

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]:

Enclosed please find your recently submitted application to cut or trim vegetation. Your application is being returned for the following reason(s):

- Delinquent receivables
- Incomplete application or attachments not included
- Transaction fee not included or incorrect transaction fee
- Sign is less than two (2) years old
- Sign is less than five (5) years old
- Detrimental to the stability of the state right of way
- Other: [OTHER REASON]

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]

Enclosure(s)

