Mobile Billboard Vehicle (MBV) Permit Checklist and Application

(City of Lubbock Code of Ordinances, Article 8.20)

Checklist for Mobile Billboard Vehicle Permit Application

This page is a checklist for applicants, it ***does not*** need to be submitted with the application

Fees

❑ **Application** (payment must be included with application)

- $300 non-refundable fee per vehicle

Checklist

❑ Include with application:

- ❑ Photos of each vehicle that show:
  - All four sides: Front, Driver, Back and Passenger side
  - VIN Number
- ❑ Policy for Public Liability & Property Damage Insurance
- ❑ Photo of the Electronic Message to be displayed
- ❑ Fleet Services has been contacted to schedule an inspection.
  - Phone Number: 806.775.2190
  - Form is included within the application.

❑ Application must be notarized

PLEASE READ THE ARTICLE OF THE CITY OF LUBBOCK CODE OF ORDINANCES FOR DEFINITIONS AND REQUIREMENTS CONCERNING MOBILE BILLBOARD VEHICLE(S).

****PLEASE ENSURE ALL INFORMATION IS CORRECT BEFORE THE APPLICATION FORM IS NOTARIZED.***

If you have any questions about the application please contact the City Secretary's Office at Phone: (806) 775-2025 or Email: ocs@mylubbock.us

Mobile Billboard Vehicle (MBV) Permit Application

(City of Lubbock Code of Ordinances, Article 8.20)

For Office Use Only

Permit # :

Receipt #:

CC Approval/Check #:

Total Paid:

Annual Fee for Permit - $300 per MBV

Number of Vehicles_____

Business Information

NAME _____

PHYSICAL ADDRESS _____CITY_____STATE_____ZIP CODE_____

MAILING ADDRESS _____CITY_____STATE_____ZIP CODE_____

PHONE NUMBER _____EMAIL_____

Owner Information

NAME _____

PHYSICAL ADDRESS _____CITY_____STATE_____ZIP CODE_____

MAILING ADDRESS _____CITY_____STATE_____ZIP CODE_____

PHONE NUMBER _____EMAIL_____

Applicant Information: (If different from Owner)

NAME _____

PHYSICAL ADDRESS _____CITY_____STATE_____ZIP CODE_____

MAILING ADDRESS _____CITY_____STATE_____ZIP CODE_____

PHONE NUMBER _____EMAIL_____

Vehicle Information

LIST ALL VEHICLES BELOW AND INCLUDE PHOTOS OF ALL FOUR SIDES OF EACH VEHICLE (IDENTIFY BY VIN #)

(USE SEPARATE SHEET FOR ADDITIONAL VEHICLES IF NEEDED.)

VEHICLE TYPE _____VIN NO_____

VEHICLE WIDTH _____LICENSE NO_____

VEHICLE WEIGHT_____VEHICLE HEIGHT_____

VEHICLE TYPE _____VIN NO_____

VEHICLE WIDTH _____LICENSE NO_____

VEHICLE WEIGHT_____VEHICLE HEIGHT_____

NOTE: IF STATE LICENSE PLATES ARE EXCHANGED DURING THE PERMIT PERIOD, SUCH CHANGED NUMBER MUST BE FILED IMMEDIATELY WITH THE CITY SECRETARY'S OFFICE.

STATE HOURS OF OPERATION FOR MBV'S _____

WILL THE MBV(s) MESSAGE DISPLAY MORE THAN ONE MESSAGE? YES_____NO_____

If yes, will each message display for a minimum 10 seconds? YES_____NO_____

Will there be a maximum of 0.3 seconds between each message? YES_____NO_____

Initial Here **REQUIRED ATTACHMENTS:**

_____ COPIES OF THE POLICY FOR PUBLIC LIABILITY AND PROPERTY DAMAGE INSURANCE COVERAGE.

_____ PHOTOS OF MBV(s) ELECTRONIC MESSAGE DISPLAY.

_____ FLEET SERVICES HAS BEEN CONTACTED TO SCHEDULE AN INSPECTION.
PHONE NUMBER IS 806.775.2190 (FORM IS ATTACHED).

Initial Here **APPLICANT UNDERSTANDS THAT ANY PERMIT ISSUED PURSUANT TO THIS APPLICATION IS CONDITIONAL UPON THE FOLLOWING:**

_____ That the applicant will comply with all applicable terms of Article 8.20 of the Code of Ordinances of the City of Lubbock during the time said Permit is in force.

_____ That the Permit, if issued, will be subject to forfeiture and cancellation upon the conviction for any violation of any of the applicable provisions of Article 8.20 of the Code of Ordinances of the City of Lubbock or upon a showing the applicant has substantially breached the terms of any Permit issued pursuant to the application.

_____ Applicant further certifies that he owns, leases, contracts, or otherwise has legal control over all vehicles set forth in this application

_____ That any permit issued pursuant to the application shall be non-transferable.
Permit valid for one year from the date of issuance

ACKNOWLEDGEMENT OF OWNER

I, _____, do affirm that the above information is true and correct to the best of my knowledge.

_____
Signature of Owner

BEFORE ME, the undersigned authority, A Notary Public in and for said Lubbock County, Texas, on this day personally appeared _____, known to me to be the person whose name is subscribed to the foregoing application and acknowledged to me that he/she executed the same for the purposes and consideration therein expressed.

GIVEN UNDER MY HAND AND SEAL OF OFFICE this _____ day of _____, 20 _____.

