



[Date]

[Owner Name]

[Owner Address]

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

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

Dear [Owner Contact]:

The Missouri Code of State Regulations were updated, effective December 2, 2007 to reflect the following:

**7 CSR 10-6.060(3)(C)(1)(a) Nonconforming Signs**

A cutout or extension 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 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] face (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.

Display contract beginning date: \_\_\_\_\_

Display contract ending date: \_\_\_\_\_

Advertiser: \_\_\_\_\_

If you should have any questions, please call me at [Permit Specialist Phone].

Sincerely,

[Permit Specialist]

[Permit Specialist Title]

