

**Application for Permit for Construction or Alteration  
of Billboard in Lincoln County**

The Lincoln County Outdoor Advertising Regulation Ordinance was enacted to preserve, protect, and enhance the investments made in public highways and private property values; promote the safety of travelers along certain highways, and to prevent visual pollution of those highways, through regulation of outdoor advertising. Any person who wishes to place a billboard within the areas regulated by the Ordinance is required to make application to the County and obtain approval for same prior to construction or alteration. *Billboard* shall mean any freestanding sign more than sixteen (16) square feet in face area, including the sign trim, which advertises or directs attention to a business, product, service or event. All references to size shall refer to one sign face, including the sign trim, and be no higher than 10 feet high by 30 feet in length. Signs and billboards shall have a ground clearance of no more than five (5) feet.

The application and plans shall be reviewed by the County Manager, or his designee, within thirty (30) days from receipt thereof, and either approved, approved with conditions, or denied for not meeting the requirements of Ordinance No.2004-10. The Ordinance governs any and all signs larger than sixteen (16) square feet, with the **maximum allowable size** being three hundred (300) square feet. Any application not approved or denied within thirty days from receipt of the application shall be deemed approved.

Date \_\_\_\_\_

Name(s) of applicant/property owner \_\_\_\_\_  
Mailing Address \_\_\_\_\_ City \_\_\_\_\_  
State \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_

Name(s) of owner of billboard \_\_\_\_\_  
Mailing Address \_\_\_\_\_ City \_\_\_\_\_  
State \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_

Property Address where billboard is to be located \_\_\_\_\_  
\_\_\_\_\_

Property Legal Description \_\_\_\_\_  
\_\_\_\_\_

Type of project    Alteration to existing       New Construction  
If alteration, describe: \_\_\_\_\_  
\_\_\_\_\_

Name(s) of Electrical Contractor, if applicable \_\_\_\_\_  
Mailing Address \_\_\_\_\_ City \_\_\_\_\_  
State \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_

**Plans and specifications:** Scaled plans, diagrams, and other data shall be submitted with each application for a permit and contain the following information:

- (1) Drawing of sign/billboard, indicating dimensions and the sign message or copy;
- (2) Construction details, including method of attachment or erection;
- (3) Details of illumination, if any, including type of illumination, number of fixtures, operating voltage, number of circuits, total line load, and location of electrical disconnect.
  - (4) What hours will sign/billboard be illuminated? \_\_\_\_\_ AM/PM to \_\_\_\_\_ AM/PM.
  - (5) Sign/billboard will have a ground clearance of \_\_\_\_\_ feet (5 ft. max. allowed).
  - (6) Site plan, indicating street/road frontage, property lines, sign visibility triangles, proposed and existing rights-of-way, location of sign on property, and relationship of proposed sign to ingress and egress points.
  - (7) State the nearest linear distance to any other *billboard*: \_\_\_\_\_ feet.  
No billboard shall be nearer than 1,000 linear feet to any other billboard, other than the exceptions provided for in subparagraphs C, E, and F of Section 6 of the Ordinance. Exceptions include the following: "official signs and notices," "public service signs," and "public utility signs" as those terms are defined in NMAC §18.21.5; murals of a non-commercial nature; and "temporary signs" or banners made of canvas, vinyl, or other cloth with or without framework for the purpose of announcing events open to the public for a limited time period not to exceed sixty (60) days.
  - (8) State the nearest distance to any intersection(s) \_\_\_\_\_ feet.

Attach a copy of the billboard permit issued by the State of New Mexico for this project

**Variances.** The County Manager or his designee may, in his sole discretion, grant a variance to this Ordinance under circumstances whereby one property owner has applied for a billboard permit which would be placed within the 1,000 linear foot limit from that of another billboard already permitted and constructed by another property. Under no circumstance shall a variance be granted that significantly conflicts with or nullifies the objectives, spirit, and intent of the Ordinance.

***I hereby agree that all work will comply with approved plans.***

Applicant's Signature: \_\_\_\_\_

BELOW THIS LINE FOR ADMINISTRATIVE USE ONLY

Date billboard application received: \_\_\_\_\_

Action taken:  Approved  Approved with conditions  Denied  Withdrawn

Notes on conditions \_\_\_\_\_

County of Lincoln

By: \_\_\_\_\_

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