



ADVERTISING DEVICE PERMIT APPLICATION

ST. CROIX DISTRICT ST. THOMAS/ST. JOHN DISTRICT

Date _____

Name of Organization or Individual _____

Mailing Address _____

Email Address _____

Daytime Phone _____

Alternate Contact Phone # _____

Type of Advertising Device _____

Type of Material _____

Size: Length _____ Width _____

Structure(s) to which the advertising device will be attached _____

I have read and agree to all advertising device regulations listed on page 2.

Signature

DEPARTMENTAL USE ONLY

Height from ground _____ Distance from the edge of roadway _____

Permit granted from _____ To _____

Permit Approved _____ Permit # _____

Permit Disapproved _____ Reason _____

Permit Fees Collected \$ _____ Receipt # _____

ADVERTISING DEVICE PERMIT REGULATIONS

29 V.I.C. § 502 - The erection or maintenance of any advertising device upon any publicly owned and controlled street, sidewalk, park or other real property, or the erection and maintenance of any such device located within fifty (50) feet from the center line of any public highway in the Virgin Islands, whether on public or private property, without a written permit therefore granted by the Commissioner of Public Works is prohibited.

1. Advertising device permits are granted for a six-month period.
2. The advertising device permit must be approved prior to the installation of said device(s).
3. Advertising devices cannot be placed within 10 feet from the outer edge of any highway.
4. Advertising devices must not block motorists' visibility of traffic signs, informational signs, the roadway, or other devices at designated locations.
5. All advertising devices must be no larger than 4 feet x 4 feet.
6. All advertising devices must be affixed to post(s) and securely erected in the ground.
7. Advertising devices cannot be attached to, or placed on, any of the following: traffic signs, traffic signals, utility poles, highway medians, trees, walls, government buildings, curbs, or guardrails.
8. Advertisers must properly maintain their devices throughout the duration of its installation.
9. Advertisers are responsible for the installation and removal of devices in a timely manner.
10. Advertisers can select up to 10 sites, per district, from the designated locations list.
11. The department has imposed a limit on the number of signs placed at each location; device permits will be approved on a first come, first serve basis.
12. Please include a photo of the advertisement with your permit application submittal.

PERMIT FEE STRUCTURE		
Notice	\$20 per notice	Must not exceed 12 inches x 12 inches
Sign	\$75 per sign	Must not exceed 12 inches x 18 inches
Poster	\$50 per poster	Must not exceed 2 feet x 3 feet
Billboard	\$100 per billboard	Larger than 2 feet x 3 feet
Digital Billboard	\$100 per billboard	
Administrative Fee	\$25 per advertising device	

- PAYMENT IS DUE UPON NOTIFICATION OF PERMIT APPROVAL.
- THE DEPARTMENT RESERVES THE RIGHT TO REMOVE ANY ADVERTISING DEVICE OR IMPOSE A MAXIMUM FINE OF \$50.00 PER DAY, PER DEVICE FOR ANY REGULATION VIOLATION.
- FUTURE ADVERTISING DEVICE PERMITTING CAN ALSO BE AFFECTED FOR FLAGRANT VIOLATORS.

ADVERTISING DEVICE DESIGNATED LOCATIONS

ST. CROIX

1. SUNNY ISLE INTERSECTION – South Side
2. CHRISTIANSTED BYPASS – Eastern End, near Gallows Bay
3. EAST END ROAD - Across from Cheeseburgers in Paradise
4. EAST END ROAD – Near Ziggy’s
5. TIPPERARY
6. COTTON VALLEY - Near Blue Water Terrace entrance
7. MORNINGSTAR – North Shore Road turning into Salt River
8. TIDE VILLAGE
9. COTTON VALLEY - Entrance
10. PETERS REST - Near Carlos Furniture
11. SION FARM SHOPPING CENTER – Heading East
12. RICHMOND COMMERCIAL CENTER
13. ESTATE WHIM – Concordia intersection on Queen Mary
14. MELVIN EVANS HIGHWAY – End of Highway leading into Hannah’s Rest
15. FREDERIKSTED BALLPARK SITE – Across the street (Banners only)
16. ESTATE CARLTON ENTRANCE - Off Queen Mary Highway
17. WORK AND REST- Entrance
18. MON BIJOU
19. FIVE CORNERS INTERSECTION
20. LA REINE – Near Chicken Shack
21. PETER’S REST - Cost U Less Entrance
22. QUEEN MARY – Near Hannah’s Rest Stoplight
23. MELVIN EVANS HIGHWAY – East Airport Road Stoplight
24. BEESTON HILL

ST. THOMAS

1. HARWOOD HIGHWAY (China Man Hill) - Near the stoplight, travelling West on the left side of the road
2. ENTRANCE TO FRENCHTOWN - Opposite Post Office
3. INTERSECTION OF MAFOLIE ROUTE 33-35 - Left side travelling East
4. INTERSECTION OF VALDEMAR HILL, SR. DRIVE (Skyline Drive) AND MAGENS BAY ROAD
5. INTERSECTION OF VALDEMAR HILL, SR. DRIVE and DONOE BYPASS (Wintberg Intersection)
6. DONOE INTERSECTION - Across from Prophecy Church/School
7. NICHOLAS FRIDAY DRIVE - Near the stop light at the southwestern end of the National Guard facility.
8. FOUR CORNERS
9. SMITH BAY BALL PARK
10. ELMO ROEBUCK, SR. DRIVE - Near Antilles School
11. WILLIAM D. ADAMS DRIVE - Near Charlotte Amalie High School

ST. JOHN

1. ENIGHED POND - Next to tennis court
2. SUSANNABERG - Intersection of Route 10 and Route 104
3. CORAL BAY - Intersection of Route 10 and Route 107

ADVERTISING DEVICE LOCATION SELECTIONS

PREFERRED LOCATION(S)

1.	2.
3.	4.
5.	6.
7.	8.
9.	10.

ALTERNATE LOCATION(S)

1.	2.
3.	4.
5.	6.
7.	8.
9.	10.

Sign(s) Affixed

Sign(s) Removed

Date _____ Initials _____

Date _____ Initials _____