



# Clarke County Litter Committee

Berryville/Clarke County Government Center, 2<sup>nd</sup> Floor  
101 Chalmers Court, Berryville, Virginia 22611  
Suite B Conference Room

Tuesday, December 19, 2023 5:30 pm

1. Call to Order
2. Approval of Agenda
3. Approval of Meeting Minutes
  - October 17, 2023
  - November 21, 2023
4. Public Comments
5. Upcoming Event Planning
  - April 2024 Earth Day Planning
6. Upcoming Meeting Topics
  - EPS Campaign Planning
  - 2024 Organizational Meeting
7. 2024 Environmental Advocate of the Year
8. Keep Clarke Clean Signage Update – VDOT Update
9. Other Business
10. Adjournment
  - The next regular Litter Committee meeting will be on Tuesday, January 16<sup>th</sup> at 5:30pm in the Suite B Conference Room located on the 2nd floor of the Berryville-Clarke Government Center at 101 Chalmers Court, Berryville VA 22611.



# Clarke County Litter Committee

**DRAFT** – Meeting Minutes

Tuesday, October 17, 2023 – 5:30PM

Berryville/Clarke County Government Center – Suite B Conference Room

ATTENDANCE	
Ashley Harrison (Chair)	✓
Tom Bauhan (Vice Chair)	X
Matthew Bass (BOS Representative)	X
John Keim	✓
Mary Martin	✓
Christi McMullen	✓

**STAFF PRESENT:** Kristina Maddox (Office Manager / Zoning Officer), Lorien Lemmon (Conservation Planner / GIS Coordinator).

**OTHERS PRESENT:** Gerald Dodson, Rotary Club

## Call to Order

Chair Harrison called the meeting to order at 5:48pm

## Approval of Agenda

Mr. Keim made the motion to approve the agenda as presented by Staff, seconded by Ms. Martin.

## Approval of Meeting Minutes

Ms. Martin moved to approve the meeting minutes for September 19, 2023 as presented by Staff, seconded by Mr. Keim

**Public Comments** – Gerald Dodson of the Clarke County Rotary Club discussed the possibility of a collaboration with the Rotary Club and the Litter Committee in order to raise funds and provide a wider pool of volunteers for the Committee. Chair Harrison thanked Mr. Dodson for this offer to help and discussed other organizations that could be willing to collaborate with the Litter Committee. Ms. McMullen noted the interest of the Clarke County High School (CCHS) Environmental Club volunteering for some of the Committee’s events but that they have yet to have an official meeting this year. Mr. Keim noted that reaching out the CCHS Environmental Club early may help with planning coordination in the spring. Chair Harrison suggested inviting as many organizations, such as the Rotary Club, to participate in a county wide pickup event during the Earth Day event for planned for 2024. Mr. Dodson suggested contacting Ms. Cathy Kuehner early for advertising such a large event in order to reach as many organizations as possible.

## Planning, Engagement, and Scheduling in 2023

The Committee discussed the logistics for the Adopt-A-Road pickup on Saturday October 21<sup>st</sup> starting at 9am for Senseny Road and reviewed the Boat Ramp pickup scheduled for November 18 at 9am. Chair Harrison suggested adding the Committee’s participation in the Annual Clarke County Christmas Parade planned for Saturday December 2<sup>nd</sup> to the upcoming events, along with the Adopt-A-Road pickup planned for Sunday December 3<sup>rd</sup>.

Ms. McMullen described her plan to emboss the safety vests worn by the Committee during the pickups with the Litter Committee logo and to also wear these vests during the parade. Ms. Maddox agreed to apply on the Committee’s behalf for a spot in the parade.

### **EPS Campaign**

Ms. Lemmon described the positive feedback she had been receiving via the questionnaire sent to those receiving businesses of the EPS campaign products. She noted that the clamshells were particularly popular and that one of the business owners would be receptive about being interviewed.

