



MEMORANDUM

Missouri Department of Transportation
Design
Central Office

TO: Pete Donovan
Assistant Chief Counsel- Project Development

CC: Outdoor Advertising Area Specialist

FROM: Joyce Musick
Outdoor Advertising Manager

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:

1. Notice to Remove Outdoor Advertising/Notice to Terminate Nonconforming Outdoor Advertising
2. Return receipt indicating date owner received notice
3. Photograph(s) of sign
4. Request for Administrative Review with receipt date stamp

If additional information is required, please contact me at 573-522-6151.

Attachments