



Notice of Incomplete Application

October 31, 2022

RE: Application Number SPRSG221575

Property Address: 2305 MT WERNER CIR;

Dear Applicant,

A permit application has been received by this office on October 31, 2022. The following required items are outstanding:

- Proof of Ownership – Provide proof of ownership and owners signature
- Lighting Specs – Indicate whether signs will be lit and provide lighting information
Permanent sign data sheet- provide completed data sheet

Please upload the required items or documents requested above to the CityView Portal under your permit number. Once we receive the required submittal items we will then begin the Plan Review process. Permit applications become void after 180-days if left incomplete. We appreciate your time in advance on uploading these items.

Should you require further information, please do not hesitate to contact me.

Thank you,

Toby Stauffer, AICP

Senior Planner

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