



## MEMORANDUM

**Missouri Department of Transportation  
Right of Way Division  
Central Office**

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**TO:** Pete Donovan  
Assistant Chief Counsel-Project Development

**CC:** Right of Way  
Outdoor Advertising

**FROM:** [Permit Specialist]  
[Permit Specialist Title]

**DATE:** [Date]

**SUBJECT:** Request for Administrative Review  
[Owner Name]

Our records indicate that [Owner Name], sign owner, received a Notice to Remove Outdoor Advertising/Notice to Terminate Nonconforming Outdoor Advertising on [Certified Receipt Date].

In addition, our records indicate that [Owner Name], sign owner, filed a Request for Administrative Review on [Request Date].

Please find attached four (4) documents for your files:

Notice to Remove Outdoor Advertising/Notice to Terminate Nonconforming Outdoor Advertising

Return receipt indicating date owner received notice

Photograph of sign

Request for Administrative Review with receipt date stamp.

If additional information is required please contact me at [Permit Specialist Phone].