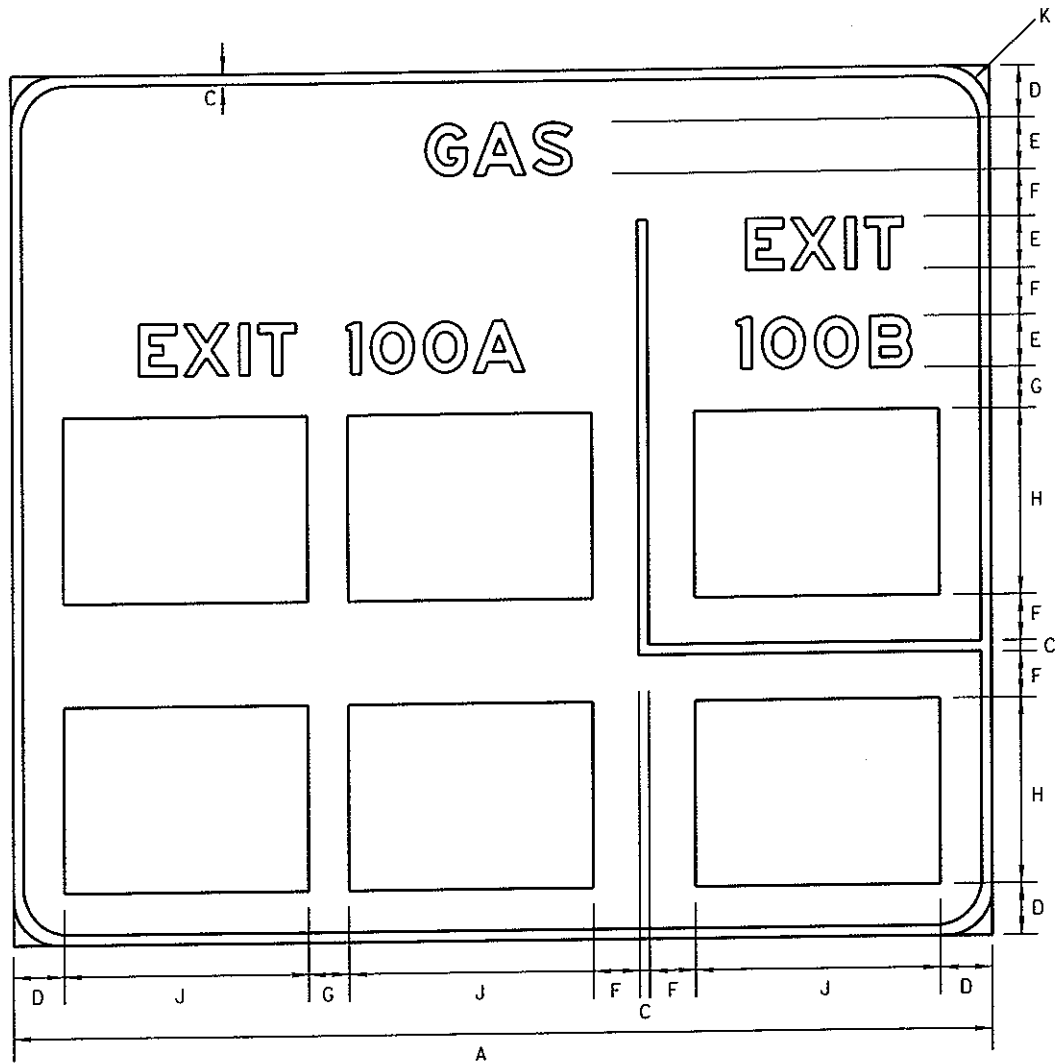
ODOT - OFFICE OF TRAFFIC ENGINEERING

Date 10/31/07

COLORS : WHITE ON BLUE

SERIES: GUIDE

CODE NO. E9-H7



Service Categories: GAS, FOOD, LODGING, CAMPING and ATTRACTIONS.  
For un-numbered exits, use ACTION MESSAGE (e.g. NEXT RIGHT).

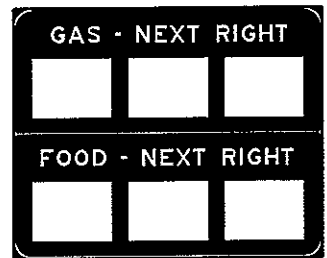
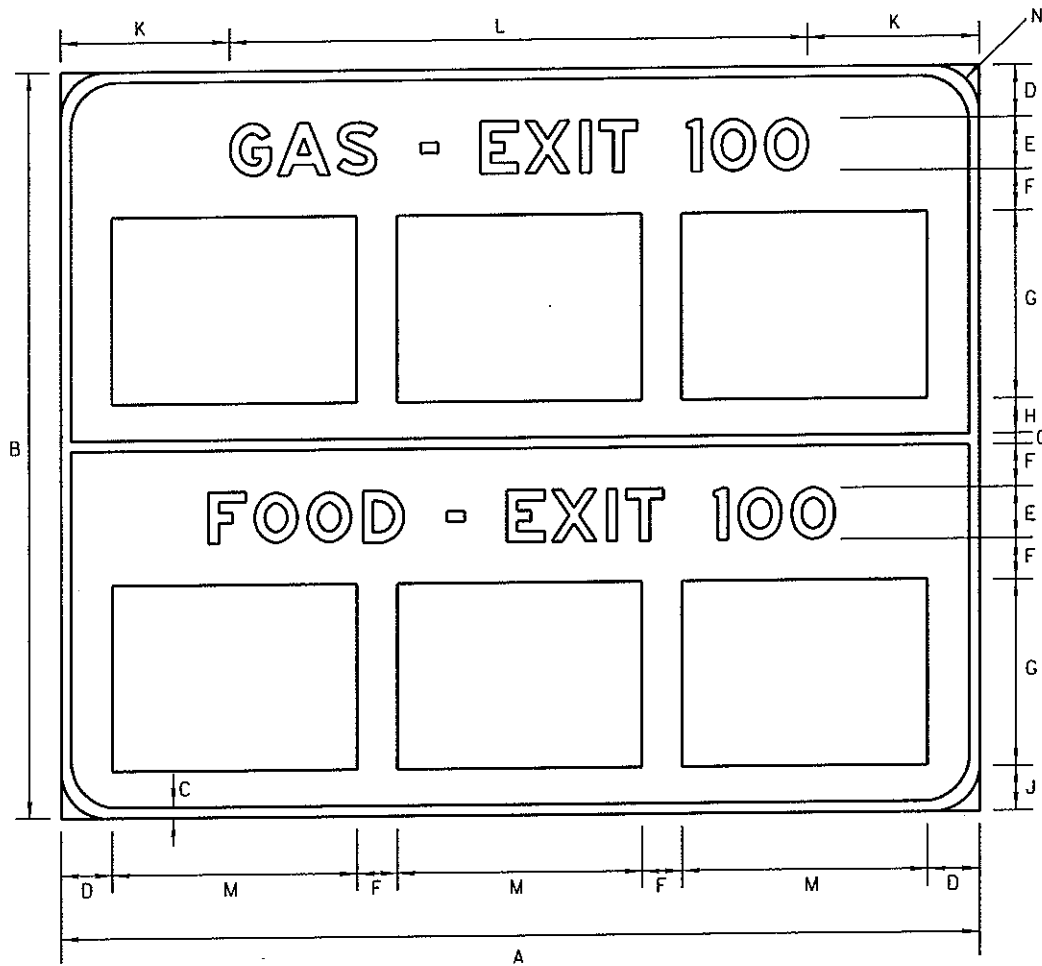
ALL DIMENSIONS IN INCHES									
A	B	C	D	E	F	G	H	J	K
192	168	2	10	10	9	8	36	48	9

Usage Note: This sign is used on freeways and expressways at double exit interchanges.

# STANDARD SIGN DESIGN

ODOT - OFFICE OF TRAFFIC ENGINEERING

Date 10/31/07	COLORS : WHITE ON BLUE	SERIES: GUIDE	CODE NO. E9-H8
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Service Categories: GAS, FOOD, LODGING, CAMPING and ATTRACTIONS.  
 For un-numbered exits, use ACTION MESSAGE (e.g. NEXT RIGHT).

ALL DIMENSIONS IN INCHES												
A	B	C	D	E	F	G	H	J	K	L	M	N
180	144	2	10	10	8	36	7	9	VAR	VAR	48	9

Usage Note: This sign is used on freeways and expressways at single exit interchanges.

# STANDARD SIGN DESIGN

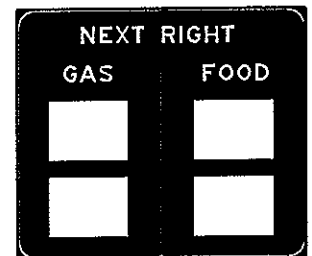
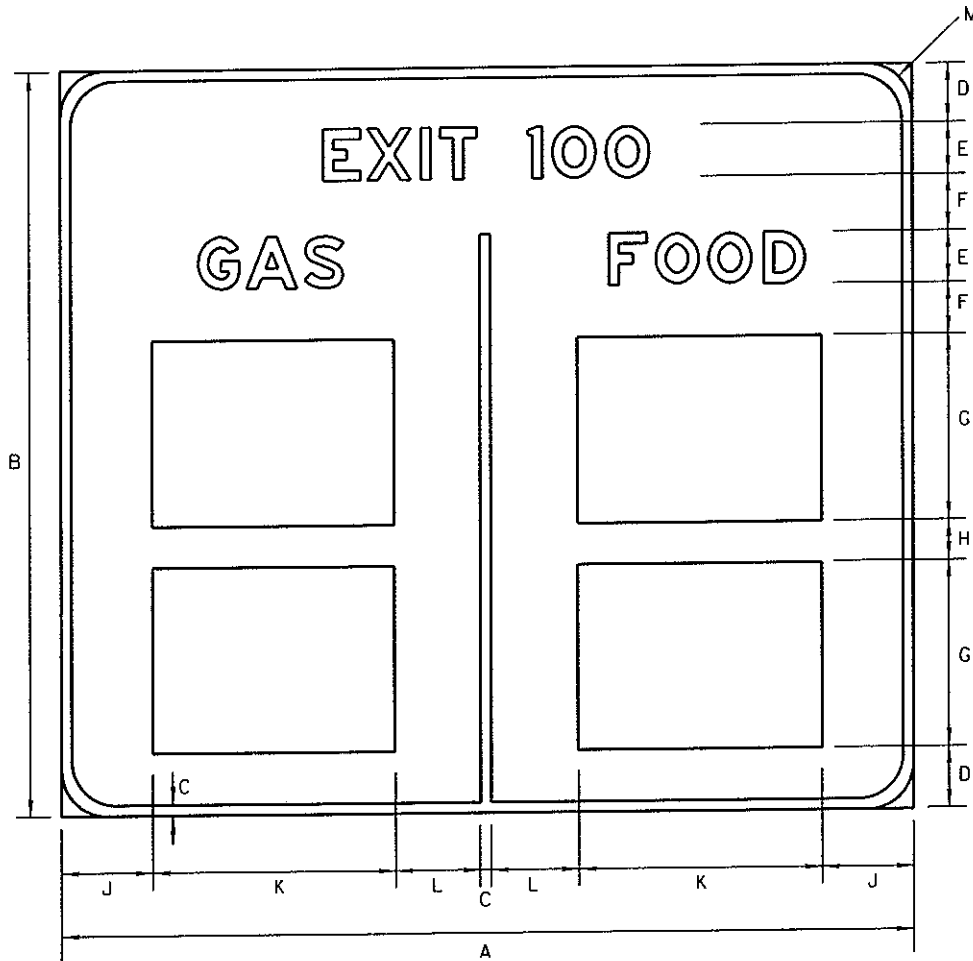
ODOT - OFFICE OF TRAFFIC ENGINEERING

Date 10/31/07

COLORS : WHITE ON BLUE

SERIES: GUIDE

CODE NO. E9-H9



Service Categories: GAS, FOOD, LODGING, CAMPING and ATTRACTIONS.  
For un-numbered exits, use ACTION MESSAGE (e.g. NEXT RIGHT).

ALL DIMENSIONS IN INCHES											
A	B	C	D	E	F	G	H	J	K	L	M
168	144	2	12	10	10	36	8	18	48	17	9

Usage Note: This sign is used on freeways and expressways at single exit interchanges.