_____
Notary Public, State of Texas
Commission Expiration: _____

CITY OF LUBBOCK APPROVALS:

_____
Fleet Department

_____
City Secretary

I, _____, authorize the Office of the

City Secretary to charge my ☐Credit ☐Debit (check one) _____card for

$ _____, via the card information listed below:

CREDIT CARD NUMBER	
CREDIT CARD TYPE (Visa or Master Card)	
AUTHORIZATION CODE (3-digit number on back of card)	
EXPIRATION DATE (MM/YY)	
CARDHOLDER ADDRESS (Street, City, State and Zip)	
CARDHOLDER SIGNATURE	

City of Lubbock
Office of the City Secretary
PO Box 2000
Lubbock, TX 79457

(806) 775-2061

*** NOTICE * The City of Lubbock charges a $1 service fee on all credit card transactions at or under $40. All credit card transactions over $40 will be charged a 2.49% service fee.**

This form is immediately destroyed via shredding once charge transaction is complete.

ARTICLE 8.20
MOBILE BILLBOARDS

§ 8.20.001. Definitions.

Mobile. The state of being in active, but not necessarily continuous, movement; capable of being moved and not permanently fixed or placed.

Mobile billboard. Any vehicle for hire, including a trailer, with an illuminated or non-illuminated panel, board, screen, banner, flag, electronic device or any other type of appendage or feature, having the primary purpose to advertise, promote or draw attention to a product, service, event or other similar purpose.

Operator. Any person or entity that owns or operates a mobile billboard.
(Ordinance 2015-O0093, sec. 1, adopted 9/10/2015)

§ 8.20.002. Requirements.

(a) A mobile billboard may use the public right-of-way within the city limits as long as such mobile billboard:

(1) Remains mobile on a major thoroughfare, freeway, or expressway as defined by the city's current thoroughfare plan;

(2) Does not emit any sound, odor, light, or visible matter which serves as a distraction to persons within the public right-of-way or which unreasonably disturbs or interferes with the sleep, peace, comfort, or repose of any person with ordinary sensibilities;

(3) Does not, by reason of its size, location, movement, content, coloring, or manner of illumination:

(A) Cause any person with ordinary sensibilities to confuse or construe it as a traffic-control sign, signal, device, or the light of an emergency or road equipment vehicle; or

(B) Hide from view any traffic or street sign, signal or device;

(4) Does not operate between the hours of 3:00 a.m. and 6:00 a.m.; and

(5) Is in compliance with all applicable registration, permitting and other regulations as required under the Texas Transportation Code, including any vehicle width, height, and weight restrictions; and

(6) Obtains an annual permit from the city secretary's office.

(b) A mobile billboard may not be parked, driven, stationed or moving in any manner on private property within the city limits, unless such mobile billboard is parked or stationed out of view from any public right-of-way.

(c) If a mobile billboard utilizes an electronic message display, such electronic message display shall:

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(1) Contain static messages only and shall not have movement, or the appearance or optical illusion of movement, of any part of the mobile billboard structure, design, or pictorial segment of the mobile billboard, including the movement or appearance of movement of any illumination or the flashing, scintillating or varying of light intensity;

(2) Allow no more than 0.3 seconds between each static message displayed on the mobile billboard; and

(3) Display each static message for a minimum of 10 seconds.

(d) It shall be unlawful for any operator to transport members of the public as passengers in any mobile billboard.

(e) Any mobile billboard, as defined in this article, is specifically excluded from the regulation of advertising vehicles or trailers as provided in section 20.04.016 and section 40.04.005 of this code.

(Ordinance 2015-O0093, sec. 1, adopted 9/10/2015)

§ 8.20.003. Permit.

(a) In order to operate a mobile billboard within the public right-of-way open to vehicular traffic within the city limits, an operator shall obtain an annual permit from the city secretary's office for each mobile billboard under the operator's control. Such permit will remain effective for one (1) calendar year from its issue date.

(b) The city secretary will issue a mobile billboard permit to an operator upon the operator's submission to the city secretary of:

(1) A completed mobile billboard application;

(2) A satisfactory inspection report from the fleet services department; and

(3) A two hundred dollar ($200.00) permit fee, unless otherwise set forth and established in the adopted annual budget.

(c) In order to receive a satisfactory inspection report from the fleet services department, a mobile billboard must:

(1) Weigh under twenty thousand (20,000) pounds;

(2) Be no more than fourteen feet (14') high as measured from the roadway to the highest point on the mobile billboard;

(3) Be no more than eight feet six inches (8'6") in width as measured by the distance between the outermost extensions on each side of the mobile billboard, excluding mirrors, lights and other devices required for safety;

(4) Be no more than forty-five feet (45') in length as measured by the distance between the front and rear of the mobile billboard;

(5) Be in compliance with all Texas Department of Transportation vehicle inspection and emissions requirements; and

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(6) Not be considered a nuisance due to a lack of maintenance or a use of substandard material on any visible portion of the mobile billboard that could cause peeling or faded paint; rusting, warping, or cracking of display surfaces; or, any other type of visual defect that could promote unsafe operation of the mobile billboard.

(d) Upon issuance of a permit, the city secretary shall provide the operator a decal for each permitted mobile billboard. The operator shall display the decal on the front windshield of the permitted mobile billboard by placing the decal above the mobile billboard's state-issued registration sticker

(e) Any permit issued to an operator for any mobile billboard shall be non-transferable.

(f) If the applicant is denied a permit, the applicant shall have the right to appeal to the permit and license appeal board within ten (10) days of the date of denial by the city secretary.

(Ordinance 2015-O0093, sec. 1, adopted 9/10/2015)

§ 8.20.004. Penalty.

A violation of any provision of this article shall be deemed a misdemeanor punishable as provided by section 1.01.004 of this code.

(Ordinance 2015-O0093, sec. 1, adopted 9/10/2015)

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