

*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](http://www.modot.org)

[Date]

[Owner Name]

[Owner Address]

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

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

Dear [Owner Contact]:

Enclosed please find the permit(s) you recently made application to transfer ownership. Please verify the accuracy of the information on the permit pursuant to the information provided on the transfer application.

Please be aware that if your sign is classified as nonconforming, it 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. Also enclosed is a brochure regarding the maintenance and repair on nonconforming signs, if applicable. Permit holders should contact their Outdoor Advertising Permit Specialist prior to making any changes to any 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]

Enclosure(s)