# STANDARD SIGN DESIGN

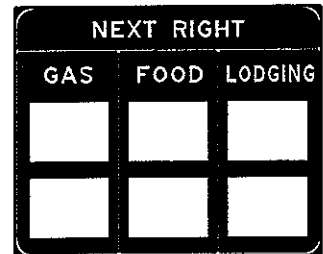
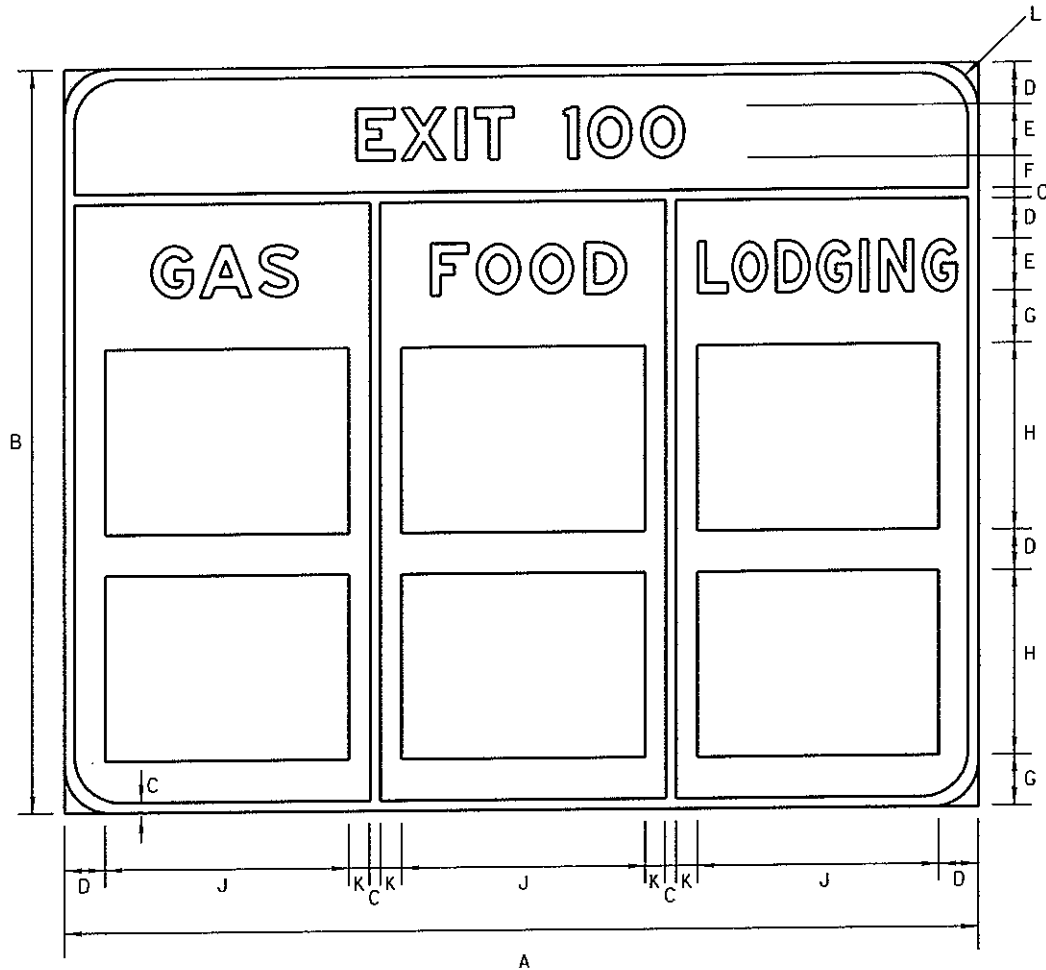
ODOT - OFFICE OF TRAFFIC ENGINEERING

Date 10/31/07

COLORS : WHITE ON BLUE

SERIES: GUIDE

CODE NO. E9-H10



Service Categories: GAS, FOOD, LODGING, CAMPING and ATTRACTIONS.  
For un-numbered exits, use ACTION MESSAGE (e.g. NEXT RIGHT).

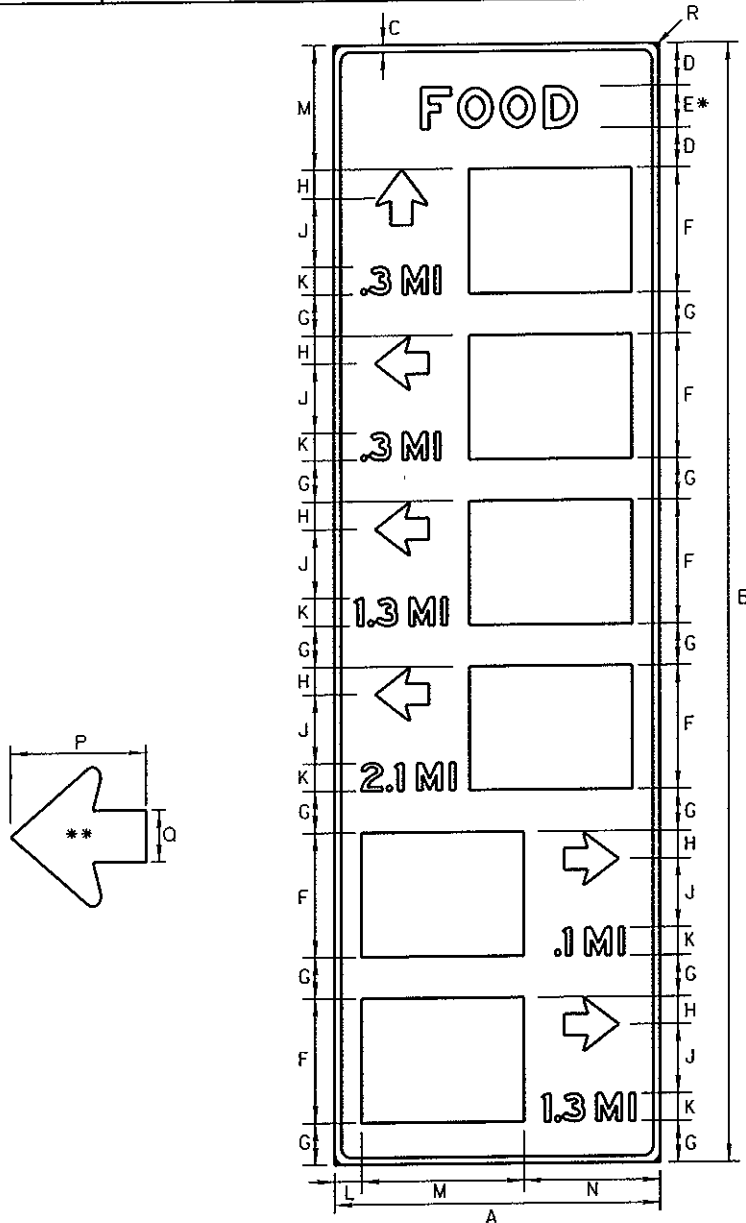
ALL DIMENSIONS IN INCHES										
A	B	C	D	E	F	G	H	J	K	L
180	144	2	8	10	6	10	36	48	4	9

Usage Note: This sign is used on freeways and expressways at single exit interchanges.

# STANDARD SIGN DESIGN

ODOT - OFFICE OF TRAFFIC ENGINEERING

Date: 11/1/07	COLORS : WHITE ON BLUE	SERIES: GUIDE	CODE NO. E9-H11
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Service Categories: GAS, FOOD, LODGING, CAMPING and ATTRACTIONS.

\* For GAS, FOOD, LODGING, and CAMPING use FHWA Standard Alphabet Series D or Clearview 3-W.  
For ATTRACTIONS use FHWA Standard Alphabet Series C or Clearview 2-W.

\*\* See Appendix A in the ODOT Sign Design Manual for Standard Arrow details.

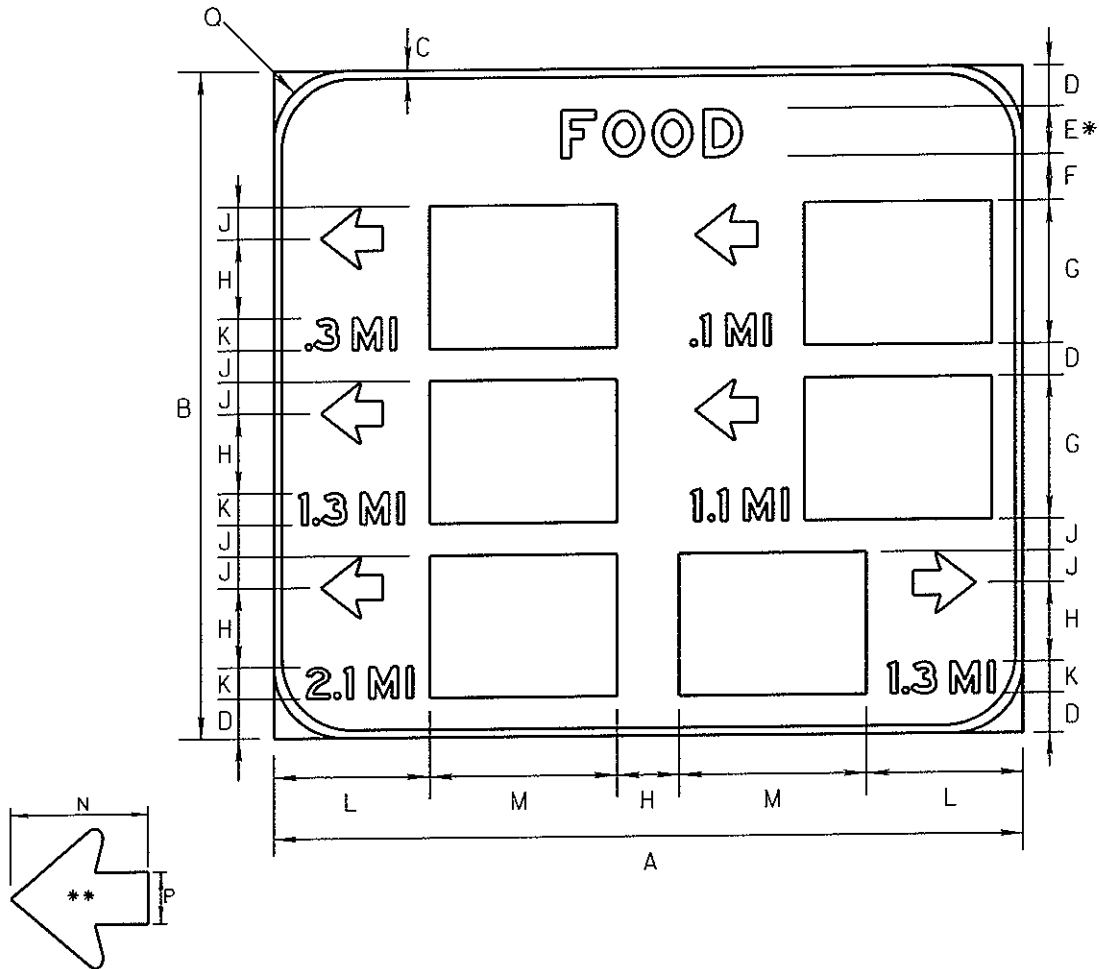
ALL DIMENSIONS IN INCHES															
A	B	C	D	E*	F	G	H	J	K	L	M	N	P	Q	R
48	168	1.25	9	6	18	6	4	10	4	4	24	20	8	2.5	3

Usage Note: This sign is used on freeway and expressway ramps.

# STANDARD SIGN DESIGN

ODOT - OFFICE OF TRAFFIC ENGINEERING

Date: 11/1/07	COLORS : WHITE ON BLUE	SERIES: GUIDE	CODE NO. E9-H11a
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Service Categories: GAS, FOOD, LODGING, CAMPING and ATTRACTIONS.

\* For GAS, FOOD, LODGING, and CAMPING use FHWA Standard Alphabet Series D or Clearview 3-W.  
For ATTRACTIONS use FHWA Standard Alphabet Series C or Clearview 2-W.

\*\* See Appendix A in the ODOT Sign Design Manual for Standard Arrow details.

ALL DIMENSIONS IN INCHES														
A	B	C	D	E*	F	G	H	J	K	L	M	N	P	Q
96	84	1.25	5	6	6	18	10	4	4	20	24	8	2.5	6

Usage Note: This sign is used on freeway and expressway ramps as an alternate to the E9-H11 sign.

# STANDARD SIGN DESIGN

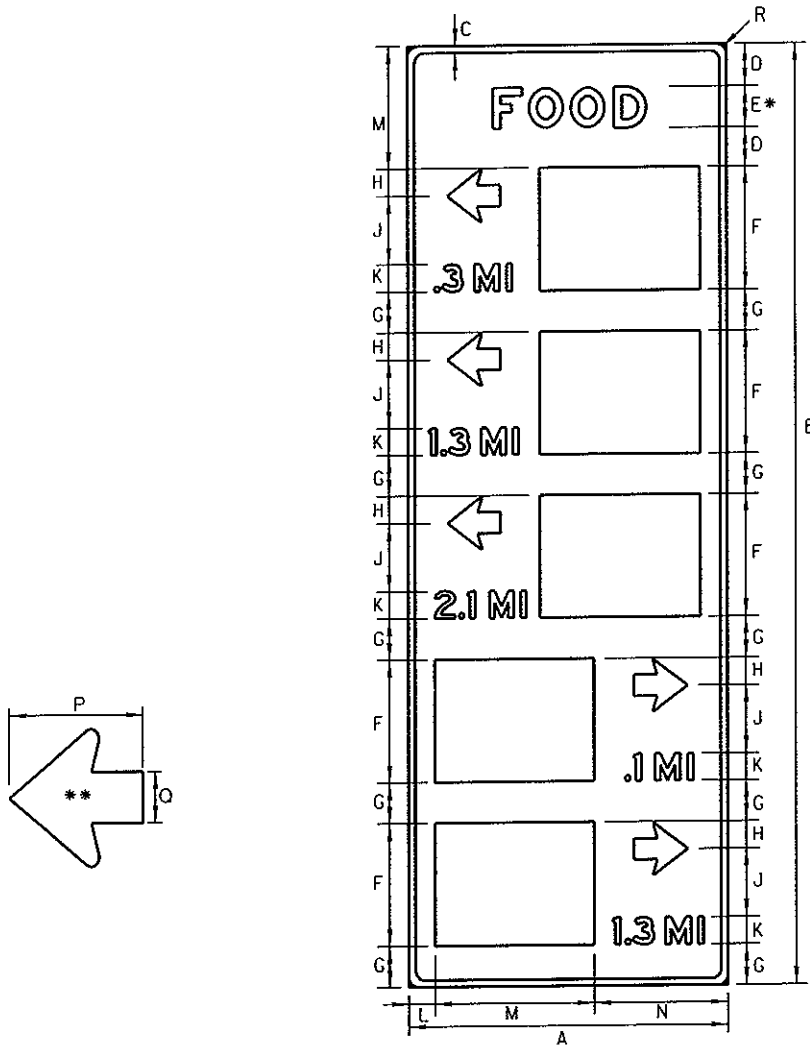
ODOT - OFFICE OF TRAFFIC ENGINEERING

Date: 11/1/07

COLORS : WHITE ON BLUE

SERIES: GUIDE

CODE NO. E9-H12



Service Categories: GAS, FOOD, LODGING, CAMPING and ATTRACTIONS.

