

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]:

Our records indicate a contract ending date of [AD END DATE] for the cutout/extension advertising “[ADV MESSAGE]” on permit [PERMIT NUMBER]; however, the cutout/extension was still installed as of [INSPECTION DATE]. Below is a photograph of the sign for your reference.

**7 CSR 10-6.060 (3) (C) (1) (b)**

- A cutout or extension may be added to either side of a structure for a period of time of no more than three (3) years for each side or the term of the display contract, whichever is the shortest. After a side of an outdoor advertising structure has had a cutout or extension for that time period, a cutout or extension cannot be placed on that side of the structure for a period of six (6) months.

Please remove the cutout/extension advertising “[ADV MESSAGE]” within fifteen (15) days. For additional information regarding outdoor advertising rules and regulations, log onto [http://www.modot.org/business/Outdoor\\_Advertising](http://www.modot.org/business/Outdoor_Advertising). Please contact me at [PHONE NUMBER] once the cutout/extension has been removed.

Sincerely,

[PERMIT SPECIALIST]  
[PERMIT SPECIALIST TITLE]

[PHOTO]