Ms. Maddox explained that more funding will be needed to order the lids for the cups that were previously purchased for the EPS campaign and that will depend on the timing of the Department of Environmental Quality (DEQ) grant cycle. Ms. McMullen suggested asking the businesses that received cups to hold onto them until the Committee can purchase additional lids once they receive funding for the EPS Campaign for FY24.

### **Keep Clarke Clean Signage**

Chair Harrison and Ms. Maddox described the different departments, councils, and organizations that have been notified of the Committee's request for permission to erect the signs created from the Keep Clarke Clean art competition. The Committee also discussed multiple areas to request permission for the signs and Ms. Lemmon agreed to produce a map to turn into VDOT. The Committee approved of the proposed locations of the signs unanimously.

### **Media Outreach Details**

Ms. Maddox noted that posting upcoming Litter Committee pickups in the Clarke Monthly events section would be free of cost. The Committee discussed including the planned pickup events for November and December in the November issue.

Ms. McMullen described an update on using QR codes for advertising upcoming events for the Litter Committee. She volunteered to create and print out the codes and distribute them to local businesses.

Chair Harrison reiterated her plan to include as many organizations in a town pickup during the Earth Day event planned for 2024 and the need to begin coordinating and advertising that event soon. Ms. McMullen and Mr. Keim noted that they have reached out to local churches in order to advertise pickup events as possible volunteer hour opportunities for their parishioners.

### **Other Business**

Ms. Maddox walked the Committee through finding the Litter Committee page on the government website and displayed all of the information available on the page. Ms. McMullen noted that it is possible to share this webpage on other platforms in order to distribute the information more broadly.

Ms. McMullen explained her findings on food waste composting and some feedback she received from posting the question on social media. There were some concerns about invasive seed spread due to composting, so she suggested using sealable buckets for targeted compost pickup events and distributing those to local farmers for their use. Mr. Keim suggested reaching out to the Frederick County landfill, which already does yard waste composting, to see if they would be interested in eventually expanding their composting efforts to include food waste.

### **Adjournment**

There being no further business, the Litter Committee unanimously approved to adjourn at 6:53pm to the next regularly scheduled meeting on Tuesday, November 21st at 5:30pm in the Suite B Conference Room located on the second floor of the Berryville-Clarke Government Center in Berryville, VA.



# Clarke County Litter Committee

**DRAFT** – Meeting Minutes

Tuesday, November 21, 2023 – 5:30PM

Berryville/Clarke County Government Center – Suite B Conference Room

ATTENDANCE	
Ashley Harrison (Chair)	✓
Tom Bauhan (Vice Chair)	✓
Matthew Bass (BOS Representative)	X
John Keim	X
Mary Martin	✓
Christi McMullen	✓

**STAFF PRESENT:** Lorien Lemmon (Conservation Planner / GIS Coordinator), Kristina Maddox (Office Manager / Zoning Officer).

**OTHERS PRESENT:** None.

## Call to Order

Vice Chair Bauhan called the meeting to order at 5:37pm.

## Approval of Agenda

Ms. Martin made the motion to approve the agenda as presented by Staff, seconded by Ms. McMullen.

**Public Comments** – None.

## Planning, Engagement, and Scheduling in 2023

Mr. Bauhan opened the discussion on the two remaining events scheduled for 2023: the Annual Clarke County Christmas Parade on Saturday December 2<sup>nd</sup> at 10am and the Adopt-a-Road clean up on Sunday December 3<sup>rd</sup> at 9am.

The Committee discussed the logistics of the Adopt-a-Road pickup event. Ms. Lemmon noted that this pickup may be rescheduled due to winter weather complications and Mr. Bauhan asked if the pickup could be scheduled for the same day as the parade in that case. Ms. Maddox explained that the parade line up time is 10am and the parade start time is 12pm. The Committee decided to adhere to the original plan and reschedule only as needed.

