



ARKANSAS DEPARTMENT OF TRANSPORTATION

ArDOT.gov | IDriveArkansas.com | Scott E. Bennett, P.E., Director

RIGHT OF WAY DIVISION

10324 Interstate 30 | P.O. Box 2261 | Little Rock, AR 72203-2261
Phone: 501.569.2311 | Fax: 501.569.2018 | Toll Free: 877.569.0120

Dear Sir/Madam:

RE: Logo Signing Program (For Interstate and Freeway Routes Only)

Thank you for your inquiry pertaining to the Department's Logo Signing Program. Enclosed are the application procedures, the Department's Policy for Erection for Specific Services Signs, an application, a form W-9, and specifications for the sign manufacturer.

Please review this information and submit your application, W9 and the \$35.00 application fee to the mailing address below. Space on the signs is limited, applications are processed on a first-come, first-serve basis.

If you have any questions please call or email our office at (501) 569-2088 or gail.kendrick@ardot.gov.

Mailing Address:

Arkansas Department of Transportation
Attn: Beautification Section – Right of Way Division
P.O. Box 2261
Little Rock, AR 72203-2261

Fax: (501) 569-2018

Sincerely,

Jeff Ingram
Section Head, Beautification
Right of Way Division

Enclosure: Logo Application Packet



Logo Application Procedures (For Interstate and Freeway Routes Only)

Please complete the following to submit your application:

- Review the Department Policy for Erection for Specific Service Signs for Logo Signing Program.
- Review the specifications for the sign manufacturer. All Logo signs **must conform** with the specifications. **Do not order** your signs until notified to do so by the Department.
- Complete a separate application for the specific service (Gas, Food, Lodging, Camping, or Attraction) that you provide. If you provide more than one service, a separate application for each is required.
- Submit your application, W9 and a check or money order payable to the ArDot Beautification Section for the thirty-five dollar (\$35.00) application fee:

*Arkansas Department of Transportation
Right of Way Division - Beautification Section
P. O. Box 2261
Little Rock, Arkansas 72203*

LOGO SIGNING FEES

Application Fee	\$35.00 (Per application)
Installation Fee	\$80.00 (Per Logo sign)
Annual Maintenance Fee	\$200.00 (Per Logo sign)
Removal/Cover Fee	\$100.00 (Per set of Logo signs)



ARKANSAS DEPARTMENT OF TRANSPORTATION
Logo Signing Program
Application

Name of Business/Facility _____

Phone _____

Name of Applicant/Owner/Manager _____

Email Address _____

Business Mailing Address _____

City _____

State _____

Zip Code _____

BUSINESS LOCATION DATA

Highway _____ Exit Number _____ County _____

Direction from Highway Exit (Check One) North South East West

Distance from Highway Exit (Miles/Tenths) _____

MINIMUM REQUIRED SERVICES

(Check Applicable Services)

- | <u>Gas</u> | <u>Food</u> | <u>Lodging</u> | <u>Camping</u> | <u>Attraction</u> |
|--|---|---|---|---|
| <input type="checkbox"/> 15 Mile Distance | <input type="checkbox"/> 15 Mile Distance | <input type="checkbox"/> 15 Mile Distance | <input type="checkbox"/> 15 Mile Distance | <input type="checkbox"/> 30 Mile Distance |
| <input type="checkbox"/> Gasoline | <input type="checkbox"/> License or Permit where required | <input type="checkbox"/> License or Permit where required | <input type="checkbox"/> License or Permit where required | <input type="checkbox"/> License or Permit where required |
| <input type="checkbox"/> Oil & Water | <input type="checkbox"/> Public Telephone | <input type="checkbox"/> Public Telephone | <input type="checkbox"/> Drinking Water | <input type="checkbox"/> Drinking Water |
| <input type="checkbox"/> Drinking Water | <input type="checkbox"/> Open 6 days a week | <input type="checkbox"/> Adequate sleeping accommodations | <input type="checkbox"/> Restrooms | <input type="checkbox"/> Restrooms |
| <input type="checkbox"/> Restrooms | <input type="checkbox"/> Open at 11 a.m. for continuous service | | <input type="checkbox"/> Adequate parking accommodations | <input type="checkbox"/> Adequate parking accommodations |
| <input type="checkbox"/> Public Telephone | | | | <input type="checkbox"/> Open 6 days a week |
| <input type="checkbox"/> Open 7 days a week | | | | <input type="checkbox"/> Open 8 hours a day |
| <input type="checkbox"/> Open for 16 hours of continuous service | | | | |

OPERATION DETAILS

- Is Business open all year? Yes No
- If no, check months closed January February March April May June
 July August September October November December

CERTIFICATION

I certify that these statements are true and correct and that my business complies with all applicable laws concerning public accommodations without regard to race, religion, color, age, sex, disability, or national origin, and will continue in compliance.

I further understand that any falsification or misrepresentation of the statements in this application may result in the denial of the application or the revocation of my permit.

