

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]:

Temporary cutouts and extensions installed for the length of a specific display contract are allowed pursuant to Section 226.540 (2) (a), RSMo and 7 CSR 10-6.060 (3) (C) and may be added to a structure for a period of time of no more than three (3) years or the term of the display contract, whichever is the shortest. After an outdoor advertising structure has had a temporary cutout or extension for that time period, a cutout or extension cannot be placed on that structure for a period of six (6) months.

A recent inspection found that permit [PERMIT NUMBER] has a cutout or extension on the [BILLBOARD SIDE] (see photo below). Please submit the following information within the next fifteen (15) days, in order that we may verify the extension or cutout is of a temporary nature. The extension must be removed within thirty (30) days of the ending date of the display contract or three (3) years from the beginning date, whichever is the shortest.

1. Display contract beginning date: _____
2. Display contract ending date: _____
3. Advertiser: _____

If you should have any questions, please contact me at [PHONE NUMBER]

Sincerely,

[PERMIT SPECIALIST]
[PERMIT SPECIALIST TITLE]

[PHOTO]

