PURPOSE/PROCEDURES

This manual change revises and updates the MEMORANDUM REQUESTING SIGN BOARD INFORMATION, 7-EX-11, by using terms and language pertinent to the outdoor advertising industry and the Caltrans Office of Outdoor Advertising. The requesting side Section I provides necessary information required by Office of Outdoor Advertising to complete Section II detailing the outdoor sign's permit number, conformity, and ownership information. This information is then utilized by the Right of Way appraiser in valuing the project’s effect on the sign.

BACKGROUND

Caltrans transportation projects often impact outdoor advertising structures. Right of Way as part of valuing the project requirements also values those impacts to the outdoor advertising structures. The Exhibit 7-EX-11 requests sign board information received by Caltrans Office of Outdoor Advertising in the permitting process of outdoor advertising signs.

EFFECTIVE DATE

Immediately.

MANUAL IMPACT

- Remove the superseded pages and insert the attached pages in the Manual.
- Record the action on the Revision Record.

REVISION SUMMARY

<table>
<thead>
<tr>
<th>Chapter</th>
<th>Remove Old Pages</th>
<th>Insert New/Revised Pages</th>
</tr>
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</table>
To: Outdoor Advertising

From: ______________________, Right of Way

Subject: Request for Information on Outdoor Advertising Signs

We propose to acquire a portion of the property as indicated on the attached maps. Please provide the information shown in Section II on the next page so that we will have the proper basis for the appraisal of the advertising structure. Please see the information shown in Section I below to determine the portion of the California Outdoor Advertising Act applicable to the subject location and sign.

SECTION I

1. Attached are:
   Local Area Street Map _____ Right of Way Appraisal Map _____
   Design Maps _____ APN Map _____ Picture of Sign(s) _____

2. Assessor Parcel Number: ________________

3. Sign(s) within city limits: ________________ Unincorporated County: ________________
   If within city, Name of city: ______________________

4. Zoning of Parcel*: ______________________

5. Number of signs on parcel: ______________________

6. Advertising company: ______________________

7. Type of sign(s): Check all that apply
   One Sided Panel _____ Roof Poster Panel _____ V-Panel _____
   Double Poster Panel _____ Painted Bulletin _____ Message Center _____
   Back-to-Back Panel _____ Special Build _____
   Other: ______________________
   General Sign Description: ______________________

8. Type of project:
   Road widening _____ Passing Lane _____ Overpass _____
   Other: ______________________

9. If a change in zoning is expected, what is the new zoning classification?: ______________________

10. How will the project impact the sign? Explain: ______________________

11. Is request to determine if sign can be relocated of the subject’s remainder? Yes _____ No _____

Notes or Comments: ______________________

*If zoning is commercial or industrial, indicate on map’s location and type of nearest commercial or industrial activity.
SECTION II

1. Is Sign currently Legally Permitted? No _____ Yes _____ State Permit # __________

2. Are there any current violations? No _____ Yes _____
   If Yes, please describe: _____________________________________________________________________
   _____________________________________________________________________________________

3. Are Permits and License Fees current? Yes _____ No _____

4. Under the California Outdoor Advertising Act, the subject sign in its present location is:
   Conforming _____ See 4A Nonconforming _____ See 4B
   4A. Conforming: A new application may be submitted conditional on meeting all current application
   requirements to the subject’s remainder after construction. Yes _____ See #6 No _____
   4B. Nonconforming: The sign in its present location is nonconforming for the following reasons:
   Landscaped Freeway Section _____ Zoning ________________________
   Improper Spacing to another sign _____ No Business Activity within 1000 ft _____
   Scenic Highway _____ Other: ____________________________________________________________________

5. The removal would be:
   With payment of compensation _____ California ODA Act Section __________
   Without payment of compensation _____ California ODA Act Section __________
   Reasons ____________________________________________________________________
   ____________________________________________________________________

6. A new application may be submitted for a new sign. Approval would be conditional on meeting all current
   application requirements in the new location in the State pursuant to Business and Professions Code
   Sections 5412 or 5443.5. Yes _____ No _____

7. Field inspection made by outdoor advertising inspector: No _____ Yes _____
   Name of inspector __________________________________________________________________

8. This property and the subject advertising sign is such that Right of Way and Outdoor Advertising should
   meet. Please contact __________________ at telephone number _______________ in order to make
   arrangements for meeting or field inspection.

