

## TOD SIGN INSTRUCTIONS:

1. Owner to complete both sides of the application form and submit to Highway Department.
2. Administrative fee of \$100 per sign is required with submittal of application. Make check payable to Vilas County Highway Department (the check will be returned if the application is denied).
3. Send this application and check to Vilas County Highway Commissioner, P.O. Box 1568, Eagle River, WI 54521.
4. Commissioner to onsite the location for preliminary review.
5. If the business meets the requirements and the location is acceptable, the County will email the application(s) to WisDOT for approval.
6. After receiving the signed approved application from the State, the County will notify the owner to have the sign(s) made using a State qualified sign manufacturer from the list provided.
7. Once the sign(s) are made, the owner shall drop sign(s) off at the Highway Department in Eagle River with a check for \$250.00 per sign made payable to Wisconsin Department of Transportation.
8. The County will install the sign(s) and send the check to WisDOT.
9. An administrative fee of \$100 per sign is due every 5 years for the duration of the erected sign. The sign life is estimated to be ten years at which time the Highway Commissioner will evaluate the condition of the sign and determine if new sign(s) are required.