\* For GAS, FOOD, LODGING, and CAMPING use FHWA Standard Alphabet Series D or Clearview 3-W.  
For ATTRACTIONS use FHWA Standard Alphabet Series C or Clearview 2-W.

\*\* See Appendix A in the ODOT Sign Design Manual for Standard Arrow details.

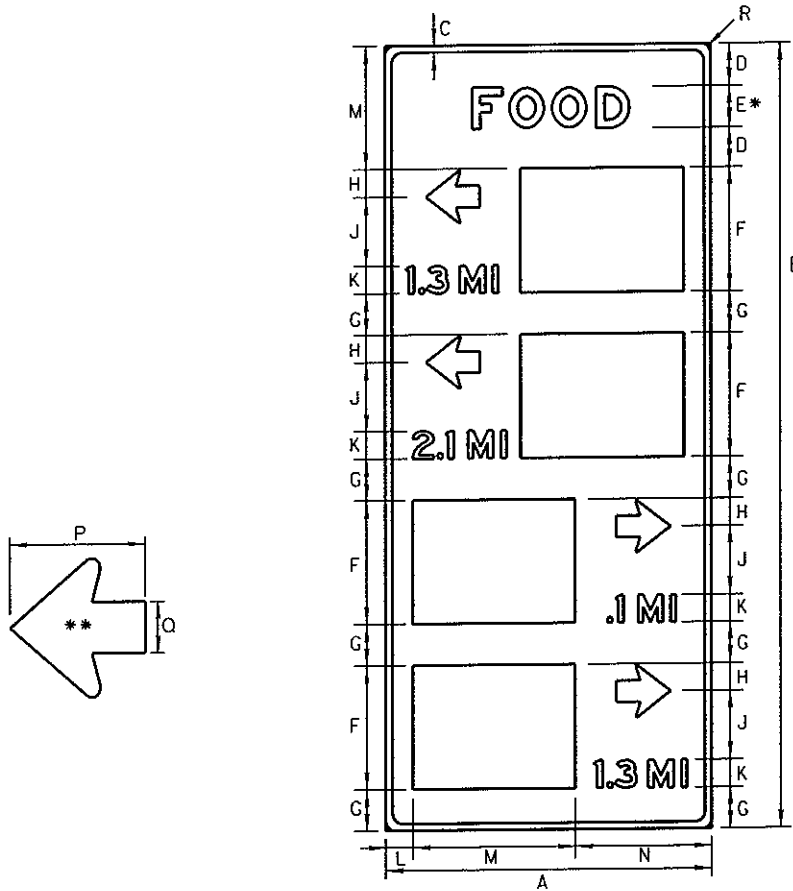
ALL DIMENSIONS IN INCHES																
A	B	C	D	E*	F	G	H	J	K	L	M	N	P	Q	R	
48	144	1.25	9	6	18	6	4	10	4	4	24	20	8	2.5	3	

Usage Note: This sign is used on freeway and expressway ramps.

# STANDARD SIGN DESIGN

ODOT - OFFICE OF TRAFFIC ENGINEERING

Date: 11/1/07	COLORS : WHITE ON BLUE	SERIES: GUIDE	CODE NO. E9-H13
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Service Categories: GAS, FOOD, LODGING, CAMPING and ATTRACTIONS.

\* For GAS, FOOD, LODGING, and CAMPING use FHWA Standard Alphabet Series D or Clearview 3-W.  
For ATTRACTIONS use FHWA Standard Alphabet Series C or Clearview 2-W.

\*\* See Appendix A in the ODOT Sign Design Manual for Standard Arrow details.

ALL DIMENSIONS IN INCHES																
A	B	C	D	E*	F	G	H	J	K	L	M	N	P	Q	R	
48	120	1.25	9	6	18	6	4	10	4	4	24	20	8	2.5	3	

Usage Note: This sign is used on freeway and expressway ramps.

# STANDARD SIGN DESIGN

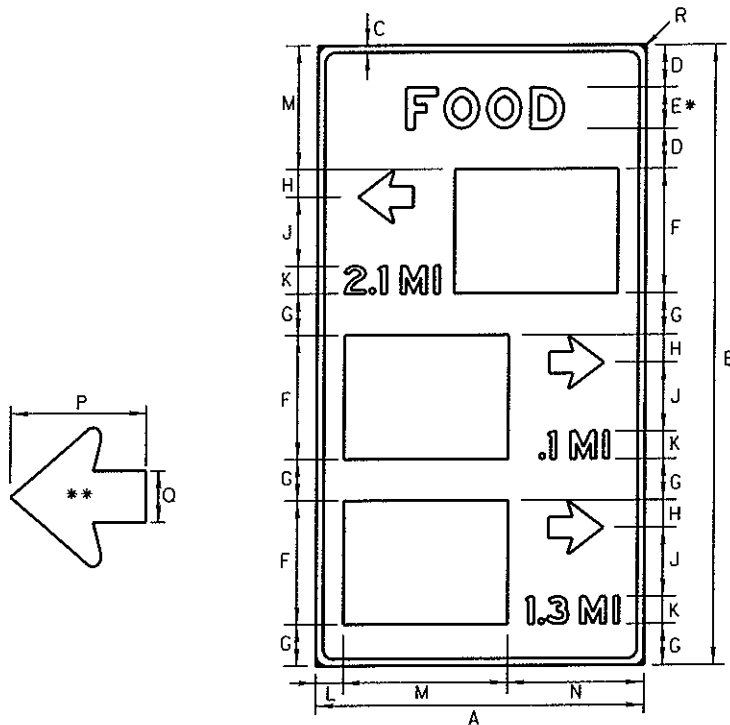
ODOT - OFFICE OF TRAFFIC ENGINEERING

Date: 11/1/07

COLORS : WHITE ON BLUE

SERIES: GUIDE

CODE NO. E9-H14



Service Categories: GAS, FOOD, LODGING, CAMPING and ATTRACTIONS.

\* For GAS, FOOD, LODGING, and CAMPING use FHWA Standard Alphabet Series D or Clearview 3-W.  
For ATTRACTIONS use FHWA Standard Alphabet Series C or Clearview 2-W.

\*\* See Appendix A in the ODOT Sign Design Manual for Standard Arrow details.

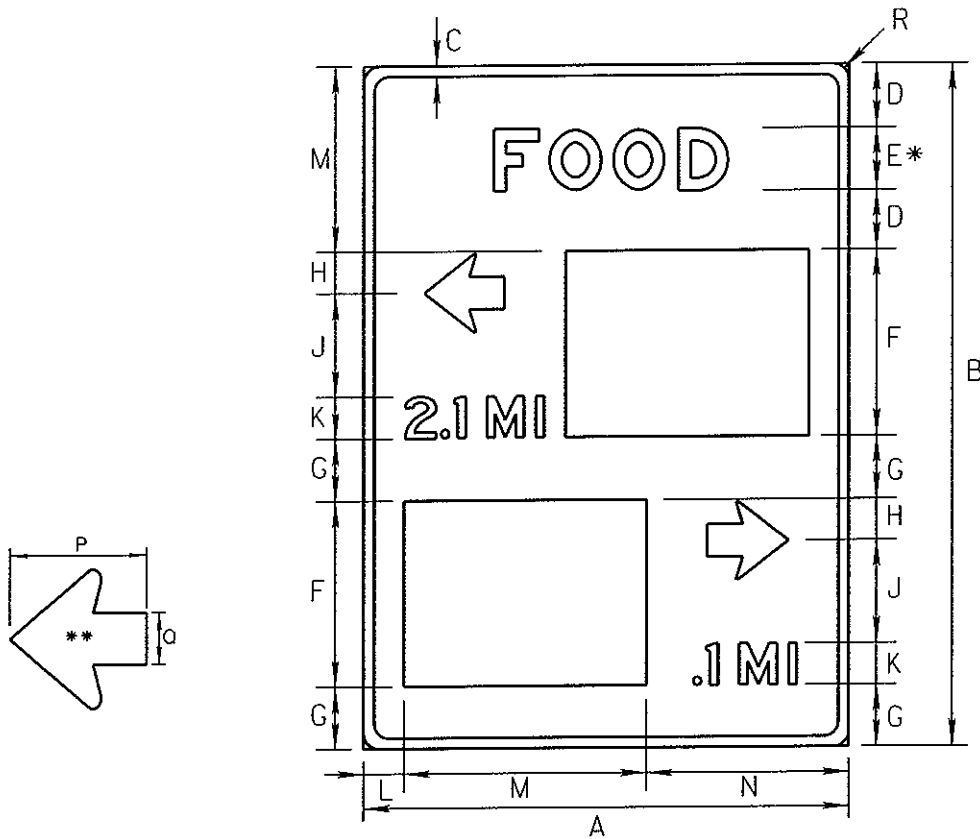
ALL DIMENSIONS IN INCHES															
A	B	C	D	E*	F	G	H	J	K	L	M	N	P	Q	R
48	96	1.25	9	6	18	6	4	10	4	4	24	20	8	2.5	3

Usage Note: This sign is used on freeway and expressway ramps.

# STANDARD SIGN DESIGN

ODOT - OFFICE OF TRAFFIC ENGINEERING

Date: 11/1/07	COLORS : WHITE ON BLUE	SERIES: GUIDE	CODE NO. E9-H15
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Service Categories: GAS, FOOD, LODGING, CAMPING and ATTRACTIONS.

\* For GAS, FOOD, LODGING, and CAMPING use FHWA Standard Alphabet Series D or Clearview 3-W.  
For ATTRACTIONS use FHWA Standard Alphabet Series C or Clearview 2-W.

\*\* See Appendix A in the ODOT Sign Design Manual for Standard Arrow details.

ALL DIMENSIONS IN INCHES															
A	B	C	D	E*	F	G	H	J	K	L	M	N	P	Q	R
48	72	1.25	9	6	18	6	4	10	4	4	24	20	8	2.5	3

Usage Note: This sign is used on freeway and expressway ramps.

# STANDARD SIGN DESIGN

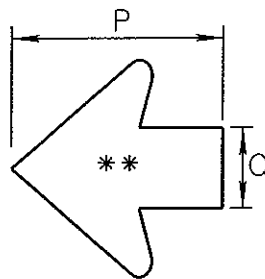
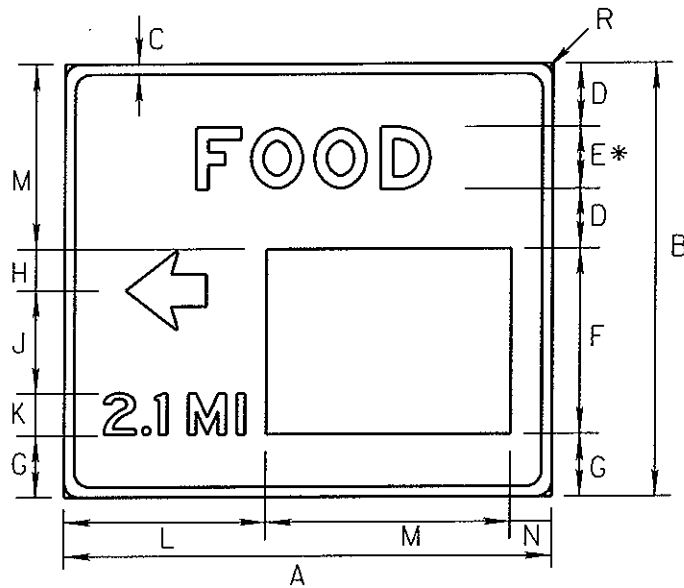
ODOT - OFFICE OF TRAFFIC ENGINEERING

Date: 11/1/07

COLORS : WHITE ON BLUE

SERIES: GUIDE

CODE NO. E9-H16



Service Categories: GAS, FOOD, LODGING, CAMPING and ATTRACTIONS.

\* For GAS, FOOD, LODGING, and CAMPING use FHWA Standard Alphabet Series D or Clearview 3-W.  
For ATTRACTIONS use FHWA Standard Alphabet Series C or Clearview 2-W.

\*\* See Appendix A in the ODOT Sign Design Manual for Standard Arrow details.

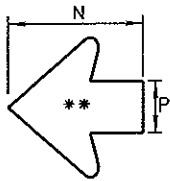
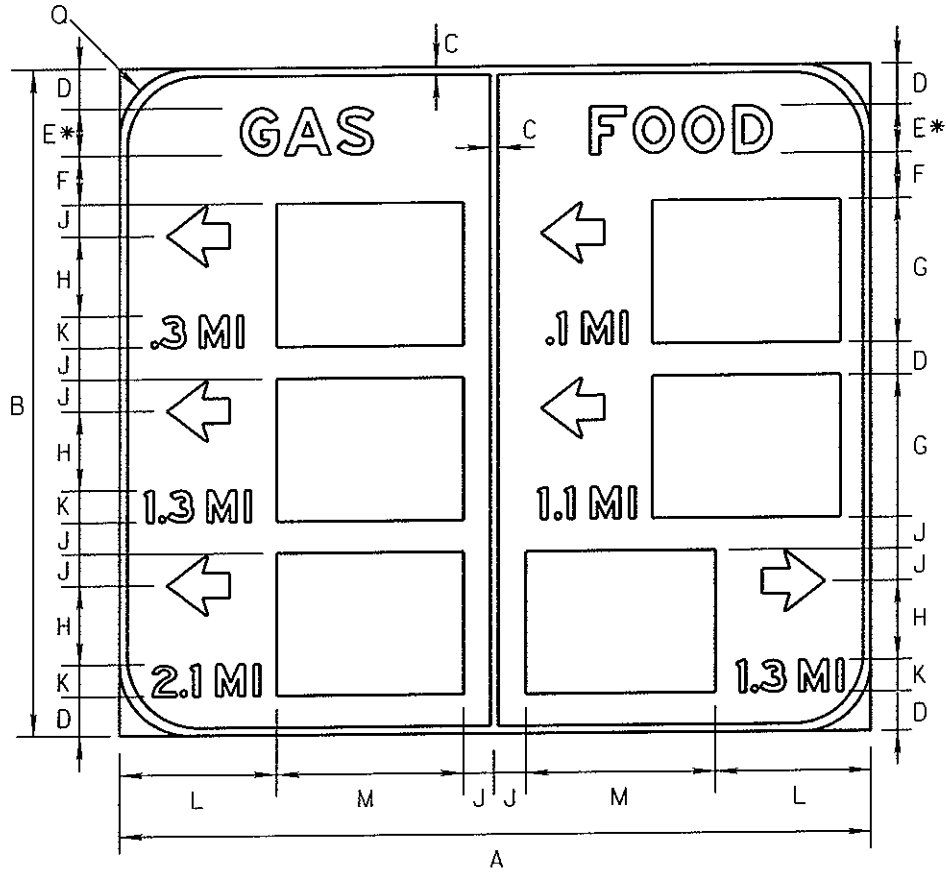
ALL DIMENSIONS IN INCHES																
A	B	C	D	E*	F	G	H	J	K	L	M	N	P	Q	R	
48	48	1.25	9	6	18	6	4	10	4	20	24	4	8	2.5	3	

Usage Note: This sign is used on freeway and expressway ramps.

