

Missouri Department of Transportation
David B. Nichols, Director

573.751.2551
Fax: 573.751.6555
1.888.ASK MODOT (275.6636)

[DATE]

[OWNER NAME]
[OWNER ADDRESS]
[OWNER CITY], [OWNER STATE] [OWNER ZIP]

RE: Permit [PERMIT NUMBER]
[COUNTY] County, [ROUTE]

Dear [OWNER CONTACT]:

A recent inspection of [ROUTE] in [COUNTY] County noted that the sign face for permit [PERMIT NUMBER] was without advertising or contained obsolete advertising. Below is a photograph of the sign for your reference. The rules and regulations governing outdoor advertising in Missouri state that signs cannot be maintained with obsolete advertising or without an advertising message. Please take measures to ensure your sign displays an advertising message for services or products available to the traveling public or "For Rent." If you no longer wish to maintain the sign location, please remove the sign structure and contact me at [PHONE NUMBER] so that I may update the inventory.

For additional information regarding outdoor advertising rules and regulations, please log onto http://www.modot.org/business/Outdoor_Advertising. If you have any questions, please contact me at [PHONE NUMBER].

Sincerely,

[PERMIT SPECIALIST]
[PERMIT SPECIALIST TITLE]

[PHOTO]

