

GENERAL INFORMATION

The application for pre-approval shall be filled out through the Online Application System, <https://logosigns.dot.ct.gov/>. There is no fee to create an account or to fill out pre-approval applications in the Online Application System. After a pre-approval application is submitted, the Department will review the application and if all minimum qualifications are met, will inform the business on next steps. At this time, should the business like to participate, the business will print a copy of the pre-approval application and send it to the Connecticut Department of Transportation, Division of Traffic Engineering, 2800 Berlin Turnpike, Post Office Box 317546, Newington, Connecticut 06131-7546, along with the **NON-REFUNDABLE** application fee in the amount of \$2,000.00 per business, per interchange. This amount will be provided to you during the pre-approval process. Make checks or money orders payable to: Treasurer, State of Connecticut.

APPLICANT MUST MEET ALL REQUIREMENTS SPECIFIED IN REGULATIONS (NO EXCEPTIONS)

Upon receipt of the of the pre-approved application and fee, the Department will coordinate with the applicant about information on necessary concurrences, forms, specifications, standards, sign requirements, and encroachment permit requirements.

The initial approved business of a signing installation will also be required to execute an Information Sign Maintenance Concurrence and furnish a performance bond (minimum \$10,000.00) to run for the life of the Concurrence. The initial business is responsible for hiring a contractor and all costs for the installation and maintenance of the specific information signing required.

Subsequent businesses will be required to reimburse the initial business a percentage of the installation costs as indicated in the regulations governing the program.

All businesses will be required to submit a completed encroachment permit application to the appropriate District Maintenance Manager along with a Certificate of Insurance (standard industry accord form) furnished by the Department of Transportation, indicating the correct protective liability insurance coverage by the permittee. After completion of the necessary forms, the business will receive a permit authorizing them to hire a contractor to erect the sign(s).

When a full compliment of business signs are displayed on a specific information sign, and another qualified business applies, the applying business may “bump” the business located farthest from the ramp terminus, only after that business has been displayed for the minimum time allowed.

APPLICATION INSTRUCTIONS

To apply go to: <https://logosigns.dot.ct.gov/>

1. If you have not done so already, you will be required to Create a New User Id.
2. Once you have an approved User Id and password (this can potentially take a couple days to be approved), log into the system.

3. From the home screen of the application system, you can update your contact information, view/query all of your current and previous application requests, and submit an application.
4. Navigate to the LOGO Application.
 - a. When submitting an application, select the service type of your business from the drop-down menu.
 - b. Fill out the remainder of the application as completely as possible.
 - i. Some fields are required.
 - ii. Only the qualified interchanges can be selected. If you don't see the interchange or direction, you're looking for in the drop-down, then that interchange does not qualify for signing.
 - c. Once complete, submit the application.
5. The Department will review your application for pre-approval. Should your business qualify for pre-approval, the Department will provide you with the next steps, including fees, for your business to participate in the LOGO program by email.
6. Should you have any questions throughout the process, please go to the Contact Us page in the application system or submit an email to DOT.LogoSigns@ct.gov and we'll get back to you as soon as we can.