## Town of Berryville Parade Planning

Ms. Lemmon reviewed the parade application that was submitted by Ms. Maddox. She noted that Chair Harrison has agreed to the use of her truck for the parade and has plans to decorate it to represent the Litter Committee. Ms. Lemmon explained that candy would be allowed at the parade and Ms. Martin clarified that the candy must be handed to the parade goers and not thrown. Ms. Maddox relayed her conversation with Chair Harrison about the idea to put a Christmas tree in the back of the truck that has been decorated with trash cans and recycling signs.

Chair Harrison arrived at 5:52pm.

Ms. McMullen volunteered to provide the candy to hand out during the parade. Chair Harrison reviewed her ideas for decorating the Christmas “trash” tree, her truck, and a possible trailer for the parade. She noted that the Girl Scouts will be joining the Litter Committee during the parade. Committee members discussed possible dates for helping decorate the truck and trailer.

### **2024 Grant Update & Updated Budget**

Ms. Lemmon provided an update on the Department of Environmental Quality (DEQ) grant and the unexpected arrival of an approval letter on October 30<sup>th</sup>. She reported that the Litter Committee was awarded a total of \$16,551.93 and that the funds would be available by the end of November. The Committee prioritized purchasing the lids for the cups purchased for the previous EPS Campaign money. Ms. Lemmon explained that it may be worth asking Clarke County for a small amount of funding in order to cover the gap in the year when the DEQ grant must be spent and when it is typically awarded. She also noted that the DEQ grant has some restrictions on what can be purchased with those funds and that money from the County may cover the cost of some non-allowable expenses.

Ms. Lemmon shared the donation letter drafted by Ms. Maddox and Ms. Maddox reviewed the process for accepting donations. The Committee expressed their gratitude for the recent donation from the Clarke County Women's Club and for the consideration of a donation from the Clarke County Rotary Club.

The Committee also reviewed the updated budget drafted by Ms. Maddox which included estimated costs of items and activities needed to satisfy the conditions of the DEQ grant.

### **2024 Event Calendar**

The Committee reviewed the proposed meeting discussion items and events for 2024. Ms. Lemmon noted that the winter months are a bit light on pickup events due to the weather but those are good months for planning and coordinating with other organizations.

Chair Harrison opened the discussion about the next environmental advocate of the year award presented by the Litter Committee. The Committee discussed potential recipients of the award and agreed to add the subject to the 2024 Event Calendar. Ms. McMullen suggested that there could be two awards, one for a volunteer for the Litter Committee and another for an organization that supports litter reduction efforts.

Chair Harrison would also like to do more presentations promoting Litter Committee in 2024.

### **Keep Clarke Clean Signage Update**

Ms. Lemmon reviewed and refined a map of possible sign locations with the Committee in preparation of submitting it to VDOT for approval.

Vice Chair Bauhan left the meeting at 6:37pm.

### **Other Business**

Ms. McMullen displayed a prototype of the Litter Committee logo printed onto the vests worn during pickups and other events. Ms. Martin made a motion to approve the design, seconded by Ms. McMullen. Ms. McMullen coordinated with staff to pick up the rest of the vests for printing.

### **Adjournment**

There being no further business, the Litter Committee unanimously approved to adjourn at 6:48pm to the next regularly scheduled meeting on Tuesday, December 19th at 5:30pm in the Suite B Conference Room located on the second floor of the Berryville-Clarke Government Center in Berryville, VA.

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Ashley Harrison (Chair)

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Lorien Lemmon (Clerk)

COMMONWEALTH OF VIRGINIA  
APPLICATION FOR OUTDOOR ADVERTISING PERMIT

OA-105A  
Rev. 6/20/19

To the DEPARTMENT OF TRANSPORTATION  
OFFICE OF LAND USE, OUTDOOR ADVERTISING  
1401 East Broad Street  
Richmond, Virginia 23219

Date: \_\_\_\_\_

Application is hereby made for a permit to erect and maintain an advertising sign as located and described hereinafter, and in accordance with the provisions of the Outdoor Advertising Act (Sec. 33.2-1200 through Sec. 33.2-1234 of the Code of Virginia (1950), as amended).

