

SOUTH CAROLINA DEPARTMENT OF TRANSPORTATION
APPLICATION FOR WINDOW CLEARING
AT OUTDOOR ADVERTISING SIGNS

Please review application for accuracy prior to submittal. Rejected applications must be resubmitted. See Appendix A for a step by step checklist to assist in completing the application. Completed applications and supporting documentation should be submitted via e-mail to: ODAVeg@scdot.org

PART 1 – APPLICANT INFORMATION

Customer Information:

ODA PERMIT #: _____ Construction Date: _____ Original Permitted Date: _____
 Previous ODA Vegetation Agreement: YES NO If "YES", Date of Vegetation Approval: _____
 Sign Company Name/Applicant: _____ Owner ID #: _____
 Contact Person: _____ Contact Phone #: _____
 Contact E-mail Address: _____

PART 2 – SIGN LOCATION & DESCRIPTION INFORMATION

Route Type: _____ Route Number: _____, County: _____, Municipality (if applicable): _____
 Latitude/Longitude (decimal degrees, ex: 33.996671, 81.035976) : Latitude: _____ / Longitude: _____
 Faces: _____ Front Face Type: _____ Illuminated: YES NO
 (For Double-Faced Only): Back Face Type: _____ Illuminated: YES NO

Front Face (For double face signs, "Front Face" shall be for the face viewed from the adjacent travel lane)

Number of Panels/Faces for Front Face: _____
 Panel 1 Face Length: _____ ft Face Height: _____ ft Face Size: _____ ft² Cutouts _____ ft² Total Size Panel 1: _____ ft²
 Panel 2 Face Length: _____ ft Face Height: _____ ft Face Size: _____ ft² Cutouts _____ ft² Total Size Panel 2: _____ ft²
 Total Size for Front Face: _____ ft² Attach current photograph of Front Face (photo shall be taken at 600' from center)

Back Face (For double face signs, "Back Face" shall be for the face viewed from the travel lane opposite to the location of the sign)

Number of Panels/Faces for Back Face: _____
 Panel 1 Face Length: _____ ft Face Height: _____ ft Face Size: _____ ft² Cutouts _____ ft² Total Size Panel 1: _____ ft²
 Panel 2 Face Length: _____ ft Face Height: _____ ft Face Size: _____ ft² Cutouts _____ ft² Total Size Panel 2: _____ ft²
 Total Size for Back Face: _____ ft² Attach current photograph of Back Face (photo shall be taken at 600' from center)

PART 3 – WINDOW CLEARING PLAN (CHECK ALL RELEVANT FIELDS)

Existing Window Expansion to 600'
 Tree Removal
 (Woody Vegetation >3" DBH)
 Brush Removal
 Limb Trimming

Initial Window Establishment (600')
 Tree Removal
 (Woody Vegetation >3" DBH)
 Brush Removal
 Limb Trimming

PART 4 – CERTIFICATION

I hereby certify that the information contained in this document is complete and accurate to the best of my knowledge, and that I agree to all requirements and conditions set forth for ODA Window Clearing.

Signature (Owner/Agent) _____ Date: _____

Printed Name: _____ Title: _____

SOUTH CAROLINA DEPARTMENT OF TRANSPORTATION USE ONLY

APPLICATION REVIEWED BY: _____	RECOMMENDATION: Approve _____ Deny _____
AUTHORIZED BY: _____	Regional ODA Coordinator Date: _____
APPLICATION APPROVED BY: _____	ODA Program Manager Date: _____

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APPENDIX A: INSTRUCTIONS & CHECKLIST FOR FORM 603 SUBMITTAL

FORM INSTRUCTIONS

PART 1 – APPLICANT INFORMATION: Enter sign owner identifying information. Ensure that this information matches that of the active ODA Sign Permit. If the sign permit has a previously approved vegetation agreement, indicate by selecting “Yes”. If no previous agreement, select “No”.

PART 2 – SIGN LOCATION & DESCRIPTION INFORMATION: Enter site location information. Ensure that this information matches that of the active ODA Sign Permit. Enter the length and height for each panel on each sign face (as applicable). The fillable .pdf form will calculate the area based on these entries. For manual entry forms, multiply the length by the height to calculate the “Face Size”. The sum of the “Face Size” and “Cutouts” will equal the “Total Panel Size”. The sum of each “Total Panel Size” will be the “Total Size for Front/Back Face”.

The value entered for “Cutouts” should reflect the total square footage for each cutout present *at the time of application*.

PART 3 – WINDOW CLEARING PLAN: Select “Existing Window Expansion” for sites which have previously established windows/previous vegetation agreement. For new sites that have not previously been cleared, select “Initial Window Establishment”. Applicants must submit a Site Work Plan indicating the limits and type of work proposed. A Google Earth screengrab with comments (or similar) must be submitted with your application. See Appendix B: “Sample ODA Vegetation Window Site Plan”

PART 4 – CERTIFICATION: The sign owner or authorized agent must certify the application.

ODA WINDOW CLEARING GUIDELINES

Only eligible sites may qualify for window clearing. Signs that have not been permitted and in existence for 2 years or more are not eligible. Window Clearing is permissible solely at the discretion of the SCDOT Office of Outdoor Advertising. Once recommended by the ODA Program Coordinator, the sign owner must secure an Encroachment Permit (<https://www.scdot.org/business/permits.html>). The recommended Form 603 and supporting documentation must be uploaded to the Encroachment Permit Application. Upon issuance of the permit, the sign owner shall enter the Encroachment Permit number in the field at the top right corner of Form 603 and resubmit to: ODAVeg@scdot.org. A fully executed Form 603 and an Encroachment Permit must be secured prior to the commencement of any work in the right-of-way. These permissions are valid only within SCDOT right-of-way and do not permit any activities beyond this limit. Questions regarding right-of-way limits should be directed to the Regional Coordinator.

Eligible sites may be approved to establish up to a 600' visibility window measured from the center sign support (see Appendix B). Vegetation management activities may include: tree removal, brush removal, and limb trimming. Trees approved for removal shall be cut flush with the existing soil surface and stumps ground two inches minimum below the existing grade. Vegetative debris shall be removed from the site or mechanically reduced (3" or less) and scattered to a depth no more than six inches.

Ingress/egress from each site shall be made from the right-of-way with appropriate Work Zone Traffic Control as required by the Encroachment Permit. Should the control of access fence be in unsatisfactory condition after the work is completed, the applicant is required to repair or replace the fence according to SCDOT's standards at the applicant's expense. Removal of the control of access fence for access to the right-of-way is prohibited unless explicitly allowed as a special provision by the ODA Program Manager.

SCDOT may prohibit the removal of significant trees. Significant trees include:

1. Trees planted under encroachment permit
2. Trees with cultural, intrinsic, or historical significance
3. Trees within environmentally sensitive areas which may include:
 - a. Wetlands
 - b. Endangered/threatened species' and/or habitat

FORM 603 APPLICATION PACKAGE REQUIREMENTS/CHECKLIST

SCDOT ODA will review each complete application package. *Incomplete applications will not be considered.*

- Completed Form 603
- ODA Vegetation Window Site Plan (see Appendix B)
- Front Face photograph (see Appendix C)
- Back Face photograph (if applicable)

SOUTH CAROLINA DEPARTMENT OF TRANSPORTATION
APPENDIX B: SAMPLE ODA VEGETATION WINDOW SITE PLAN



SOUTH CAROLINA DEPARTMENT OF TRANSPORTATION
APPENDIX C: FRONT FACE/BACK FACE PHOTOGRAPHS



Front Face Photo (600' from center)



Back Face Photo (600' from center)