

AFFIDAVIT OF SIGN OWNER (for Property Owner)

INSTRUCTIONS

The corresponding template is provided by the Indiana Department of Transportation (INDOT) to establish that an outdoor advertising sign exists, or is proposed, with the consent of the property owner of the sign's location. It is to be used instead of the [Affidavit of Property Owner](#) in cases where the property owner has refused to complete the [Affidavit of Property Owner](#).

- **Paragraph 1:** List the address of the property.
- **Paragraph 2:** Identify property owner of the sign's location.
- **Paragraph 3:** List the date that the property owner was informed, in writing and delivered by certified letter or hand delivery, that:
 - The Sign Owner has filed or will file an application with INDOT for a permit that must be issued before the Sign can be erected; and
 - INDOT or INDOT's agents and representatives have the legal right to enter the Property from time to time to perform reasonable evaluations and surveys necessary in its administration of the permit pursuant to I.C. 8-23-20-25(f)(7), including removal of the sign pursuant to I.C. 8-23-20-26(c)(5).

Sending the property owner the [Affidavit of Property Owner](#) can serve to inform the property owner.

Attach a copy of that letter, and any documentation of certified mail, marked as **Exhibit A**.

- **Paragraph 4:** List the date that the property owner received notice of the sign owner's intent to erect the sign. Include documentation, which can be a:
 - signed green card,
 - electronic copy of proof of delivery, or
 - letter signed by the property owner showing that the property owner received notice (if hand delivered).
- Carefully read the remaining paragraphs, which include INDOT's right to revoke the permit if false statements are contained within the affidavit.
- **Signature:** *Before a notary*, sign and print name in the proper place.
 - If the person signing is a representative of company or other type of entity, sign under "IF ENTITY." The section also has a place to print the name of the entity, and to list the job title of the person signing the affidavit along with that person's name.
 - If the person is only representing themselves as sign owner, sign under "IF INDIVIDUAL."
- **Notarization:** The affidavit must be signed and properly notarized, which includes signing in the presence of a notary public. The affidavit must include the notary seal or stamp.
- **Submission:** The form should be scanned and electronically submitted via INDOT's Electronic Permitting System (EPS).
 - Link to EPS (with instructions on how to set up an account if needed):
<https://eps.indot.in.gov>
- Keep the original for your records.