LOCATION Route No. \_\_\_\_\_, in \_\_\_\_\_ County/Municipality situated \_\_\_\_\_ miles (North, E.S.W.) of \_\_\_\_\_ (Route, County, City or town limits, or other nearest location), and on real property owned by \_\_\_\_\_ with WRITTEN CONSENT as indicated below.  
Property Owner's Phone \_\_\_\_\_.

**EVIDENCE OF CONSENT TO ERECT AND DISPLAY ADVERTISING STRUCTURE OR ADVERTISEMENT (Sec. 33.2-1209)**  
(Either Section I or Section II is to be filled out with this application)

*Section I*

Dated at \_\_\_\_\_ (city/state) Date: \_\_\_\_\_

Acknowledgement is hereby made by the undersigned owner or his authorized agent of the property on which it is proposed to erect the sign described on this application, giving written consent to the applicant to erect and maintain said advertising signs.

WITNESS \_\_\_\_\_ SIGNATURE \_\_\_\_\_ (Owner)  
(Agent)

*Section II (USE WHEN APPLICANT HAS LEASE ON FILE)*

Dated at \_\_\_\_\_ (city/state) Date: \_\_\_\_\_

This applicant has in his files written evidence of the consent of the property owner, to erect the proposed sign as the location described in this application.

The above subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.  
My commission expires \_\_\_\_\_ Notary Public \_\_\_\_\_

*Section III THE LOCAL ZONING OFFICE MUST APPROVE THE SIGN LOCATION AND COMPLETE THIS SECTION OF APPLICATION:*

Zoning Classification \_\_\_\_\_ Date Zoned \_\_\_\_\_

I certify that this location complies with all of the locality's zoning requirements, and hereby approve placement of this sign. \_\_\_\_\_  
Zoning Administrator

Date \_\_\_\_\_ County/Municipality \_\_\_\_\_

**Applications that do not have zoning approval will not be accepted.** For sign approval in unzoned counties, please contact the Outdoor Advertising Office at (804) 786-0654.

*Section IV DESCRIPTION* Size: Length \_\_\_\_\_ ft.; Width \_\_\_\_\_ ft.; AREA \_\_\_\_\_ square ft.

The sign has \_\_\_\_\_ faces. Advertises \_\_\_\_\_

Illuminated  Non-illuminated  Electronic Message

*Section V INSPECTION FEES PERMIT APPLICATION FEES*

	INSPECTION FEES	Size (Sq. Ft.)	Each Face
Interstate Highways	\$50.00	0 - 74	\$ 15.00
National Highway System Highways	\$50.00	75 - 1824	\$ 30.00
Federal-Aid Primary Highways	\$50.00	1825 -	\$165.00
Other Highways	\$25.00		

FEES: Inspection \$ \_\_\_\_\_  
Permit \$ \_\_\_\_\_

**MAKE CHECK PAYABLE TO TREASURER OF VIRGINIA**  
Fees must be submitted with application.



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## Outdoor Advertising Control

### What is "right of way?"

State-maintained right of way is property along a roadway on either side. This area does not belong to individual property owners. It must be kept clear for motorist safety and so road crews have room to work.

### Where is the right of way located?

There is no standard right of way distance for every road. Generally, the right of way ranges from 25 to 150 feet from the road's center line. Due to this wide range, it's important to find out exact right-of-way distance before installing a sign or objects near a road.

### Can I place a sign along the road?

Signs cannot be on or overhanging state right of way. An off-premise advertising sign adjacent to the right of way requires an Outdoor Advertising Permit.

