

AFFIDAVIT OF SIGN OWNER (FOR ZONING)

INSTRUCTIONS

The corresponding template is provided by the Indiana Department of Transportation (INDOT) to establish how the land is zoned upon which an outdoor advertising sign is built, and to authenticate supporting documents. It is to be used when the sign owner is unable to obtain an Affidavit of Zoning Official from the local zoning authority after at least two attempts.

- **Paragraph 1:** Identify the authorized person who is completing the Affidavit, and the place of the proposed sign.
 - The sign owner should complete this affidavit. *Again, this affidavit should be completed by the sign owner only if the sign owner attempts to have an Affidavit of Zoning Official completed by the local zoning authority and is refused.*
 - The “Sign Owner” should be identified as a specific person. If the sign owner is a company and not an individual, identify the authorized company representative who is completing the affidavit and the company (e.g., John Smith Doe, representing Example Outdoor Advertising, Inc.) List the company’s full legal name.
- **Paragraph 2:** Identify the name of the zoning official contacted to attempt to receive a completed Affidavit of Zoning Official. Identify the local government over that zoning authority, and the county.
- **Paragraph 3:** List the applicable land records and ordinance(s) that prove the zoning classification of the property.
 - Reference the legal description of the property and attach as “Exhibit A.”
 - List the zoning classification of the property (e.g., agricultural, industrial, commercial, residential, not zoned, etc.) and the date that zoning classification became effective.
 - List the applicable ordinance(s).
 - Reference the zoning records (zoning map, copy of ordinance(s), and plat map) and attach as “Exhibit B.”
- 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.