



## MEMORANDUM

**Missouri Department of Transportation  
Right of Way Division  
Central Office**

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**TO:** Pete Donovan  
Assistant Chief Counsel-Project Development

**CC:** Right of Way  
Outdoor Advertising

**FROM:** PERMIT SPECIALIST  
PERMIT SPECIALIST TITLE

**DATE:** December 04, 2009

**SUBJECT:** Request for Administrative Review  
OWNER NAME

Our records indicate that OWNER NAME, sign owner received a Notice to Remove Outdoor Advertising/Notice to Terminate Nonconforming Outdoor Advertising on 1/1/1999.

In addition, our records indicate that OWNER NAME, sign owner filed a Request for Administrative Review on 1/1/1999.

Please find attached four (4) documents for your files:

Notice to Remove Outdoor Advertising/Notice to Terminate Nonconforming Outdoor Advertising

Return receipt indicating date owner received notice

Photograph of sign

Request for Administrative Review with receipt date stamp.

If additional information is required please contact me at 999-999-9999.