



[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 filled in between two stacked faces. 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:

Other Improvements. The following shall be prohibited for nonconforming signs.

4. Filling in the open space between stacked signs and/or side-by-side signs with advertisement resulting in only one (1) display area, except if the result would cause the sign to become a lawful conforming sign under section 226.540 RSMo.

Please take measures to change the sign back to double-stacked within thirty (30) days. If you have any questions, please contact me at [Permit Specialist Phone].

Sincerely,

[Permit Specialist]

[Permit Specialist Title]

