# Written Notice of the Intended Acquisition for Outdoor Advertising

## USE DISTRICT LETTERHEAD

(Date)

(Name and Address of Sign Owner)

RE: Written Notice of the Intended Acquisition for Outdoor Advertising

Dear :

The Missouri Highways and Transportation Commission (MHTC) has planned an improvement project along **(Route and County)**. The project includes the **(Type of project improvement and general location)**.

The project affects your billboard identified as Permit No.     , located on the property of **(landowner name)**. Permit No.       is classified as a conforming out of standard sign and may qualify for the sign reset agreement program, which allows the option to reset the sign on the same or adjoining property in accordance with Section 226.541, RSMo, and 7 CSR 10-6.040 (7). If you are interested in this option, please look into the possibility of resetting your sign and begin discussions with landowner(s) and the local municipality, if applicable.

A representative of the department will be contacting you in the near future. We are looking forward to working with you on this project. Should you have any questions, please feel free to call **(name)** at **(telephone number)**.

Sincerely,

Right of Way Manager

cc: Outdoor Advertising Specialist