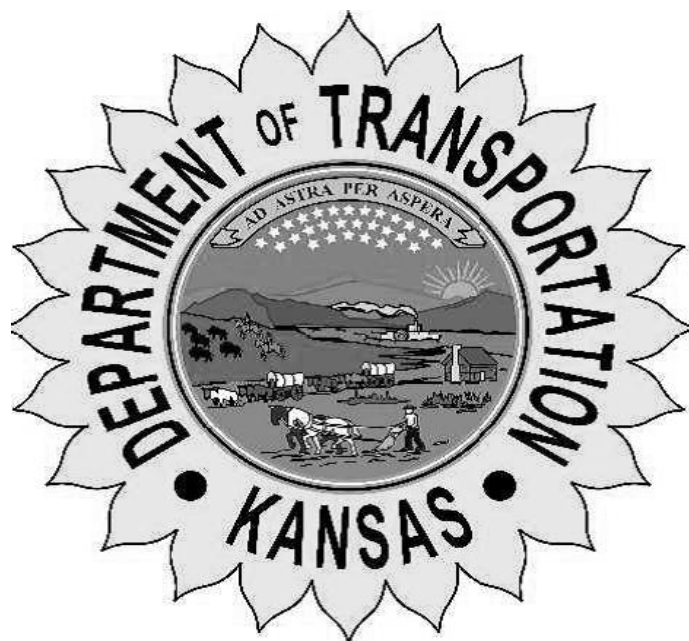


# **KANSAS DEPARTMENT OF TRANSPORTATION**

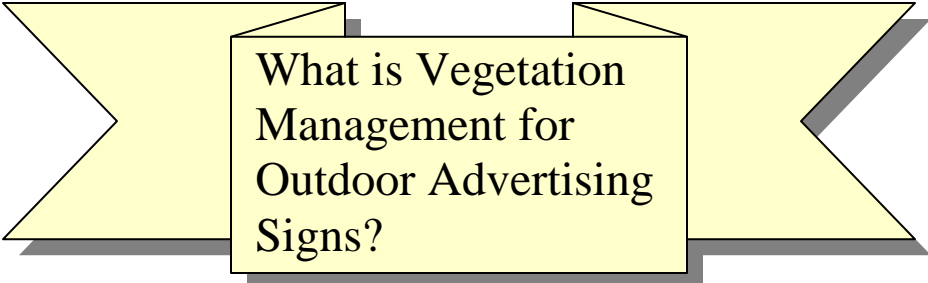
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## **Vegetation Management for Outdoor Advertising**

**2008**



**GETTING STARTED**



## What is Vegetation Management for Outdoor Advertising Signs?

*To devise a means for owners or operators of advertising signs licensed by KDOT, to submit a request for vegetation management for maintaining visibility of such signs and establish the criteria and process to be used by the Kansas Department of Transportation (KDOT) in the evaluation of the request.*

### **Does your sign qualify for a permit?**

Limited vegetation management is allowed for legally erected conforming and non-conforming outdoor advertising signs that have been licensed through the Kansas Department of Transportation for a period of three (3) years or more. You should become familiar with the KDOT Vegetation Management Policy prior to submitting your application. You will note that the policy is available for downloading at <http://www.ksdot.org/burROW/OutdoorAd/>.

All owners of outdoor advertising signs who are licensed through KDOT, and whose signs are adjacent to the right-of-way on any interstate or state highway who wish to cut, prune, trim, or remove trees located on KDOT's right-of-way are eligible to submit an Application/Permit For Vegetation Management For Outdoor Advertising Signs D.O.T. Form No. 304VM.

Your application/permit for vegetation management for outdoor advertising signs must be complete in order to be accepted for review. Take the time to resolve whatever might cause delay or failure in processing your application *before* submitting your application with your non-refundable fee. Denials will result from:

- Incomplete applications.
- Signs without current renewal fees paid.
- Signs with tags missing from the sign structure.
- Signs which have not been licensed for a period of three (3) years prior to submitting an application.
- Outdoor signs which do not currently have a valid sign license.
- For signs that do not have a screened view.
- For work proposed within medians, interchange quadrants or within interchange areas.
- Proposals to prune, trim, or remove vegetation where such vegetation is part of a beautification project implemented prior to an application for vegetation management.
- An applicant with a record of misconduct in violation of this policy.

You are directed to Section 7.07 of the vegetation policy for a more complete reference.

## **What do I do to start the application process? Where are the forms?**

**T**o start the process to obtain a permit for vegetation management, a sign owner should first complete a Department of Transportation Standing Permit, Use of Right of Way (D.O.T) Form No. 304S. This form must be completed and submitted to the KDOT District Office closest to the location of your sign. You will find a list of all KDOT's District and Area offices at <http://www.ksdot.org/burROW/OutdoorAd/>. Note that the list contains the address and phone numbers for the various locations. The standing permit form will allow you to enter upon the KDOT right-of-way to obtain the necessary information to complete your application for vegetation management. Refer to Section 6.20 of the vegetation policy for more details on the Standing Permit.