# STANDARD SIGN DESIGN

ODOT - OFFICE OF TRAFFIC ENGINEERING

Date: 11/1/07	COLORS : WHITE ON BLUE	SERIES: GUIDE	CODE NO. E9-H17
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Service Categories: GAS, FOOD, LODGING, CAMPING and ATTRACTIONS.

\* For GAS, FOOD, LODGING, and CAMPING use FHWA Standard Alphabet Series D or Clearview 3-W.  
For ATTRACTIONS use FHWA Standard Alphabet Series C or Clearview 2-W.

\*\* See Appendix A in the ODOT Sign Design Manual for Standard Arrow details.

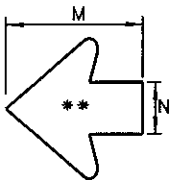
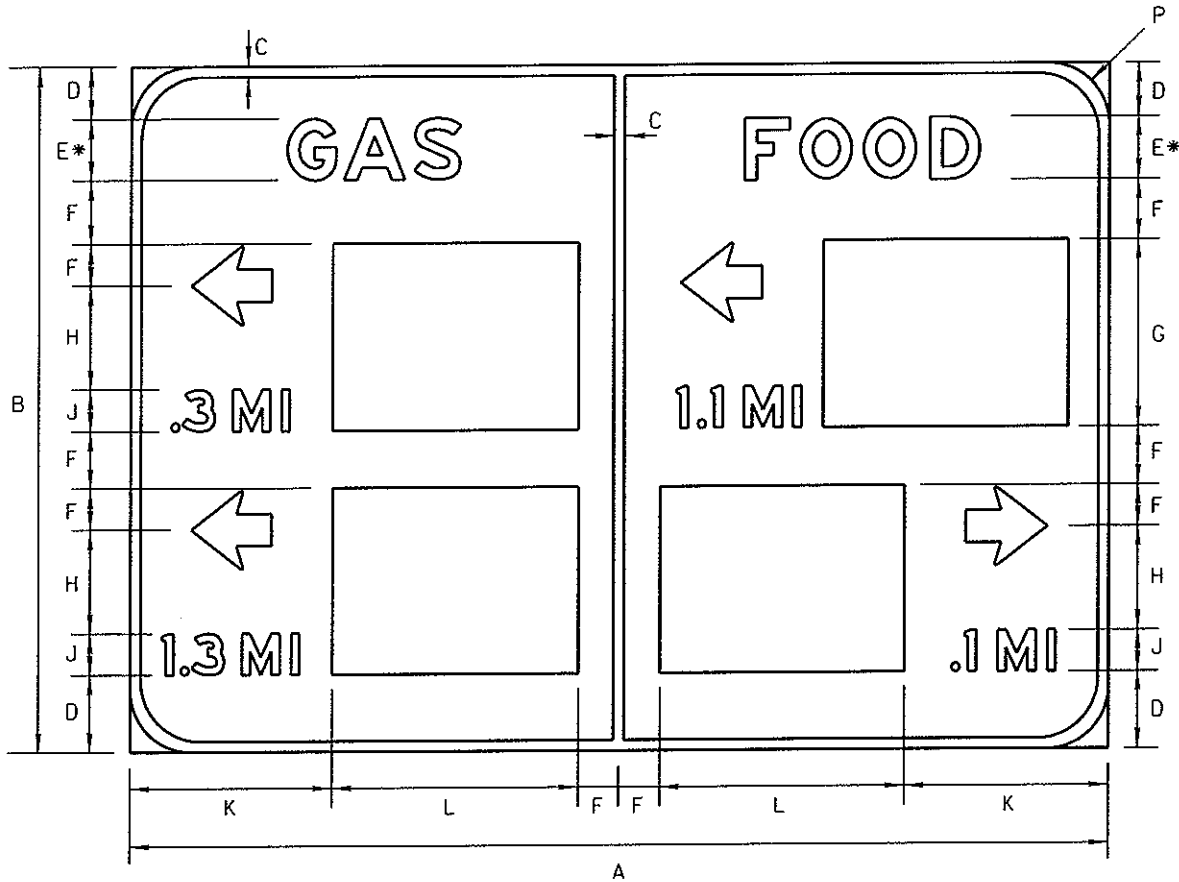
ALL DIMENSIONS IN INCHES														
A	B	C	D	E*	F	G	H	J	K	L	M	N	P	Q
96	84	1.25	5	6	6	18	10	4	4	20	24	8	2.5	6

Usage Note: This sign is used on freeway and expressway ramps.

# STANDARD SIGN DESIGN

ODOT - OFFICE OF TRAFFIC ENGINEERING

Date: 11/1/07	COLORS : WHITE ON BLUE	SERIES: GUIDE	CODE NO. E9-H18
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Service Categories: GAS, FOOD, LODGING, CAMPING and ATTRACTIONS.

\* For GAS, FOOD, LODGING, and CAMPING use FHWA Standard Alphabet Series D or Clearview 3-W.  
 For ATTRACTIONS use FHWA Standard Alphabet Series C or Clearview 2-W.

\*\* See Appendix A in the ODOT Sign Design Manual for Standard Arrow details.

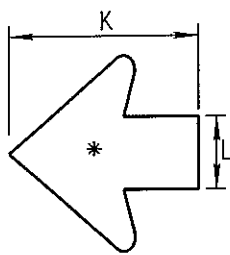
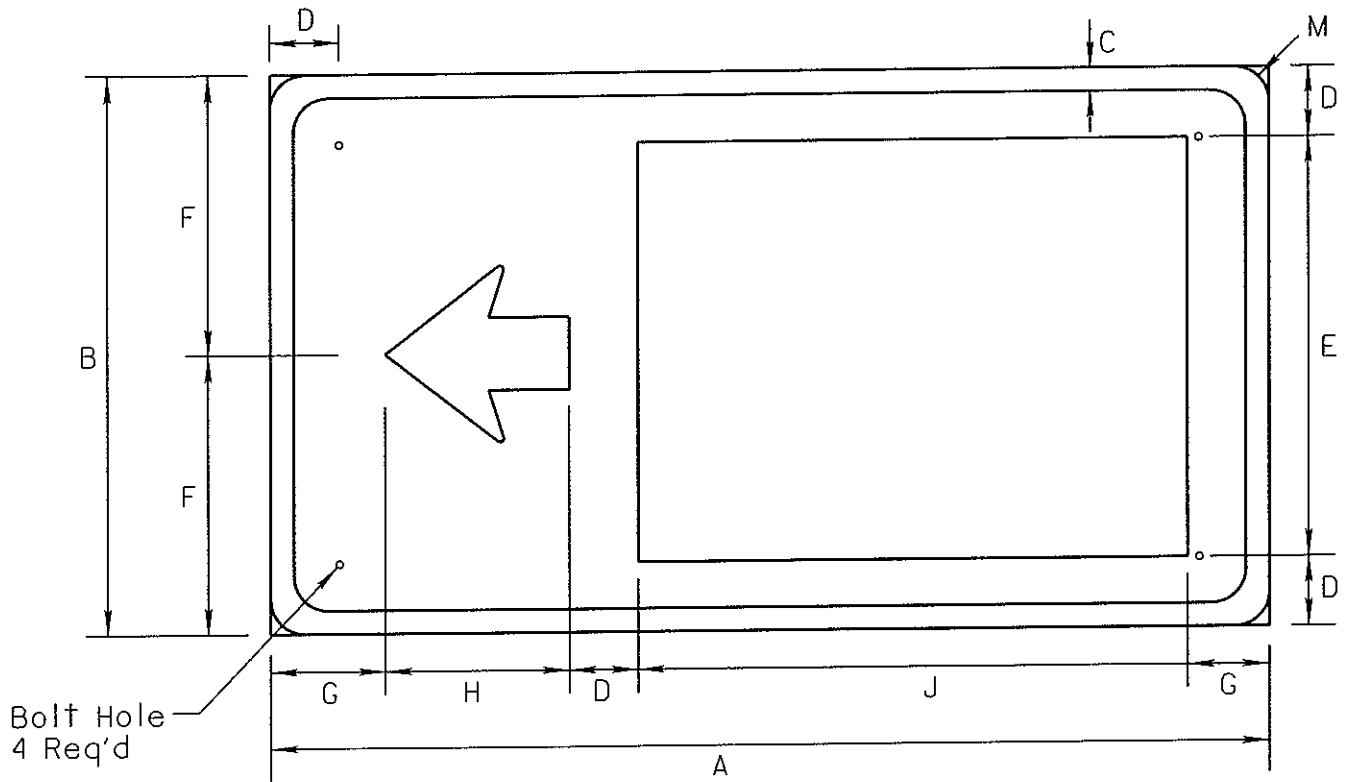
ALL DIMENSIONS IN INCHES													
A	B	C	D	E*	F	G	H	J	K	L	M	N	P
96	60	1.25	5	6	4	18	10	4	20	24	8	2.5	6

Usage Note: This sign is used on freeway and expressway ramps.

# STANDARD SIGN DESIGN

ODOT - OFFICE OF TRAFFIC ENGINEERING

Date: 11/1/07	COLORS : WHITE ON BLUE	SERIES: GUIDE	CODE NO. E9-H19
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Service Categories: GAS, FOOD, LODGING, CAMPING and ATTRACTIONS.

\* See Appendix A in the ODOT Sign Design Manual for Standard Arrow details.

ALL DIMENSIONS IN INCHES											
A	B	C	D	E	F	G	H	J	K	L	M
42	24	1	3	18	12	3.50	8	24	8	2.5	1.50

Usage Note: This sign is used as a trailblazer.