### How do I obtain an Outdoor Advertising Permit?

Companies, organizations or individuals who want to place outdoor advertising signs adjacent to the right of way should call 804-786-0654 or e-mail [outdooradvertisingrenewals@vdot.virginia.gov](mailto:outdooradvertisingrenewals@vdot.virginia.gov) (<mailto:outdooradvertisingrenewals@vdot.virginia.gov>).

### What will happen if I put my sign in the right of way?

Section 33.2-1224, Code of Virginia, prohibits signs and advertisements within the limits of the highway. The Virginia Department of Transportation (VDOT) is authorized to remove any sign that is in violation of state code, especially if it interferes with roadside maintenance or presents a safety hazard to motorists.

In addition, the agency can levy a \$100 civil penalty for each sign violation. VDOT also works with localities and the Adopt-A-Highway program to enforce this law.

#### ***§ 33.2-1224. Signs or advertising on rocks, poles, etc., within limits of highway; civil penalty.***

*Any person who in any manner (i) paints, prints, places, puts or affixes any sign or advertisement upon or to any rock, stone, tree, fence, stump, pole, mile-board, milestone, danger-sign, guide-sign, guidepost, highway sign, historical marker, building, or other object lawfully within the limits of any highway or (ii) erects, paints, prints, places, puts, or affixes any sign or advertisement within the limits of any highway shall be assessed a civil penalty of \$100. Each occurrence shall be subject to a separate penalty. All civil penalties collected under this section shall be paid into the Highway Maintenance and Operating Fund. Signs or advertisements placed within the limits of the highway are hereby declared a public and private nuisance and may be forthwith removed, obliterated, or abated by the Commissioner of Highways or his representatives without notice. The Commissioner of Highways may collect the cost of such removal, obliteration, or abatement from the person erecting, painting, printing, placing, putting, affixing or using such sign or advertisement. When no one is observed erecting, painting, printing, placing, putting, or affixing such sign or advertisement, the person, firm or corporation being advertised shall be presumed to have placed the sign or advertisement and shall be punished accordingly. Such presumption, however, shall be rebuttable by competent evidence. In addition, the Commissioner or his representative may seek to enjoin any recurring violator of this section. The Commissioner of Highways may enter into agreements with any local governing body authorizing local law-enforcement agencies or other local governmental entities to act as agents of the Commissioner for the purpose of (i) enforcing the provisions of this section and (ii) collecting the penalties and costs provided for in this section. Any such agreement may provide that penalties and costs collected pursuant to such agreement shall be paid as agreed.*

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For questions or concerns regarding right of way, click the link below to contact the applicable residency: [https://www.virginia.gov/about\\_vdot/residencies.asp](https://www.virginia.gov/about_vdot/residencies.asp) ([https://www.virginia.gov/about\\_vdot/residencies.asp](https://www.virginia.gov/about_vdot/residencies.asp))

## VDOT's Role in Outdoor Advertising Control

Signs within sight of state highways must meet certain requirements and, in many cases, require a permit from the Virginia Department of Transportation (VDOT), as well as permission from the local government.

In 1939, Virginia's first outdoor advertising laws were created and the department began administering and enforcing them.

Congress included a voluntary program for controls adjacent to the interstate system in 1958 and provided that a state could receive a bonus for compliance.

Congress enacted the Highway Beautification Act in 1965.

That act controlled the erection and maintenance of outdoor advertising signs, displays and devices in areas adjacent to the interstate and primary highway systems.