9. Advertising Company Contact Information and Other Pertinent Information:
   _______________________________________________________________________
   _______________________________________________________________________
   _______________________________________________________________________

10. Sign in a Bonus Segment: Yes _____ No _____

By ________________________________________________________________
    Region/District Outdoor Advertising Coordinator
INSTRUCTIONS FOR COMPLETION OF THE MEMORANDUM REQUESTING SIGN BOARD INFORMATION

To: Outdoor Advertising

From: (Requesting Right of Way (R/W) Agent’s Name) , Right of Way Phone No. (Requesting R/W Agent’s Desk Phone Number)

Subject: Request for Information on Outdoor Advertising Signs

We propose to acquire a portion of the property as indicated on the attached maps. Please provide the information shown in Section II on the next page so that we will have the proper basis for the appraisal of the advertising structure. Please see the information shown in Section I below to determine the portion of the California Outdoor Advertising Act applicable to the subject location and sign. (Time and charges for work done in response to this request may be charged to: Expenditure Authorization __________, Cost Center __________.)

SECTION I (Completed by Right of Way Agent)

1. Attached are: (Include as much information as is available for the request.)
   Local Area Street Map ________ Right of Way Appraisal Map ________
   Design Maps ________ APN Map ________ Picture of Sign(s) ________

2. Assessor Parcel Number: ____________________

3. Sign(s) within city limits: ____________________ Unincorporated County: ____________________
   If within city, Name of city: ____________________

4. Zoning of Parcel*: ____________________ (Current zoning of parcel containing sign board)

5. Number of signs on parcel: ____________________

6. Advertising company: ____________________
   (Advertising company name usually found at base of display)

7. Type of sign(s): Check all that apply (Apply closest descriptions. If none apply, describe narratively in General Sign Description.)
   One Sided Panel ________ Roof Poster Panel ________ V-Panel ________
   Double Poster Panel ________ Painted Bulletin ________ Message Center ________
   Back-to-Back Panel ________ Special Build ________
   Other: ____________________

   General Sign Description: (Include approximate size and height, type of material in supporting structure, method of placement in the ground, etc.) ____________________

8. Type of project: (As described in Project Report)
   Road widening ________ Passing Lane ________ Overpass ________
   Other: ____________________

9. If a change in zoning is expected, what is the new zoning classification?: ____________________

10. How will the project impact the sign? Explain: (Is all or part of sign within proposed Right of Way? Is all or part of sign within temporary construction easement? Does sign footing outside of proposed Right of Way?)

11. Is request to determine if sign can be relocated of the subject’s remainder? Yes ________ No ________
    Notes or Comments: (If subject parcel has a legal conforming remnant, can sign be relocated to remnant?) ____________________

*If zoning is commercial or industrial, indicate on map’s location and type of nearest commercial or industrial activity.
SECTION II  (Completed by Caltrans Office of Outdoor Advertising Staff)

1. Is Sign currently Legally Permitted?  No _____  Yes _____  State Permit # ________________

2. Are there any current violations?  No _____  Yes _____
   If Yes, please describe:  ______________________________________________________________
   ___________________________________________________________________________________

3. Are Permits and License Fees current?  Yes _____  No _____

4. Under the California Outdoor Advertising Act, the subject sign in its present location is:
   Conforming  (Please check)  See 4A  Nonconforming  (Please check)  See 4B
   4A. Conforming: A new application may be submitted conditional on meeting all current application
       requirements to the subject’s remainder after construction.  Yes _____  See #6  No _____
   4B. Nonconforming: The sign in its present location is nonconforming for the following reasons:
       Landscaped Freeway Section _____  Zoning _____________________
       Improper Spacing to another sign _____  No Business Activity within 1000 ft _____
       Scenic Highway _____  Other: __________________ (Please explain why sign is nonconforming)

5. The removal would be:  (Per the California Outdoor Advertising Act)
   With payment of compensation _____  California ODA Act Section _____________
   Without payment of compensation _____  California ODA Act Section _____________
   Reasons ______________________________________________________________
   ____________________________________________________________________________
   ____________________________________________________________________________

6. A new application may be submitted for a new sign. Approval would be conditional on meeting all current
   application requirements in the new location in the State pursuant to Business and Professions Code
   Sections 5412 or 5443.5.  Yes _____  No _____

7. Field inspection made by outdoor advertising inspector:  No _____  Yes _____
   Name of inspector __________________________________________________________________

8. This property and the subject advertising sign is such that Right of Way and Outdoor Advertising should
   meet. Please contact __________________ at telephone number ____________ in order to make
   arrangements for meeting or field inspection.  (Inspection of sign and location with Caltrans ODA Staff is
   highly recommended.)

9. Advertising Company Contact Information and Other Pertinent Information:  (Listed advertising company
contact information from exiting current permit)
   _____________________________________________________________________________________
   _____________________________________________________________________________________

10. Sign in a Bonus Segment:  Yes _____  No _____  (Per the definition in the California Outdoor Advertising
     Act)

By ____________________________
   Region/District Outdoor Advertising Coordinator