Applicant Signature: _____ Date: _____

FOR OFFICAL USE ONLY

Highway _____ Exit _____ County _____ G F L C A

Inspector _____ Date Inspected _____

APPROVED DENIED GPS _____

Permit No. _____ Application No. _____

Check No. _____ Installation Fee _____ Annual Maint. Fee _____

Check Amount _____ Amount Applied to Permit _____

	Main lane	Turn	Mileage
N/B	_____	_____	_____
S/B	_____	_____	_____
E/B	_____	_____	_____
W/B	_____	_____	_____
1-TRAIL	_____	_____	_____
2-TRAIL	_____	_____	_____
3-TRAIL	_____	_____	_____



LOGO SIGNING PROGRAM

Shipping Information

Manufactured Logo signs are to be shipped to the following address:

*Arkansas Department of Transportation
Sign Fabrication Shop
11300 Baseline Road
Little Rock, Ar 72209*

The Logo signs should be packaged properly to avoid damage in shipment. The attached application must be shipped with the Logo sign for identification purposes.

Business Sign Specifications

The sign shall be fabricated on 0.063-inch flat sheet aluminum made of aluminum alloy (ASTM B 209, Alloy 5052 H 38), and sized as shown on the Typical Business Signs detail sheets. The business sign shall be reflectorized to show the same colors at night as in the day. The reflective sheeting used shall be Type III sheeting commonly called “High Intensity” or “Encapsulated Lens” sheeting, and shall meet the requirements of the “Standard Specifications for Construction of Roads and Bridges on Federal Highway Projects,” 1985, FP-85. The sign shall also meet the requirements of the Arkansas Department of Transportation specifications “General Requirements for Signs.” The sign shall have no holes for mounting.

The sign may consist of the business identification symbol, name, brand, trademark, or a combination of these. Words and messages that are definitely established as an integral part of the registered trademark may be used. Extra messages may not be used, e.g., “Telephone In Every Room,” “Breakfast Served,” etc. The full area of the blank must be utilized in the design of the sign for background, border, legend, logo, etc., to form a fully reflectorized sign of the size allowed. If applicable, “Open 24 Hours” may be used.

The mainline sign shall have a legend of 10-inch letters, and a ¾-inch border of the same color as the letters. The ramp signs shall have a legend of 4-inch letters and a ½-inch border of the same color as the letters. Where business identification symbols or trademarks are used alone, the border may be omitted.

Messages, symbols, and trademarks which resemble any official traffic control device are prohibited.

IF YOU HAVE ANY QUESTIONS REGARDING COMPLIANCE WITH THESE SPECIFICATIONS, PLEASE SUBMIT A DETAILED DRAWING OF YOUR BUSINESS SIGN TO THE BEAUTIFICATION SECTION BEFORE MANUFACTURE.



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LOGO SIGNING PROGRAM

Sign Manufacturers

Banner Sign & Barricade

1801 East 17th Street
Little Rock, AR 72202
Phone: (501) 372-5978
Toll Free: (800) 336-9875

Hall Signs, Inc.

4495 West Vernal Pike
Bloomington, IN 47404
Toll Free: (800) 284-7446

Condray Sign & Advertising Company

1107 East Harding Avenue
Pine Bluff, AR 71601
Phone: (870) 534-5210
Fax: (870) 534-5271
Email: keri@condraysigns.com

Interstate Highway Sign Company

7415 Lindsey Road
Little Rock, AR 72206
Phone: (501) 490-4242

Fast Signs

3503 Sowell Lane
Texarkana, TX 75503
Phone: (903) 831-7446
Fax: (903) 831-7449

Interstate Logos, Inc.

5551 Corporate Blvd., 2nd Floor
Baton Rouge, LA 70808
Phone: (225) 932-9796
Toll Free 1-800-468-7805

Gibson's Sign-Mart

1021 Neil Drive
Jonesboro, AR 72401
Phone: (870) 972-8693
Fax: (870) 935-6537

Seiz Sign Company

1231 Central Avenue
Hot Springs, AR 71901
Phone: (501) 623-3181
Fax: (501) 623-4595

Request for Taxpayer Identification Number and Certification

**Give Form to the
requester. Do not
send to the IRS.**

Print or type See Specific Instructions on page 2.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.		
	2 Business name/disregarded entity name, if different from above		
	3 Check appropriate box for federal tax classification; check only one of the following seven boxes: <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner. <input type="checkbox"/> Other (see instructions) ▶ _____		4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <small>(Applies to accounts maintained outside the U.S.)</small>
	5 Address (number, street, and apt. or suite no.)		Requester's name and address (optional)
	6 City, state, and ZIP code		
	7 List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Social security number									
				-			-		
or									
Employer identification number									
				-					

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here	Signature of U.S. person ▶	Date ▶
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at www.irs.gov/fw9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding? on page 2.

By signing the filled-out form, you:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
- Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.