Federal and state outdoor advertising laws:

- Promote the safety, recreational values, convenience and enjoyment of travel on and protection of public investment in highways
- Attract tourists and promote the prosperity, economic well-being and general welfare
- Preserve and enhance the natural scenic beauty of aesthetic features of the highways and adjacent areas

## Outdoor Advertising Laws and Mandates

<https://law.lis.virginia.gov/vacode/title33.2/chapter12/>  
(<https://law.lis.virginia.gov/vacode/title33.2/chapter12/>)

<https://law.lis.virginia.gov/admincode/title24/agency30/chapter120/>  
(<https://law.lis.virginia.gov/admincode/title24/agency30/chapter120/>)

[https://www.fhwa.dot.gov/real\\_estate/oac/](https://www.fhwa.dot.gov/real_estate/oac/) ([https://www.fhwa.dot.gov/real\\_estate/oac/](https://www.fhwa.dot.gov/real_estate/oac/))

[Bonus agreement, 1962 \(/info/resources/outdoor\\_advertising/BONUS\\_Agreement-1962.pdf\)](#)

[Federal/state agreement, 1967 \(/info/resources/outdoor\\_advertising/Federal-State\\_Agreement-1967.pdf\)](#)

## Forms

[Outdoor advertising license \(http://vdotforms.vdot.virginia.gov/SearchResults.aspx?filename=Outdoor Advertising License.pdf\)](#) (to engage in the business of outdoor advertising)

[Outdoor advertising permit \(http://vdotforms.vdot.virginia.gov/SearchResults.aspx?filename=Outdoor Advertising Permit.pdf\)](#) (to erect and maintain an advertising sign)

[Permit transfer \(http://vdotforms.vdot.virginia.gov/SearchResults.aspx?filename=Permit Transfer.pdf\)](#) (of the outdoor advertising sign and permit ownership)

[Non-conforming sign repair \(/info/resources/outdoor\\_advertising/Replacement\\_Repair\\_Form\\_3-1-18.xlsx\)](#)

## Contact Us

Call 804-786-0654 or [email us \(mailto:outdooradvertisingrenewals@vdot.virginia.gov\)](mailto:outdooradvertisingrenewals@vdot.virginia.gov).

## Our Team

**Program Manager:** S. Dwaine Ware

**Senior Agents:** Jay Whay and Jason Tackett

**Agents:** Allison Baker, Aaron Criner, Mark Johnson, Dave Sims, and James Taylor

[Regional map \(/info/resources/outdoor\\_advertising/OA\\_Regions\\_new2019.pdf\)](#)





[./default.asp](#)



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## Signs

### How Do I Get a Sign Installed?

If your community needs a sign installed, such as one marking a dead end street or a pedestrian crossing on a public road, contact the agency that is responsible for that road.

All cities and most large towns (over 3,500 population) maintain their own street signs.

The Virginia Department of Transportation (VDOT) maintains street signs in all counties except on secondary roads in Arlington and Henrico counties.

For VDOT-maintained signs, call your local [VDOT residency](#) ([./about/districts.asp](#)).

### How Do I Get a Post-Mounted Street-Name Sign Installed?

VDOT is responsible for the initial installation of a system of street signs on roads that it maintains.

Each locality is responsible for all maintenance of the signs thereafter, except for street name signs on overhead traffic signal mast arms.

For details, contact your local public works office.

### How Do I Report a Knocked-Down or Damaged Sign?

If an existing sign has been knocked down or severely damaged to the point where it is no longer visible from the road, contact your local [VDOT residency](#) (<http://www.virginia.gov/about/districts.asp>).

### How Do I Get a Speed-Limit Sign Installed?

Speed-limit signs are installed on VDOT-maintained roadways following a traffic engineering study.

That study assesses several factors, including:

- Roadway characteristics
- Conflict potential
- Eighty-fifth percentile speed

Once the study is complete, a recommendation is made to the commonwealth transportation commissioner for approval.

To request a study and posting, contact your local [VDOT residency](#) ([./about/districts.asp](#)).

VDOT can only provide studies for public roads. Public roads are identified by the black and white route number signs at an intersection. Have the route number for the road study available when requesting a study.

### How Do I Get a Historical Marker Installed?

The Department of Historic Resources administers the Historic Highway Marker Program. The contact for this program is Jennifer R. Loux at 804-482-6089.

