

***Purpose of form:***

This form must be submitted by the Applicant on behalf of itself and/or its Affiliate, if there are arterial or park signs being submitted for DOB review as required by Article 502 of the NYC Construction Codes and Title 1, Chapter 49 of the Rules of the City of New York. This form is not required if there are no arterial or park signs under the control of the Applicant or its Affiliate(s). Submit as many pages of this form as is necessary.

**1 OAC / Affiliated OAC**

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- Indicate the name of the OAC or Affiliated OAC on whose behalf this Sign Inventory Summary list is being submitted. A separate Sign Inventory Summary must be submitted for the OAC and each Affiliated OAC.

**2 Inventory Totals for this OAC / Affiliated OAC**

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- Indicate the total number of signs, sign structures vacant of signage and tax lots vacant of both signage and sign structures of the OAC or Affiliated OAC on whose behalf this Sign Inventory Summary list is being submitted.

**3 Summary Details**

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- Assign an inventory ID number to each sign, sign structure vacant of signage and tax lot vacant of both signage and sign structures, numbering sequentially, beginning with #001, or
- Indicate as "EXEMPT" those signs which are exempt from registration and not subject to Department jurisdiction and located (1) within a distance of 900 linear feet from and within view of an arterial highway; or (2) within 200 linear feet from and within view of a public park of one half acre or more. Exempt signs ONLY require location information.
- Indicate the address, block and lot for the sign, sign structure vacant of signage and tax lot vacant of both signage and sign structure (as applicable).
- Indicate whether sign is: (1) under shared control with affiliate; (2) non-conforming; (3) non-advertising; and, (4) vacant of signage and sign structures. At the top of each page, indicate the page (sheet) number for each page of the Sign Inventory Summary list and the total number of Sign Inventory Summary pages.

**4 Sign Inventory Certification**

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- A registered architect or licensed professional engineer and the Responsible Officer must sign and certify that he/she has personal knowledge that the signs, sign structures vacant of signage indicated on the Sign Inventory Summary, and each Sign Profile, is in compliance with the New York City Zoning Resolution. Each page of this form submitted by the Applicant or its Affiliate, if applicable, must be certified.
- For the purpose of renewing sign registration, certification or affidavit by a registered architect or licensed professional engineer shall not be required, if such certification or affidavit was submitted to the Department on a previous Sign Inventory Summary.