

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: Transaction [PERMIT NUMBER]  
[COUNTY] County, [ROUTE]

Dear [OWNER CONTACT]:

The Missouri Department of Transportation (MoDOT) is responsible for regulating outdoor advertising adjacent to controlled travelways, which includes [ROUTE]. Outdoor advertising adjacent to this route are required to obtain and maintain a permit from MoDOT. Enclosed please find a brochure explaining the laws governing outdoor advertising.

After a recent field inspection, it has been determined that your sign advertising “[ADV MESSAGE]” is not an on-premise sign and does not meet the following permit requirements:

- Spacing requirements: 1400’ spacing requirements between permitted signs
- Location requirements: Signs must be located within 750’ of a commercial or industrial activity on the same side of the roadway
- Size Requirements
- Other: [OTHER REASON]

Therefore, the sign cannot be permitted and must be removed in its entirety within thirty (30) days. For additional information regarding outdoor advertising rules and regulations in Missouri, please log onto [http://www.modot.org/business/Outdoor\\_Advertising](http://www.modot.org/business/Outdoor_Advertising). Please contact me at [PHONE NUMBER] to discuss any options that may satisfy your advertising needs.

Sincerely,

[PERMIT SPECIALIST]  
[PERMIT SPECIALIST TITLE]

Enclosure

[PHOTO]