# STANDARD SIGN DESIGN

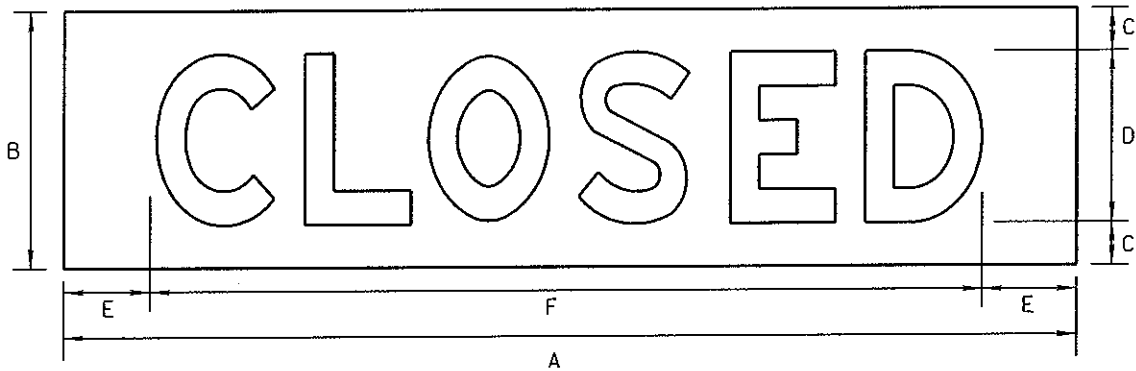
ODOT - OFFICE OF TRAFFIC ENGINEERING

Date: 10/31/07

COLORS : WHITE ON BLUE

SERIES: GUIDE

CODE NO. E9-H20

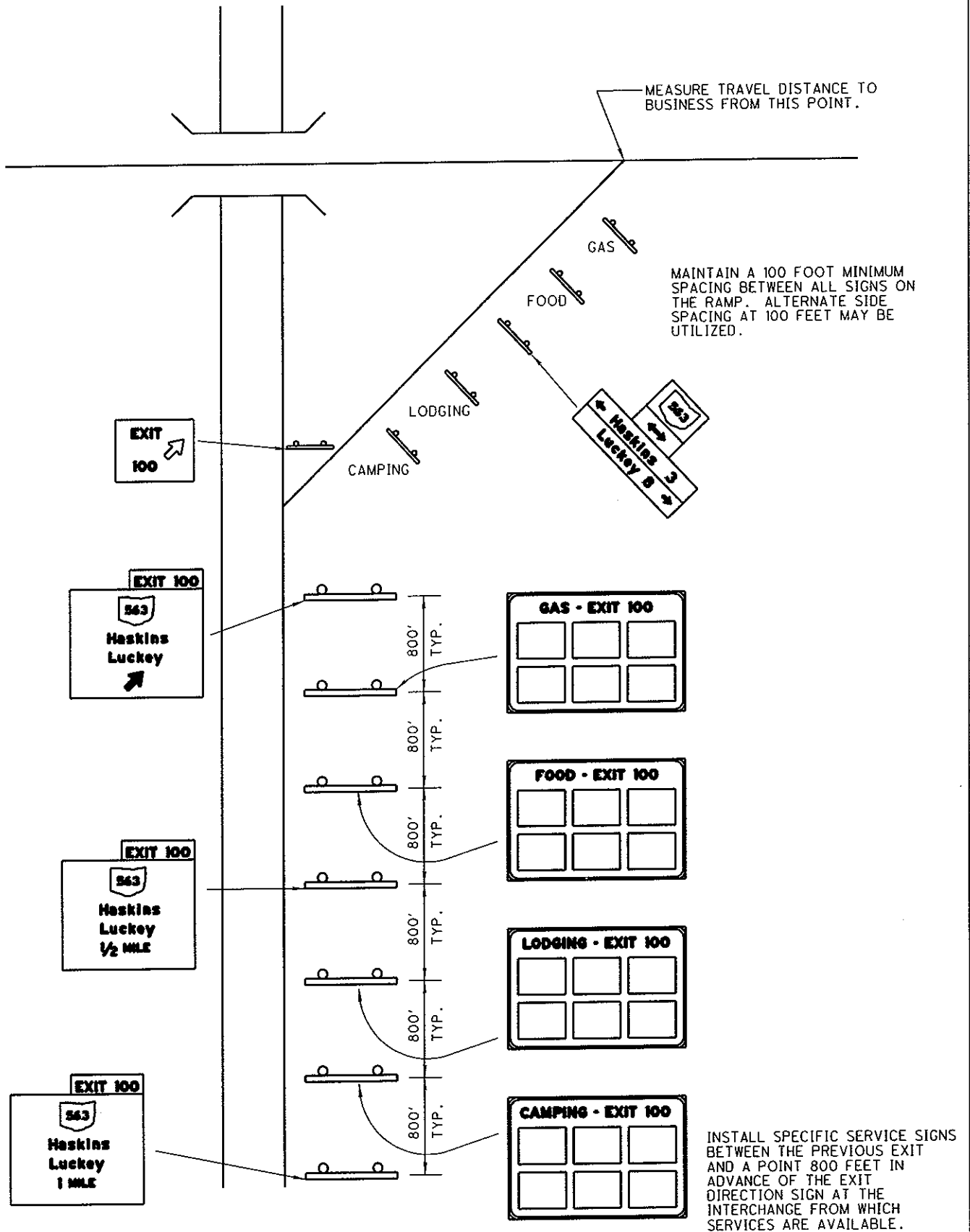


**CLOSED**

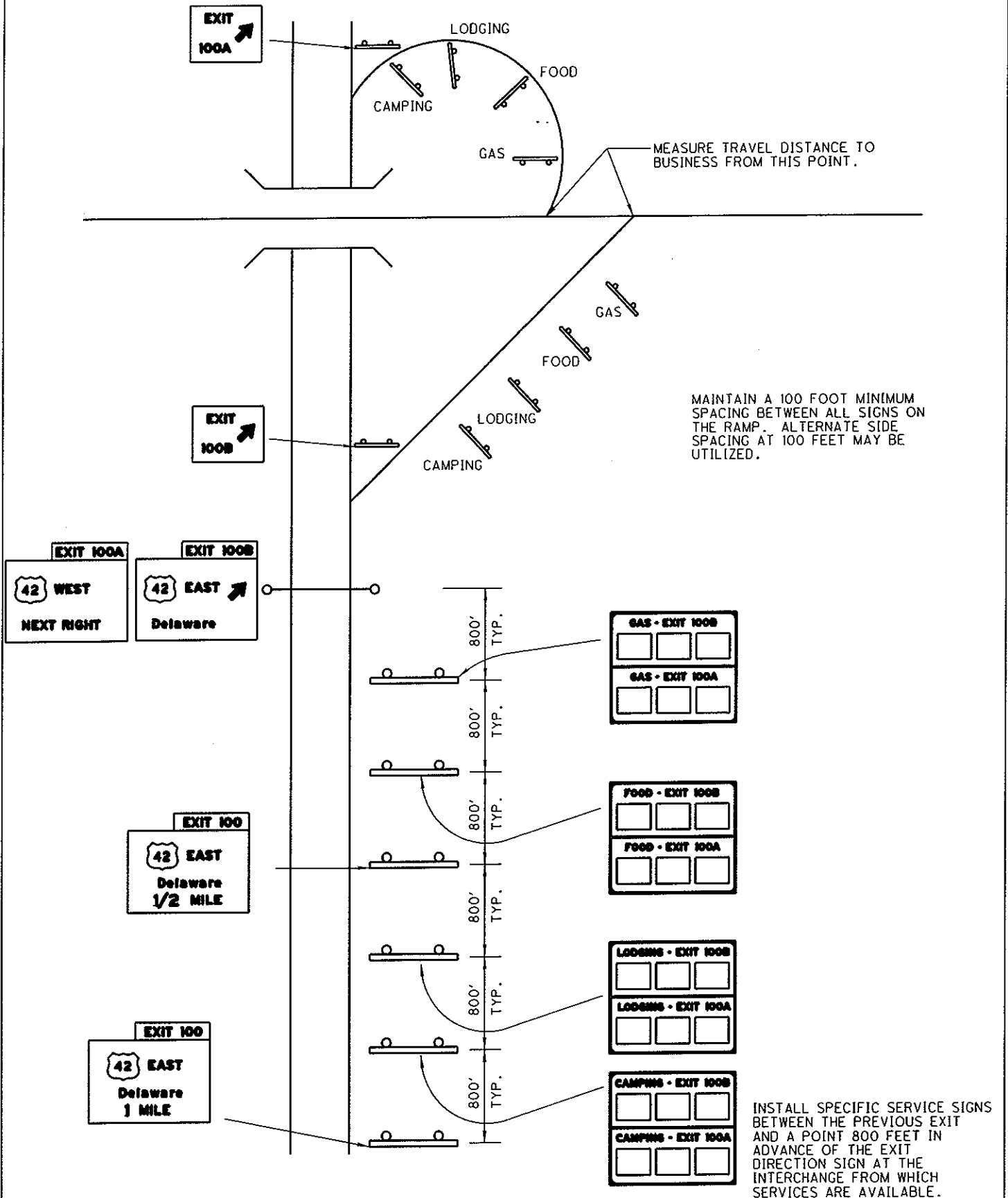
ALL DIMENSIONS IN INCHES					
A	B	C	D	E	F
24	6	1	4D	2.16	19.68
48	16	3	10C	3.48	41.04

Usage Note: This sign is used on freeway and expressway logo sign panels.

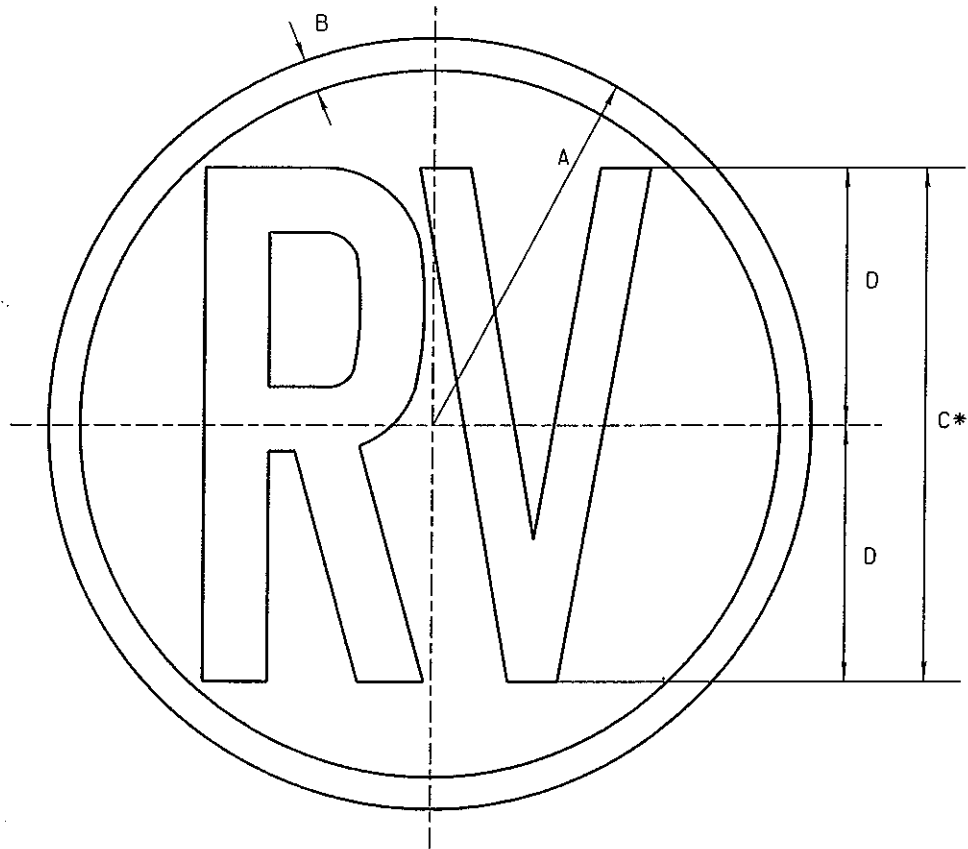
# EXAMPLE SIGNING FOR SINGLE EXIT INTERCHANGE



# EXAMPLE SIGNING FOR DOUBLE EXIT INTERCHANGE



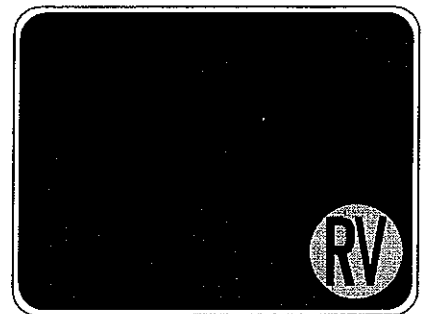
# RV-FRIENDLY SYMBOL



\* Reduce Spacing 50%

Colors: Black on Yellow

All Dimensions in Inches			
A	B	C	D
2.5	0.25	3B	1.5
5	0.50	6B	3



Typical Application

**ATTACHMENT D**

**RIGHT-OF-WAY PERMITS PROCESS**

**TO: ASSISTANT DIRECTORS, DIRECTOR'S OFFICE STAFF,  
DEPUTY DIRECTORS, ASSISTANT DEPUTY DIRECTORS,  
BUREAU CHIEFS AND DISTRICT DEPUTY DIRECTORS**

**SUBJECT: PERMITS TO USE OR OCCUPY HIGHWAY RIGHTS-OF-WAY**

**A. PURPOSE**

The procedures set forth herein shall serve as a guide in establishing a uniform method for the application of regulations governing the issuance of permits, for use or occupancy of all highway rights-of-way under jurisdiction of the Ohio Department of Transportation.

**B. REFERENCE**

Section 5515 of the Ohio Revised Code  
Refer to Appendix A for additional references.

**C. GENERAL**

1. Issuance of permits in accordance with this Standard Operating Procedure shall apply only to state highways outside municipal corporations unless the state has assumed full maintenance of a state highway within a municipal corporation or the municipality has requested the state to issue permits.
2. Review and approval by the District Office and Central Office must be given before a permit is issued by a municipality for any use or occupancy of a state highway with limited access rights-of-way to insure State and Federal requirements are satisfied. The Central Office review may include a submission to the Federal Highway Administration.
3. Permits affect the physical features, maintenance and/or traffic operation of highways. Those responsible for reviewing permit applications shall see that the interests of the Department and the public are safeguarded.

**D. RESPONSIBILITY FOR PERMITS**

1. The District Deputy Director shall be responsible for receiving applications for permits, reviewing the application and plan to insure conformity to applicable Local, State and Federal regulations, coordination with Central Office, issuing of permits, inspecting construction to insure conformity to the permit and maintaining records of all applications and permits.

**E. CLASSIFICATION OF PERMITS**

**1. Class C-1 (Non-Limited Access)**

- a. The highway rights-of-way must be Non-Limited Access.
- b. Highway uses include all permissible uses on Non-Limited Access highway rights-of-way except as stated in Section E.2.b. and Section F.2.a.

**2. Class C-2 (Non-Limited Access)**

- a. The highway rights-of-way must be Non-Limited Access.

- b. Highway uses include commercial driveways, road or street approaches, overweight vehicle crossings and mining or quarrying near, through or under Non-Limited Access highways.

NOTE: A Non-Limited Access highway is a highway over which the abutting property owner retains the right of access at any and all points along the highway.

**3. Class C-3 (Controlled Access)**

- a. The highway must have Controlled Access rights-of-way over which the state has acquired the abutting owner's right of access at all but designated points along the highway and no provisions exist for the future elimination of the designated points of private access.
- b. Highway uses include relocation or improvement of existing access points, utility crossings or occupancies, grading or drainage adjustments, use or replacement of state fence and mining or quarrying near the highway.

**4. Class C-4 (Limited Access)**

- a. The highway is now or is designated as an ultimate freeway and is not on the interstate highway system but has Limited Access rights-of-way over which all rights of private access have been extinguished or where it is planned for the future elimination of all private access along the highway.
- b. Highway uses include the temporary re-arrangement of private access with provisions for ultimate elimination of the private access, grading and drainage adjustments, utility crossings or occupancies, use or replacement of state fence and mining or quarrying near the highway.

**5. Class C-5 (Interstate Limited Access)**

- a. The highway is designated as part of the interstate highway system.
- b. Highway uses include utility crossings or occupancies, grading or drainage adjustments, use or replacement of state fence and mining or quarrying near the highway.

- 6. When the application for permit affects the rights-of way of more than one highway classification, the permit shall be classified according to the highest highway classification involved.
- 7. When an application for permit contains a feature in variance with the applicable policies or minimum standards for design, the permit shall be further classified as a "Non-Standard" permit for purposes of processing.

