

Missouri  
Department  
of Transportation



Springfield Area District  
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Springfield, MO 65801  
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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]:

As of [Status Date], the outdoor advertising sign referenced by permit [Permit Number] is classified as a nonconforming sign. Below is a photograph of the sign for your reference. The sign is considered nonconforming due to the following reason(s):

- Size exceeds statutory legal limits
- Location is not within 750 feet of a qualifying business
- Spacing does not meet statutory requirements
- Other: [Other Reason]

A nonconforming sign cannot be relocated, rebuilt or enlarged from the size it was on the day it became nonconforming pursuant to 7 CSR 10-6.060 of the State Control of Outdoor Advertising regulations. Enclosed please find a brochure regarding the maintenance and repair on nonconforming signs. Permit holders should contact their Outdoor Advertising Permit Specialist prior to making any changes to the structure.

For additional information regarding outdoor advertising rules and regulations, please log onto [http://www.modot.org/business/Outdoor\\_Advertising](http://www.modot.org/business/Outdoor_Advertising). If you have any questions, please contact me at [Phone Number].

Sincerely,

[Permit Specialist]

[Permit Specialist Title]



Additional forms and information available at [http://www.modot.org/business/Outdoor\\_Advertising](http://www.modot.org/business/Outdoor_Advertising)

**Our mission is to provide a world-class transportation experience that delights our customers and promotes a prosperous Missouri.**

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