### Why Doesn't VDOT Do Something About All the Sign Clutter Along the Highway?

VDOT shares your concerns about the overuse of signs and the impact they have on the safety, efficiency and aesthetics of our highway system.

We are constantly seeking to reduce the number of existing signs and be prudent about the signs allowed.

To express your concerns or for more information, contact your [local VDOT residency](#) ([./about/districts.asp](#)).

## Why Don't the Changeable Message Signs Along the Highway Work?

States nationwide use changeable message signs to relay important messages.

When messages appear on these signs, they are generally visible from a much greater distance than static signs.

This gives motorists more time to read and respond to the message as they approach.

If these signs are overused by providing routine or static information, they do not command sufficient attention during an emergency or other urgent situation.

Usage rates vary from approximately three percent of the time in rural areas to well in excess of 20 percent of the time in urban areas.

In some cases, the signs may have been recently erected or under construction and not yet operational.

Although the sign structure may be in place, wiring and other connections may not be complete.

If you see a problem with a changeable message sign, contact your local [VDOT residency \(/about/districts.asp\)](#).

## Can I Rent a Portable Changeable Message Sign from VDOT for My Event?

Normally VDOT does not rent this equipment, as it needs to be available in the event of an emergency.

Furthermore, VDOT does not wish to compete with the private sector in renting or leasing such equipment.

However, depending on the event, VDOT may consider working with the sponsoring organization or locality to use these signs, on a cost-reimbursement basis, in order to assure efficient traffic operation.

For further information, contact the local [VDOT residency \(/about/districts.asp\)](#).

## How Do I Get a Sign for My Facility or Attraction Installed?

VDOT has been developing the [Integrated Directional Sign Program \(/programs/sign-programs.asp\)](#) (IDSP) as an umbrella for four specific programs that include those signs.

The IDSP program includes specific travel service (logo) signs, Tourist-Oriented Directional (TOD) signs, Supplemental Guide Signs, and General Motorist Service signs.

## How Do I Get My Business Logo on a Highway Sign?

The Travel Service (Logo) Sign Program is operated by the [Directional Signing Program \(https://vaidsp.com/\)](#) under contract to VDOT.

To apply for the Logo Program, contact Directional Signing Program at 804-800-6411 or 888-282-4377.

Businesses must meet specific criteria to be considered for the program and must be one of the six closest qualifying businesses to the interchange.

## Can I Install a Billboard or Other Advertising Sign on My Property?

The regulations covering such advertising in Virginia are extensive. You can refer to the Code of Virginia §§33.2-1200 to 33.2-1234 for outdoor advertising regulations.

Localities may have additional regulations governing such signs. Contact your local zoning administrator or zoning office..

## Why Doesn't VDOT Install "Pass on Left Only" or "Slower Traffic Keep Right" Signs to Tell Motorists Which Lane to Use?

The Code of Virginia §46.2-804 generally requires vehicles to be driven in the right lane, except when overtaking and passing other vehicles.

VDOT has installed "Slower Traffic Keep Right" signs along many sections of Interstates 95 and 81.

## How Does VDOT Decide How Often a City or Town is Located on a Distance Sign?

Distance signs, which are located before the ramps at interchanges, generally indicate the distance to the next local community on the interstate.

They also show the distances to the next "control city" as designated by the American Association of State Highway and Transportation Officials.

A control city is a city on or near the interstate system whose general location can be easily identified, and whose population and character are generators of sufficient traffic to be a focal point for interstate travel.

## How Do I Return a Road Sign That I Have?

Contact your locality for additional information.

## Can I Purchase a Sign from VDOT?

VDOT does not make signs for sale to the public. There are a number of sign fabrication companies that can supply highway signs. Owning such signs is legal.

However, posting signs on public highways or streets by citizens is against the law, whether they be standard highway or simple cardboard signs.

## Does VDOT Sell Old Signs?

No, we do not sell surplus signs. They are recycled.