## **F. POLICY AND DESIGN**

### **1. General**

- a. The following policies with respect to the issuance of permits are hereby established and are not subject to revision except when authorized by the Director.
- b. Legal questions incident to the issuance of a permit requiring interpretation must be referred to the Director for decision.
- c. Permits for concessions within highway rights-of-way, including Rest Areas, shall not be granted. The District Deputy Director shall approve the placement of pay telephones in Rest Areas by written agreement with the telephone company. The District should first make a request through the Office of IRMAS, Bureau of Computer Operations, Telecommunications Section for approval of the State Communications Officer. The Telecommunications Section will prepare Form ADM 3807 and submit. The telephone company must have written approval by the State Communications Officer prior to installation of the telephones. Refer to Directive No. A-206: Telecommunications (Administration, Installation and Modification of Service and/or Equipment, Requests, Time Intervals, Budget & Planning, Usage and Problems, Directory and Inventory).
- d. Guidelines have been established for the issuance of permits for several special uses not covered under this section and these are listed under Reference No. 5. Permits for other special uses shall be issued only with written Central Office approval.

### **2. Railroad Crossings**

- a. Permits shall not be issued for railroad crossings. When a request for a railroad crossing is received in the District Office, the District Deputy Director shall investigate and submit the request with his/her comments and recommendations to the Bureau of Location and Design which shall be responsible for all negotiations and agreements with the railroad company.

### **3. Driveways**

- a. See Section 800, Driveways, Location and Design Manual for policy and design.
- b. See Directive No. H-P-406, Policies Relating to Access Provisions and Traffic Control at Shopping Centers, Industrial Plants and Industrial Parks.
- c. See Directive No. H-O-203, Private Approaches and Driveways, Mail Box Approaches and Roadside Ditch Enclosures - Installation and Maintenance Policies.
- d. Reimbursement Policy on Access Changes on Federal Aid Limited Access Highways (FHPM 7-4-2).

- (1) When requested driveway construction involves widening and/or relocation of existing legal access on a limited access highway on which Federal funds were used in right-of-way acquisition:
  - (a) Preliminary approval for the access modification must be given by the Central Office and FHWA.
  - (b) Appraisals are then to be made (at the property owner's expense) to determine the property value with the access change requested.
  - (c) If the appraisal indicates the access change enhances the property value, based on "before and after" conditions this difference is to be paid to the State (by the property owner) before a permit is issued. The State will return a pro rata credit to FHWA.

**4. Public Road or Street Intersections**

- a. See Section 900, Location and Design Manual, for Design Criteria.
- b. When the requested road or street intersection is to intersect a Federal-aid limited access highway and is being constructed by a private developer for later acceptance by public authority, the provisions listed above in Section F.3.d. shall apply.

**5. Grading Within Highway Rights-of-Way**

- a. See Section 703, Roadside Grading and Slope Design, Location and Design Manual.
- b. When material is removed from a Federal-aid project, a pro rata credit is to be returned to FHWA for the value of the material removed. This value, which must be acceptable to the State, FHWA and the property developer, must be paid by the property developer or agreement reached for payment, before a permit is issued.

**6. Drainage Outlets into Highway Drainage System**

See Section 1100, Drainage Design Policies, Location and Design Manual for Storm Drainage Policies and Design.

**7. Power, Communications, Pipe Lines, Other Utilities and Cable Television (CATV)**

- a. See Policies on the Accommodation of Utilities, Section 8.10, Real Estate Manual.

**8. Mining or Quarrying Near, Through or Under Highway Rights-of-Way**

- a. Contingent upon approval or indication of approval, by the Chief of the Division of Reclamation, Ohio Department of Natural Resources:
  - (1) Permits for Surface Mining of Coal within one hundred (100) feet of the highway rights-of-way may be issued by the District Deputy Director with concurrence of the Bureau of Maintenance.
  - (2) Permits for Surface Mining of Minerals other than Coal within fifty (50) feet of the highway rights-of-way may be issued by the District Deputy Director with concurrence of the Bureau of Maintenance.
  - (3) A performance bond for drilling, excavating, mining or quarrying through or under highway rights-of-way shall be approved by the District Deputy Director with concurrence of the Bureau of Maintenance.
- b. Permits, when issued, shall be subject to the requirements of Chapter 1514 and Section 4153.11, Ohio Revised Code and Federal, Public and Private Mining Prohibitions, Rule 1510:13-19-03, Ohio Administrative Code.
- c. On Federal-aid highways, the provisions listed in Section F.5.b shall apply.

**9. Overweight Crossings**

- a. Permits for crossing highways with overweight vehicles or equipment may be issued by the District Deputy Director with concurrence of the Bureau of Maintenance.
- b. The application shall contain information relative to the total vehicle weight when loaded, the number of wheels, axle spacing, axle loads, tire type and size and number of trips daily.
- c. The Bureau of Maintenance shall furnish information relative to pavement type and thickness design required for protection of the roadway during the crossing period.

**10. Well Drilling Adjacent to State Highway Rights-of-Way**

- a. A Well\* should not be drilled nearer than fifty (50) feet and oil production tanks should be set a minimum of fifty (50) feet, from the highway rights-of-way.
  - (1) Permits for drilling wells are issued by the Oil and Gas Division, Ohio Department of Natural Resources. Questions relating to the effect of such drilling on the operations of the state highway system shall be referred to the Bureau of Maintenance.

- (2) Highway right-of-way owned in fee simple may be incorporated to complete an oil and/or gas drilling unit. Such requests shall be referred to the Central Office Bureau of Utilities and Properties.

NOTE: \*Well is defined as any borehole, whether drilled or bored for stratigraphic exploration or for the production, extraction or injection of any gas or liquid mineral, excluding potable water to be used as such, but including natural or artificial brines and oil field waters, sewage and liquid used in or resulting from any process of industry, manufacture, trade, business or agriculture.

**11. Blasting Adjacent to or Within State Highway Rights-of-Way**

Blasting will usually be of secondary importance to the issuance of permits (i.e. surface mining, blasting trenches for pipelines, etc.). Blasting restrictions should be included in the special provisions of the permit issued to the prime contractor, owner or permittee requesting the use or occupancy of highway rights-of-way. Permits involving blasting may be issued by the District Deputy Director with concurrence of the Bureau of Maintenance.

**12. Landscaping**

Property owners, at their expense, may plant trees and shrubs along State Highway Rights-of-Way, subject to approval as to size, kind and location. (Re: Section 5529.11, Ohio Revised Code). An approved plan and permit is required before any work is started.

**13. Fencing**

- a. See Section 1004, Location and Design Manual, for Limited Access Highway Fence Policy.
- b. Property owners may improve, supplement or replace the right-of-way fence to prevent animals from crossing or damaging the fence or to accommodate adjacent land usage. An approved plan and permit is required before any work is started.
- c. See Section 3767.201, ORC - Destruction or Removal of Fences and Section 3767.99(J), Penalty.

**14. Seismographic Surveys**

Permits to be issued to organizations requesting the occupancy of state highways for seismographic readings by applying moving vibrating impacts or by use of explosives, shall be issued by the District Deputy Director with concurrence of the Bureau of Maintenance.

**15. Ditch Improvements**

See Standard Operating Procedure PH-O-207 for procedures concerning ditch improvements across state highways. Permits may be issued by the District Deputy Director with concurrence of the Bureau of Maintenance.

**16. Highway Lighting**

Permits for the installation of highway lighting by local governmental jurisdictions on rural state highways shall be issued by the District Deputy Director after review by the District Traffic Engineer.

**G. APPLICATIONS FOR PERMITS**

1. Applications for permits shall be received in the office of the County Maintenance Superintendent or in the District Office. County Maintenance Superintendents shall immediately forward applications to the District Office.
2. Applications for permits shall be made on Form No. MR 505.
3. Applications for permits for public road approaches and subdivision street approaches, which are to become public roads, shall bear the signature of the County or Municipal Engineer and the property developer. (In lieu of the County or Municipal Engineer's signature on the application form, a letter or other documentation indicating approval of the developer's road or street plan by the County or Municipal Engineer would also be acceptable.)
4. Applications for other than public road or street approaches shall bear the signature of property owner, lessee, company or corporate official responsible for construction and maintenance of the installation placed on highway rights-of-way. The application form may be filed for the applicant by his/her contractor; however, the signature of the contractor on the application form is not an acceptable signature.

An individual or company holding an option to purchase a property may make application for permit; however, permits issued under such conditions shall state that the permit will not become effective until the property has been purchased by the permit holder.

**5. Minimum number of application forms and detailed plans required:**

<u>PERMIT CLASSIFICATION</u>	<u>APPLICATION FORMS REQUIRED</u>	<u>PLANS* REQUIRED</u>
Class C-1	2	3
Class C-2	2	3
Class C-2 (Non standard)	2	5
Class C-3	2	5
Class C-4	2	5
Class C-5	2	5

\*NOTE: One additional copy of the plan is required when:

- a. Payment for services is required.
- b. An overweight crossing is required.
- c. Mining or quarrying is requested.
- d. A permit is requested on a highway under construction or on a highway project on which a sale date has been determined.

Required plans for utility installations and rearrangements shall be as stated in Section 8.20 Real Estate Manual.

**H. PROCESSING PERMIT APPLICATION IN DISTRICT OFFICE**

1. All permit applications shall be submitted to the District in which the highway is located. They shall be reviewed in the District Office for conformance to applicable policies and regulations. The District Permit Section shall be responsible for coordinating the review with the appropriate reviewing authorities within the District including:
  - a. The District Traffic Engineer when the application involves the construction of a new traffic signal; when construction by permit is proposed within six hundred (600) feet of an existing traffic signal; when traffic signals, highway lighting, night or yard lights or signing is involved or may be necessary; or when the proposed construction will have an abnormal effect upon the operation of traffic.
  - b. The District Landscape Supervisor when the permit request involves the trimming, removal or spraying of brush or trees or landscaping within the right-of-way.

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Dated December 11, 1989

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- c. The District Bridge Engineer when the application involves the construction of an overhead structure or the installation of a utility along or through a structure. When the application has a C-1 or C-2 classification and the structure exceeds a span of twenty (20) feet, the District Bridge Engineer shall forward the application along with his comments, directly to the Bureau of Bridges and Structural Design for review and recommendations. (Note: Review of Classes C-5, C-4 and C-3 applications by the Bureau of Bridges and Structural Design will be requested by appropriate Central Office reviewing authority.)
  - d. The District Planning and Design Engineer for all permits when:
    - (1) The application has a C-3, C-4 or C-5 classification.
    - (2) The application has a C-1 or C-2 classification and involves grading for other than the necessary grading for driveways, road or street approaches or drainage other than the installation of driveway drainage pipes (including storm sewers).
  - e. The District Utilities Supervisor for all permits involving utilities (except storm sewers).
  - f. The District Real Estate Engineer/Supervisor when the application involves Canal Lands or for all Class C-3, C-4 or C-5 permits.
  - g. The District Operations Engineer.
2. After a permit has been reviewed by the District Office, the following types of permit applications or permit classes are to be reviewed by the Central Office:
- a. All Class C-5 permit applications.
  - b. All Class C-4 permit applications except Standard Utility Crossing requests.
  - c. All Class C-3 permit applications except Standard Utility Crossing requests.
  - d. Class C-1 or C-2 permit applications involving:
    - (1) Mining or quarrying near, through or under highway right-of-ways.
    - (2) Highway crossings by overweight vehicles or equipment.
    - (3) Non-standard street or road approach designs.
    - (4) Non-standard commercial driveways including non-standard service station driveway designs.

(5) Non-standard utility requests.

(6) Seismographic surveys.

(7) Ditch improvements.

(8) Highway lighting.

e. Any permit where special review by Central Office is desired by the District Office.

**I. SUBMISSION OF APPLICATIONS AND PLANS TO CENTRAL OFFICE**

1. Permit applications requiring Central Office review shall be accompanied by:
  - a. An IOC (letter of transmittal) containing a complete resume of the comments and recommendations of the District Staff participating in the review and any additional pertinent information sufficient to allow all reviewing authorities to make a comprehensive review of the application.
  - b. One (1) copy of the application for permit and two (2) copies of the application plan.
2. All utility permit applications (except storm sewers) shall be forwarded to the Bureau of Utilities and Properties.
3. All permit applications involving (well) drilling, mining or quarrying, crossings by overweight vehicles or equipment or blasting shall be forwarded to the Bureau of Maintenance.
4. All other permit applications, not listed in Section I.2 and I.3, shall be forwarded to the Bureau of Location and Design.

**J. PROCESSING APPLICATIONS IN THE CENTRAL OFFICE**

1. **Bureau of Utilities and Properties**
  - a. Review.
  - b. When necessary, request recommendation of Bureau of Bridges and Structural Design and/or other Central Office Bureaus.
  - c. When necessary, submit for approval to Federal Highway Administration.
  - d. Advise District of recommendation for approval or disapproval of application.
  - e. Permits involving longitudinal occupancy of limited access highways shall be approved by the Assistant Deputy Director for Real Estate Administration.

**2. Bureau of Maintenance**

- a. Review.
- b. When necessary, request recommendations of other Central Office Bureaus.
- c. When necessary, submit for approval to Federal Highway Administration.
- d. Advise District of recommendation for approval or disapproval of application.

**3. Bureau of Location and Design**

- a. Review.
- b. When necessary, prepare Journal Entry for Director's signature.
- c. When necessary, request recommendations of other Central Office Bureaus.
- d. When necessary, submit for approval to Federal Highway Administration.
- e. Advise District of recommendation for approval or disapproval of application.

**K. ISSUING OF PERMITS**

1. Upon receipt of the recommendations of the District reviewing authorities, for permit applications not requiring Central Office review or upon receipt of the recommendations and/or approval of the appropriate Central Office reviewing authority, the District Deputy Director shall issue a permit, reject the application or request a revised application be submitted.
2. Issued permits shall be on Form No. MR 509 and shall be signed by the District Deputy Director on behalf of the Director of Transportation. For permits not covered by this Standard Operating Procedure see Reference list attached.
3. The District Deputy Director when required or at his discretion, may specify a performance bond or certified check as a prerequisite to the issuance of a permit.

