



[Date]

[Owner Name]

[Owner Address]

[Owner City], [Owner State] [Owner Zip]

RE: Permit [Permit Number]
[County] County, [Route]

Dear [Owner Contact]:

An inspection of [Route] in [County] County noted that permit [Permit Number] has been changed from [Modify From] to [Modify To]. Since permit [Permit Number] is classified as nonconforming, it is illegal to increase the size of the sign.

7 CSR 10-6.060 Nonconforming Signs

(3) Criteria for Maintenance of Nonconforming Signs. Reasonable maintenance and repair on nonconforming signs is permissible, however, violation of any one (1) or more of the following subsections (3)(A)-(E) of this rule disqualifies any sign from being maintained as a nonconforming sign and subjects it to removal by the commission without the payment of just compensation:

(C) Size. The size or area of a sign shall not be increased after the date the sign becomes a nonconforming sign. A net decrease in the face of the sign will be permitted.

Please take measures [Remove] within thirty (30) days. If you have any questions, please contact me at [Permit Specialist Phone].

Sincerely,

[Permit Specialist]

[Permit Specialist Title]