## What are VDOT's Sign Standards?

VDOT has adopted the federal Manual on Uniform Traffic Control Devices (MUTCD). Sign information, including placement, is listed there. VDOT also has adopted a Virginia Supplement to the MUTCD.

Further information on the MUTCD and Virginia Supplement can be found [here \(/business/virginia\\_mutcd\\_supplement.asp\)](#).

Page last modified: Jan. 18, 2023

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**PRIOR TO SUBMITTING APPLICATION FOR PERMIT, PLACE TEMPORARY STAKES AT THE EXACT LOCATION WHERE YOU PROPOSE TO ERECT THE SIGN.** It will be your responsibility to ensure that the sign structure is not on or overhanging the state right of way.

**NOTE:** Permit will not be extended or renewed in cases where the permittee has not exercised the privilege of erecting such advertising structure or displayed such advertisement during the calendar year for which the permit was issued (§33.2-1210). Permits issued after December fifteenth will cover the following calendar year.

This permit does not grant permission for removal or trimming of shrubs, trees, or other vegetation on the highway rights of way. Violators will be prosecuted.

A PERMIT is NOT VALID except when identification tag is attached to the sign or structure. When the sign is owned by a LICENSED OUTDOOR ADVERTISER, it shall also bear his name.

AN OUTDOOR ADVERTISING SIGN MUST NOT BE ERECTED UNTIL A PERMIT IS ISSUED FOR IT. This permit expires on December 31 following date of issue and must be renewed within thirty days. Permit renewal instructions will be mailed or emailed annually. Fees for the renewal of permits using the Department's electronic application renewal process shall be reduced by \$5 for each permit being renewed.

**SIZE OF SIGN:** The area shall be measured (inclusive of any border and trim, but excluding ornamental base or apron supports and other structural members) by the smallest square, rectangle, triangle, circle or combination thereof which will encompass the entire advertisement.

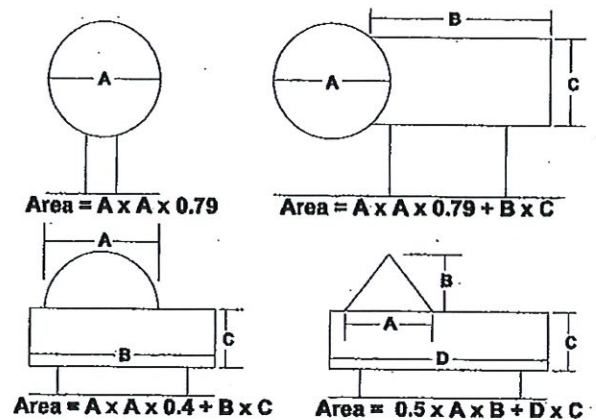
**SPACING OF STRUCTURES: Interstate Highways and Freeways on the National Highway System or Federal-Aid Primary System as that system existed on June 1, 1991:**

No two structures shall be spaced less than 500 feet apart. At the intersection of any Interstate Highway and any other highway, no structure shall be permitted within 500 feet from any point of ingress to or egress from the Interstate Highway.

**National Highway System or Federal-aid Primary System**

**Highways:** Inside counties, no two structures shall be spaced less than 300 feet apart. Inside Municipalities, no two structures shall be spaced less than 100 feet apart.

Sketch of Sign



*Section VI To Be Completed by Applicant*

Name of Business or Individual: \_\_\_\_\_

Signed: \_\_\_\_\_ (Owner/Agent) Print Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

This structure is owned by: \_\_\_\_\_

(FOR OFFICE USE ONLY)

Locality \_\_\_\_\_ Route \_\_\_\_\_

Permit No. \_\_\_\_\_

Latitude \_\_\_\_\_ Longitude \_\_\_\_\_

This Permit issued by Order of the Commissioner

Inspected By \_\_\_\_\_

Per \_\_\_\_\_  
Outdoor Advertising Program Manager

Date \_\_\_\_\_

Date \_\_\_\_\_