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4. The following distribution of application forms, approved plans, inspection certificate and issued permit and permit copies is applicable to all permit classifications:

	APPLICANT	COUNTY MAINT. SUPT.	DIST. FILE	TOTAL
Original Permit	1			1
Permit Copy		1	1	2**
Approved Plan	1	1	1	3**
Application Form			1	1
Inspection Cert.		1		1*

\*NOTE: The completed inspection certificate form shall be returned to the District Office for retention in the District's file.

\*\*NOTE: Additional copies may be required and one (1) copy of issued permit and approved plan shall be forwarded when applicable to:

- a. Bureau of Accounting, Columbus, Ohio, when payment for service is required.
- b. State Highway Patrol, Columbus, Ohio, when permit for overweight crossing is issued.
- c. Bureau of Reclamation, Department of Natural Resources, Columbus, Ohio, when permit for mining or quarrying is issued.
- d. The District Construction Engineer when a permit is issued on a highway construction project or on a highway project on which a sale date has been determined.

**L. COMPLIANCE WITH TERMS OF PERMIT**

1. The terms of the permit shall stipulate that the Permittee is required to advise the County Maintenance Superintendent or District Office at least 24 hours prior to beginning any work covered by the permit.
2. The District Deputy Director shall assign the County Maintenance Superintendent or other individual, the responsibility to inspect all work covered by the permit and shall furnish him/her, in duplicate, a Permit Inspection Certificate, Form No. MR 678, containing information pertinent to the use or occupancy authorized.
3. The County Maintenance Superintendent or individual responsible for inspection shall:
  - a. Become familiar with the description of the work or installation authorized and the specifications and plans pertinent thereto.

- b. Be satisfied that authorized work or installation is progressing in accordance with permit and plan specifications.

If work is not being done as specified, he/she shall order the work stopped and shall immediately notify the District Deputy Director of the circumstances and the action taken and immediately forward to the latter a completed copy of Permit Inspection Certificate, Form No. MR 678.

- c. Upon completion of work he/she shall immediately return the completed Permit Inspection Certificate to the District Deputy Director certifying:

- (1) That Permittee has complied with the terms of the permit.
- (2) That Permittee has not complied with terms of the permit.

4. Upon failure of Permittee to carry out the terms and provisions of a permit, the District Deputy Director shall notify the Permittee that the permit is void until agreement for compliance is reached.
5. The District Deputy Director shall immediately notify the Director in writing of any permittee or contractor for the permittee, who refuses to conform to the terms of the permit. The Director may notify all District Deputy Directors that no further permits shall be issued to this person, company or corporation. All permits granted this party for work currently being performed or to be performed at a later date shall have satisfactory proof or bond provided to insure compliance with the Department's requirements.

#### **M. ENFORCEMENT PROCEDURES**

1. The District Deputy Director shall establish appropriate policing or inspection procedures to:
  - a. Insure no unauthorized encroachments on highway rights-of-way, especially violations of Limited Access Right-of-Way. See Directive No. H-P-402, Maintenance of Access Control and Standard Operating Procedure PH-P-505, Obstructions - Including Advertising Devices Erected or Maintained within the Right-of-Way Limits of State Highways.

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- b. Secure compliance with an enforcement of terms of permits issued in accordance with Standard Operating Procedure PH-P-403.
2. Section 5515.02 of the Ohio Revised Code sets forth the legal procedure for removal of obstructions.



Ronald L. Zook, P.E.

Assistant Director, Chief Engineer of Transportation

REVISED BY: BUREAU OF LOCATION AND DESIGN

ATTACHMENTS: "A" References  
"B" MR 505 (7-83)  
"C" MR 509 (5-82)  
"D" MR 721 (7-90)  
"E" MR 678 (11-75)

**REFERENCES:****1. PERMIT RELATED DIRECTIVES**

- a. Directive No. H-P-402, Maintenance of Access Control.
- b. Standard Operating Procedure PH-P-505, Obstructions - Including Advertising Devices - Erected or Maintained within the Right-of-Way Limits of State Highways.
- c. Standard Operating Procedure PH-O-501, Permits for Oversize and Overweight Vehicles and Loads.
- d. Directive No. H-P-406, Policies Relating to Access Provisions and Traffic Control at Shopping Centers, Industrial Plants and Industrial Parks
- e. Standard Operating Procedure PH-O-116, Procedures in Ditch Improvement Projects Across and/or Along State Highways for which U.S. Soil Conservation Service is Furnishing Technical Assistance.
- f. Directive H-O-203, Private Approaches and Driveways, Mail Box Approaches and Roadside Ditch Enclosures - Installation and Maintenance Policies.

**2. OHIO STATUTES AND RULES**

- a. Chapter 1514, ORC - Surface Mining and Reclamation of Mined Land and Related Provisions.
- b. Section 3767.20I, ORC - Destruction or Removal of Barriers along Limited Access Highways Prohibited; Vehicles to enter and leave Limited Access Highways at designated Intersections and Section 3767.99(J), Penalty.
- c. Section 4153.11, ORC - Mining near Highways.
- d. Section 4511.74, ORC - Prohibitions Against Placing Injurious Materials on Highways and Section 4511.99(D), Penalty.
- e. Section 4513.34, ORC - Special Permits for Vehicles.
- f. Section 5529.11, ORC - Planting Trees and Shrubs may be permitted.
- g. Section 5511.02, ORC - Limited Access Highways and Freeways.
- h. Chapter 5515, Ohio Revised Code, State Highways - Use; Obstruction.
- i. Section 5543.16, ORC - Construction and Repair of Approaches and Driveways.
- j. Rule 1510:13-19-03, Federal, Public and Private Mining Prohibitions.
- k. Rule 5501:2-1, OAC - Movement of oversized Vehicles and Loads.
- l. Rule 5501:2-4, OAC - Control and Use of Rest Areas and Parks.

**3. ODOT MANUALS**

- a. Location and Design Manual, Sections 703, 800, 900, 1004 and 1100.
- b. Real Estate Manual, Sections 8.10 and 8.20 (Utilities).

**4. APPLICABLE FEDERAL REGULATIONS**

- a. FHPM - Volume 7, Chapter 4, Section 2 - Disposal of Rights-of-Way. (This is applicable to any change in acquired limited access controls).

**5. SPECIAL PERMITS**

- a. Rest Area Safety Coffee Break Permit for Nonprofit Organization. Use Form No. MR 705.
- b. General Permit for Spraying, Trimming or Removal of Trees or Brush. Use Form No. MR 696.
- c. Litter Pickup Permit. Use Form No. MR 721. See "Permit for Litter Pickup and Landscaping by Non - ODOT Personnel." dated August 2, 1988.

MR 505  
7-83

County of \_\_\_\_\_ Dist. \_\_\_\_\_

S.R. \_\_\_\_\_ Sec. \_\_\_\_\_

STATE OF OHIO  
DEPARTMENT OF TRANSPORTATION

# PERMIT APPLICATION

See Instructions on Back of Sheet

TO: \_\_\_\_\_  
District Deputy Director  
\_\_\_\_\_  
\_\_\_\_\_

DATE \_\_\_\_\_

Dear Sir:

Application is hereby made by (1) \_\_\_\_\_  
P.O. Address (2) \_\_\_\_\_  
to (3) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

at the following described location (4) in \_\_\_\_\_ along  
County across S.R. No. \_\_\_\_\_

Mi. \_\_\_\_\_ Ft. \_\_\_\_\_  N  E  W  S of \_\_\_\_\_

and in accordance with the attached plan (5)

( 6 ) Work will commence on or about \_\_\_\_\_ and will require  
\_\_\_\_\_ days.

( 7 ) Open cut of pavements shall not be permitted unless no reasonable alternate method is available.

If the proposed installation requires the opening of the pavement give the following information.

A. Conditions necessitating opening of pavement \_\_\_\_\_

B. The opening to be made in the pavement will be \_\_\_\_\_ feet long by \_\_\_\_\_ feet wide and \_\_\_\_\_ feet deep.

C. Pavement is to be replaced by:

(a) \_\_\_\_\_ as directed by  
and to the complete satisfaction of the District Deputy Director of Transportation.

(b) We hereby agree to backfill the trench of said opening in compliance with the standards of the Ohio Department of Transportation standards as set forth herein using construction methods and materials and workmanship so prescribed in the Construction and Materials Specifications (Current Edition) of the Department of Transportation.

( 8 ) Permits for tunnelling, open cut of pavement, mining or quarrying near, through or under the Right of Way, overweight crossings, etc. See Items 7, 8 & 9 on reverse side.

( 9 ) All work requiring men or vehicles on the pavement or shoulders shall comply with all the requirements of the Ohio Manual of Uniform Traffic Control Devices and Item 614 (Maintaining Traffic) of the Ohio Department of Transportation Construction and Material Specifications. Failure to comply with this requirement will be cause for immediate suspension of the permit until the proper traffic controls have been provided.

(10) We agree to comply with all the conditions, restrictions and regulations of the Department of Transportation.

By \_\_\_\_\_

MR 509  
Rev. 5-82

County \_\_\_\_\_

S.R. \_\_\_\_\_ Section \_\_\_\_\_

**STATE OF OHIO  
DEPARTMENT OF TRANSPORTATION  
PERMIT**

Subject to all of the terms, conditions and restrictions printed or written below and on the reverse side hereof, permission is hereby granted to

This permit to be in possession of employees in charge of work at all times. To be shown upon request to any employee of the Department of Transportation

\_\_\_\_\_

No work shall be done under this permit until the party or parties to whom it is granted shall have communicated with and received instructions from Mr. \_\_\_\_\_

District Deputy Director of Transportation \_\_\_\_\_

\_\_\_\_\_

This permit shall be void unless the work herein contemplated shall have been completed before \_\_\_\_\_

\_\_\_\_\_

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 19 \_\_\_\_\_

\_\_\_\_\_  
DISTRICT DEPUTY DIRECTOR OF TRANSPORTATION

WIDTH OF R/W \_\_\_\_\_ FEET WIDTH OF PAVEMENT \_\_\_\_\_ FEET  
 POSSIBLE FUTURE EXPANSION \_\_\_\_\_  
 TYPE OF SURFACE \_\_\_\_\_ THICKNESS \_\_\_\_\_ BASE \_\_\_\_\_ THICKNESS \_\_\_\_\_  
 DIVIDED LANE \_\_\_\_\_ RAISED CURB \_\_\_\_\_ BERM WIDTH \_\_\_\_\_  
 LIMITED ACCESS C-3, C-4, C-5 \_\_\_\_\_ SHALL PERMIT BE GRANTED \_\_\_\_\_  
 WHAT, IF ANY, ADDITIONAL REQUIREMENTS ARE TO BE IMPOSED \_\_\_\_\_

Bond or check required  YES  NO \$ \_\_\_\_\_

\_\_\_\_\_  
 DISTRICT DEPUTY DIRECTOR OF TRANSPORTATION

**INSTRUCTIONS**

- (1) Owner of proposed installation (application by contractor not acceptable).
- (2) Mailing Address of Owner.
- (3) State fully and completely type of installation proposed.  
 If pole line give the following information:  
 Number of poles, total length of line, type of wire, character of service, vertical clearance over pavement and voltage if power line.  
 If pipe type give the following information:  
 Type of service (water, oil, gas, sewer — sanitary or storm, etc.): if carrying liquid or gas under pressure, state pounds per square inch, internal diameter, wall thickness of pipe, kind and grade of pipe, length of line and proposed location with respect to pavement or right of way line; if pipe or conduit is to cross highway and crossing cannot be made without disturbing pavement, advise conditions requiring such method of installation.  
 If access approach give the following information:  
 Use to be served (private, industrial or commercial; if not private, advise kind of industry or business).  
 Type of construction, width, thickness and drainage data.
- (4) Give County, State Route and distance from some geographical point, such as intersecting highways, city or village corporation limits, section lines, county or township highways.
- (5) Attach the number of copies of a plan required by the District Deputy Director showing proposed location of installation with reference to pavement, right of way line and owner's property lines. If installation crosses the highway, show cross section of present roadway and proposed installation. (Plan should show information listed under item (4).)
- (6) Give anticipated dates for beginning and for completion of proposed installation.
- (7) A performance bond or certified check will be required for all permits granted involving tunnelling; open cut of pavements; surface mining for coal within one hundred (100) feet of the Right of Way or surface mining for minerals other than coal within fifty (50) feet of the Right of Way; drilling, excavating, mining or quarrying minerals, coal, stone or clay through or under the Right of Way and overweight crossings. The District Deputy Director of Transportation may require such bond or check for any other type of permit granted which he deems warranted. The bond or certified check shall be posted prior to the issuance of the permit and shall remain in force for a period of one year following completion of the restoration of Highway property.
- (8) The bond shall be in the amount determined by the District Deputy Director and shall be sufficient size as to insure the complete restoration of any pavement, drainage, shoulder, structures, sod or other items disturbed by the permittee.

(9) Performance Bond with \_\_\_\_\_  
 \_\_\_\_\_ (Name of Company)

Effective Date \_\_\_\_\_ Expiration Date \_\_\_\_\_

Amount \$ \_\_\_\_\_

Certified check (Amount \$ \_\_\_\_\_)

MR 721  
7-90

STATE OF OHIO  
DEPARTMENT OF TRANSPORTATION  
LANDSCAPING OR LITTER PICK-UP PERMIT

LOCATION

District \_\_\_\_\_ County \_\_\_\_\_ Route \_\_\_\_\_  
From \_\_\_\_\_ To \_\_\_\_\_

DATE & TIME PERMIT IS VALID

Date(s) \_\_\_\_\_ Time(s) \_\_\_\_\_ AM/PM to \_\_\_\_\_ AM/PM \_\_\_\_\_

ORGANIZATION    LANDSCAPING \_\_\_\_\_    LITTER PICK-UP \_\_\_\_\_

Name of Group \_\_\_\_\_  
Name(s) of Group Leader(s) \_\_\_\_\_  
Addresses & Phone Numbers \_\_\_\_\_

INDIVIDUAL

Name \_\_\_\_\_  
Address and Phone Number \_\_\_\_\_  
Number of people to be involved \_\_\_\_\_      Adults (over 18) \_\_\_\_\_  
(specify ages)      Under 18 \_\_\_\_\_

VEHICLE

Year \_\_\_\_\_ Make \_\_\_\_\_ Type \_\_\_\_\_

DESCRIPTION OF ACTIVITY

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I \_\_\_\_\_, have read and acknowledge the requirements and responsibilities of the Special Provisions on the back of this permit.

