

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: Transaction # [Permit Number]
[County] County, [Route]

Dear [Owner Contact]:

The Federal Highway Beautification Act of 1965 requires the Missouri Department of Transportation to enforce outdoor advertising rules and regulations adjacent to [Route]. Failure to enforce these rules and regulations could cause the State of Missouri to lose up to ten percent (10%) of its annual share of Federal highway construction money, amounting to millions of dollars each year.

After a recent field inspection, it has been determined that your sign advertising, "[Adv Message]" is not an on-premise sign and therefore requires a permit. Your sign may qualify for one of the following permits:

- **Signs measuring thirty-two (32) square feet or less-** Sign does not have to meet the statutory spacing, location or zoning requirements. There are no fees associated with a sign of this size; however, an application is required.
- **Signs measuring larger than thirty-two (32) square feet but less than seventy-six (76) square feet-** Sign may be granted a permit without a fee; however, spacing, location and zoning (if applicable) requirements must be met.
- **Signs measuring larger than seventy-six (76) square feet-** Sign will have to meet the spacing, location and zoning (if applicable) requirements, and there is a \$200.00 application fee and \$100.00 biennial renewal fees.

Enclosed please find an application along with a brochure explaining the laws governing outdoor advertising. Please complete the application and return it along with the required documentation within thirty (30) days. If you do not wish to permit this sign it must be removed **in its entirety** within the next (thirty) 30 days. If you have any questions, please contact me at [Phone Number].

Sincerely,

[Permit Specialist]

[Permit Specialist Title]