## **The Application/Permit for Vegetation Management for Outdoor Advertising Signs**

**O**nce you have completed and submitted your standing permit application, you will need to obtain an Application/Permit for Vegetation Management for Outdoor Advertising Signs (D.O.T.) Form No. 304VM <http://www.ksdot.org/burROW/OutdoorAd/> or at the nearest KDOT District or Area office. This application will explain to you all the information you will need to obtain and include as part of the application process.

**VERY IMPORTANT:** You will note that Part 3 of the application clearly sets out the documents and information you will need to submit with your application. Please remember that incomplete applications will not be processed. In order for your application to be considered, you are required to submit with your application for vegetation management the following:

- A Sign Cut Zone Inventory Sheet (attachment 3A & 3B)
- Six (6) color photographs of the entire Sign Cut Zone from different vantage points showing the advertising sign and the area where work is to be done.
- If chemical use is proposed, submit the name and copy of certification for the person responsible for its use.
- A performance bond in the amount of \$10,000.
- Proof of required insurance.
- A non-refundable application fee of \$250.

At this point, you should check Section 7.01 through 7.12 for complete details of the application process.

Once you have obtained the required information to complete the application, you will send the completed application, including the attachments to:

**Kansas Department of Transportation  
Bureau of Right of Way, Outdoor Advertising  
700 SW Harrison Street, 14<sup>th</sup> Floor**



## The Attachments

*Have you read the Vegetation Policy? It is most important that you do so as it contains information that will assist you in making this process easy.*

- **Attachment #1** is the Application/Permit for Vegetation Management for Outdoor Signs.
- **Attachment #2A** is a diagram showing the Cut Zones on the KDOT right-of-way. The figures representing trees with an X through them represents vegetation that should be removed barring any special exceptions identified in the vegetation policy. The figures representing tree with the question symbol represents vegetation in the buffer zone where permission must be granted before vegetation can be removed.
- **Attachment #2B** is the same as Attachment 2A, except this diagram represents the back slope differently.
- **Attachment #3A** is the Sign Cut Zone Inventory Sheet that is to be used to illustrate the location of all vegetation that you recommend for removal or pruning.
- **Attachment #3B** is the Cut Zone Inventory Sheet where you will be required to identify each tree listed in attachment 3A. There is an instruction sheet which explains how Attachment 3A and 3B are to be used.
- **Attachment #4** is a list of all KDOT District and Area Offices, including addresses and phone numbers.
- **Attachment #5** is a map of Kansas identifying KDOT's maintenance areas.
- **Attachment #6** is the Standing Permit, Use of Right-of-Way application. Once submitted and approved by KDOT, this permit allows you to enter onto the right-of-way to secure the necessary information to complete the vegetation management application.



## TRAFFIC CONTROL

*Any access to KDOT right-of-way for Vegetation Management purposes requires advance notification.*

**W**hen working on your site within the KDOT right-of-way, you must comply with the Federal Highway Administration (FHWA) Manual on Uniform Traffic Control Devices (MUTCD) current edition, or the State of Kansas Traffic Control Standards (Standards). Whenever the Standards conflict with the MUTCD, the Standards shall govern. When you notify KDOT that you intend to enter the right-of-way to gather information for your vegetation management application, or if you are preparing to conduct vegetation management at your site, the KDOT District Engineer or designee will provide you with the desired traffic control application to be used based on the work to be performed.

## **VEGETATION MANAGEMENT PACKAGE**

In order to be sure that you have all the forms and attachments necessary to begin and complete the vegetation management application process, KDOT has designed a location where you can access the information. Remember to read all the information contained in each as it is most important that you understand the process. Be sure to carefully go over your application before you submit it to the KDOT Bureau of Right of Way.

### **FINISHING UP**

**H**ave you completed your vegetation management work at your site? Are you ready to notify KDOT that your work on the right-of-way is complete? When you are sure you have completed work at your site, and you have left the right-of-way in as good a condition as when you first entered, you are required to notify KDOT that your work is complete. Before final acceptance of your work on the right-of-way, you will be required to submit at least six (6) color photographs of the area where the vegetation management work was conducted. The District Engineer or designee will inspect the work site to determine whether your work was done in compliance with the vegetation policy, and certify to the Bureau of Right of Way that final acceptance was accomplished. You should refer to Section 14.01 of the vegetation policy for complete details of the completion process.

**I**f you have any questions about the vegetation management process, please consult the policy. If you still have questions, you may contact the Bureau of Right of Way, Beautification Section and we will be happy to be of assistance. All documents can be obtained at <http://www.ksdot.org/burROW/OutdoorAd/>.