

Missouri  
Department  
of Transportation



Springfield Area District  
3025 East Kearney  
M.P.O. Box 868  
Springfield, MO 65801  
(417) 895-7600  
Fax (417) 895-7533  
Toll free 1-888 ASK MODOT  
www.modot.org

[Date]

[Owner Name]

[Owner Address]

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

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

Dear [Owner Contact]:

Our records indicate a contract ending date of [Ending Date] for the cutout/extension advertising “[Adv Message]” on permit [Permit Number]; however, the cutout/extension was still installed as of [Inspection Date]. Below is a photograph of the sign for your reference.

**7 CSR 10-6.060(3)(C)(1)(b):**

► A cutout or extension may be added to either side of a structure for a period of time of no more than three (3) years for each side or the term of the display contract, whichever is the shortest. After a side of an outdoor advertising structure has had a cutout or extension for that time period, a cutout or extension cannot be placed on that side of the structure for a period of six (6) months.

Please remove the cutout/extension advertising “[Adv Message]” within fifteen (15) days. For additional information regarding outdoor advertising rules and regulations, log onto [http://www.modot.org/business/Outdoor\\_Advertising](http://www.modot.org/business/Outdoor_Advertising). Please contact me at [Permit Specialist Phone] once the cutout/extension has been removed.

Sincerely,

[Permit Specialist]

[Permit Specialist Title]