\_\_\_\_\_  
Signature      Date

\_\_\_\_\_  
Title

This permit is hereby granted to the above group or individual at \_\_\_\_\_,  
Ohio, this \_\_\_\_\_ day of \_\_\_\_\_, 19 \_\_\_\_\_

\_\_\_\_\_  
District Deputy Director

**GENERAL PROVISIONS IN FORCE IN SO FAR AS THEY APPLY TO THE**

**WORK TO BE DONE UNDER THIS PERMIT**

**(See Sec. 5515.01 Ohio Revised Code)**

**General Provisions Applicable to All Permits**

The granting of this permit does not in any way abridge the right of the Director of Transportation in his jurisdiction over the state highways. If, in the process of any future work or for the benefit of the traveling public, it becomes necessary, in the opinion of the Director of Transportation to order the removal, reconstruction, relocation or repair of any of the fixtures or work performed under this permit, said removal, reconstruction relocation or repair shall be wholly at the expense of the owners thereof and be made as directed by the Director of Transportation.

The District Deputy Director of Transportation shall act for and in behalf of the Director of Transportation in the issuance of and the carrying out of the provisions of all permits.

The District Deputy Director of Transportation shall have full authority to insure that the provisions of this permit are fully complied with; and retains the right to reject any materials or workmanship in the restoration of State Highway facilities. Failure on the part of the permittee to conform to the provisions of this permit will be cause for suspension, revocation or annulment of this permit as the District Deputy Director of Transportation deems necessary.

If the party or parties to whom this permit is issued does anything contrary to the orders of the District Deputy Director of Transportation and after due notice, fails to correct such work or to remove such structure or material as he or they may be ordered to remove, the Department of Transportation may, with or without notice, correct such work or remove such structures or material; and the party or parties to whom this permit is issued shall reimburse the Department of Transportation for any expense incurred in correcting the work or removing the structure or materials.

The right is reserved, during the time any or all the work is being performed, to appoint an inspector over the work who shall represent the interest of the State on the work and any compensation arranged for shall be paid wholly by the permit holder.

All the work herein contemplated shall be done under the supervision and to the satisfaction of the Department of Transportation and the entire expense thereof, shall be borne by the party or parties to whom this permit is issued.

Except as herein authorized, no excavation shall be made or obstacle placed within the limits of the highway in such manner as to interfere with the travel over the road.

If any grading, sidewalk or other work done under this permit interferes with the drainage of the highways in any way, such catch basins and outlets shall be constructed as may be necessary to take proper care of said drainage.

The acceptance of this permit or the doing of any work thereunder shall constitute an agreement by the party or parties to whom the permit is granted to comply with all of conditions and restrictions printed or written herein.

All of the above conditions shall be applicable to the work herein authorized, unless the same are inconsistent with the conditions on the face of the permit, in which case the conditions written or printed on the face of the permit shall apply.

Highway property, disturbed by the permittee, shall be restored using materials, design and workmanship in conformance with the Ohio Department of Transportation Construction and Material Specifications, Location and Design Manual or other existing Department Standards.

All pole lines are to be built in accordance with Rule 4901:3-1-08 of the Ohio Administrative Code promulgated and enforced by the Public Utilities Commission of Ohio.

All work requiring men or vehicles on the pavement or shoulders shall comply with all of the requirements of the Ohio Manual of Uniform Traffic Control Devices and Item 614 (Maintaining Traffic) of the Ohio Department of Transportation Construction and Material Specifications. Failure to comply with this requirement will be cause for immediate suspension of the permit until the proper traffic controls have been provided.

The permittee upon completion of the work shall leave the highway clean of all rubbish, excess materials, temporary structures and equipment and all parts of the highway shall be left in an acceptable condition.

The permittee shall save harmless the State of Ohio and all of its representatives from all suits, actions or claims of any character, brought on account of any injuries or damages sustained by any person or property in consequence of any neglect or on account of any act or omission as a result of the issuance of this permit.

The permittee shall comply with the Air Pollution requirements of Rule 3745-17-08 of the Ohio Administrative Code promulgated and enforced by the Ohio Environmental Protection Agency.

**GUIDELINES FOR ISSUING  
LANDSCAPING PERMIT MR 721**

1. **The organization shall submit a request in writing to the District Deputy Director to participate in any landscaping project. This request shall contain:**
  - A. **Complete description on type of involvement, i.e. cost sharing, physical participation, gift, etc.**
2. **Cash donations shall not be accepted. Donations of materials, i.e. seed, is more desirable. Complete documentation of items received and where they are used shall be kept.**
3. **The Ohio Department of Transportation shall provide guidelines and follow-up inspections to insure that permit procedures are being followed.**
4. **Locations selected shall be subject to District Deputy Director approval based on safety and aesthetic concerns.**
5. **A plan with sufficient detail shall be submitted upon request in order for O.D.O.T. to sufficiently evaluate the applications.**
6. **This permit shall only be used for non-governmental groups.**

## SPECIAL PROVISIONS AND REQUIREMENTS

1. No Parking of any vehicle shall be permitted on the roadway portion of state routes, freeways, expressways or throughways. "Roadway means that portion of a highway improved, designed or ordinarily used for vehicular traffic, except the berm or shoulders." (ORC 4511.01)
2. All vehicles shall be parked beyond the shoulder. Traffic control devices shall conform to plate C-11 in the Manual for Traffic Control for Construction and Maintenance Operations. All persons involved shall be dressed with a bright orange vest or garment that meets or exceeds ODOT standards. Permittee's operations shall in no way restrict or interfere with the safe and convenient use of the highway by the travelling public. (Signs and vests may be available from the District.)
3. Any group containing personnel under 18 years of age must have adequate adult supervision. A minimum ratio of one adult for each four persons under 18 years of age is required. Persons under 12 years of age are prohibited.
4. Work shall be restricted from one hour after sunrise to one hour before sunset. No work shall be performed under conditions of restricted visibility. (Fog, snow, rain, etc.)

### 5. INDEMNIFICATION

The Permittee, on behalf of itself, contractors, workers, agents or anyone working in concert with the Permittee agrees that the State of Ohio and O.D.O.T., its officials, departments and agents shall not be liable for and agrees to indemnify and hold the State of Ohio and its agents harmless against any loss, claim, cause of action, damages, liability (including without limitation strict or absolute liability in tort or by statute imposed), charge, cost or expense (including without limitation counsel fees to the extent permitted by law) incurred in connection with or arising out of in any manner, loss or damage to property or injury or death of any person resulting from or arising out of, without limitation, the operation of this Permit. In no event shall the Permittee or any of its contractors, workers or agents be considered agents or employees of the State of Ohio, Department of Transportation.

6. The Permittee is hereby warned of personal liability for injuries and damages and it is required that activities be covered by liability insurance.
7. The Permittee(s) shall take full responsibility for instructing all participants as to the provisions of this permit and the necessary safety precautions. This permit shall be in the possession of the permittee at all times and shall be shown upon request to any employee of the Department of Transportation or the State Highway Patrol.
8. ODOT shall approve all seed or plant varieties prior to planting with all plantings conforming to the current practices and procedures being used by ODOT as determined by application review.
9. ODOT shall not be held responsible, in any way, for plant material not producing the desired results or acts of vandalism.
10. The Permittee(s) shall provide establishment maintenance for a minimum of two years after planting. (i.e. weed control, pruning and fertilization as required) Dead plant material shall be removed by permittee.
11. The Director of Transportation reserves the right to cancel this permit if these provisions are not fully complied with at all times.

MR 678  
Rev.11-75

County \_\_\_\_\_ District \_\_\_\_\_  
S.R. \_\_\_\_\_ Section \_\_\_\_\_

STATE OF OHIO  
DEPARTMENT OF TRANSPORTATION  
**PERMIT INSPECTION CERTIFICATE**

*TO BE FILLED IN BY DISTRICT*

Permittee \_\_\_\_\_  
Permit No. \_\_\_\_\_ Class \_\_\_\_\_ Date Issued \_\_\_\_\_  
Work Authorized \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*TO BE FILLED IN BY INSPECTOR*

Work Completed \_\_\_\_\_ *YES OR NO* As Authorized \_\_\_\_\_ *YES OR NO*

Variations \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Approved \_\_\_\_\_ Not Approved \_\_\_\_\_

Comments \* \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date \_\_\_\_\_  
Signed \_\_\_\_\_  
Title \_\_\_\_\_

\* If work not approved, so advise person in charge at work site, noting his name and relationship to permittee, as well as date and time of inspection; note instructions given such person in charge, including stoppage of work if warranted. If no one at work site, so note.

**ATTACHMENT E**

**PROGRAM ADMINISTRATION FEE**

(The Program Administration Fee form is part of the Request for Proposal. The form submitted by the selected offeror will be included as Attachment E to the Contract.)

**ATTACHMENT F**

**NEW INSTALLATION REIMBURSABLE EXPENSES**

**NEW INSTALLATION REIMBURSABLE EXPENSES  
FOR THE BUSINESS LOGO SIGN PROGRAM**

In order to facilitate the expansion of the Business Logo Sign Program, ODOT will reimburse the Program Manager in the following amounts for new extrusheet specific service signs and/or new beam supports and foundations. This reimbursement is limited to locations where the number of specific service signs on the mainline and/or ramps is being increased to allow a greater number of businesses to participate in the Program.

Reimbursement will be accomplished by a corresponding reduction in the semiannual payment due to ODOT from the Program Manager in the six month period that the new installations are completed, as described in Section 6.4 of the Contract.

The following new installations are eligible for reimbursement:

Description	Reimbursement
Installation of new extrusheet specific services mainline sign on two new ground mounted breakaway beam supports on new foundations	\$ 2,500
Installations of new extrusheet specific services mainline sign on two new ground mounted non-breakaway beam supports on new foundations	\$ 2,000
Installation of new extrusheet specific services ramp sign on two new ground mounted breakaway beam supports on new foundations	\$ 2,000
Installation of new extrusheet specific services ramp sign on two new ground mounted non-breakaway beam supports on new foundations	\$ 1,500
Replacement of existing extrusheet specific service sign with larger extrusheet specific service sign on existing supports, including any needed modifications to the existing supports as required to accommodate the larger sign	\$ 500
Removal of existing extrusheet non-specific service sign and ground mounted beam supports and foundations and reinstallation of the sign on new ground mounted breakaway beam supports on new foundations as described in Section 17 of the Contract	\$ 2,500
Removal of existing extrusheet non-specific service sign and ground mounted beam supports and foundations and reinstallation of the sign on new ground mounted non-breakaway beam supports on new foundations as described in Section 17 of the Contract	\$ 2,000

The following items are specifically excluded, and are not reimbursable expenses.

- 1.) Removal and disposal of existing non-specific service sign and/or supports to accommodate the installation of specific service signs, as described in Section 17 of the Contract.
- 2.) Repair and/or replacement of sign and/or supports for maintenance purposes as described in Section 25 of the Contract.
- 3.) Relocation or removal of existing specific service sign and/or supports to accommodate non-specific service signs as described in Section 26.1 of the Contract.
- 4.) Relocation or removal of existing specific service sign and/or supports necessitated by highway improvement projects as described in Section 26.2 of the Contract.

- 5.) Removal of specific service sign and supports due to the removal of all logo sign panels at a location as described in Section 26.3 of the Contract.
- 6.) Installation of trailblazer sign.
- 7.) Removal and/or relocation and/or reinstallation of flat sheet sign.
- 8.) Other removals and/or relocations and/or installations of specific service signs and/or supports that do not directly increase the number of businesses participating in the Business Logo Sign Program at that location.

**ATTACHMENT G**

**REMITTANCE CERTIFICATION FORM**

## Remittance Certification Form

This form shall be submitted with the semiannual remittance from the Program Manager to ODOT, in accordance with Section 6 of the Contract.

<p style="text-align: center;"><b>Remittance Due Date</b> (enter the remittance due date for the semiannual period)</p>	→	
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<b>A</b>	<p style="text-align: center;"><b>Fees Collected</b> (enter the total amount of the fees collected from the participating businesses for the display of mainline, ramp and trailblazer logo sign panels)</p>	→	\$
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<b>B</b>	<p style="text-align: center;"><b>New Installation Reimbursable Expenses</b> (enter the total amount of eligible expenses as per Attachment F of the Contract – include documentation)</p>	→	\$
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<p style="text-align: center;"><b>Participating Businesses</b> (enter the total number of businesses with logo panels displayed as of the remittance due date)</p>	→	
--	---	--

<b>C</b>	<p style="text-align: center;"><b>New Business Bonus Allowance</b> (subtract 3,600 from the number above and multiply the result by \$150, and enter here)</p>	→	\$
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<b>D</b>	<p style="text-align: center;"><b>Program Administration Fee</b> (enter the program administration fee as per Attachment E of this Contract)</p>	→	\$
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<b>E</b>	<p style="text-align: center;"><b>Total</b> (add lines B, C and D)</p>	→	\$
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<b>F</b>	<p style="text-align: center;"><b>Net Revenue</b> (subtract line E from line A)</p>	→	\$
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<b>G</b>	<p style="text-align: center;"><b>Required Remittance</b> (enter the larger of line F or \$500,000)</p>	→	\$
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The Program Manager shall remit the amount shown in Line G to ODOT, in accordance with Section 6 of the Contract.