



Notice of Incomplete Application

November 02, 2022

RE: Application Number SPRSG221617

Property Address: 2305 MT WERNER CIR;

Dear Applicant,

A permit application has been received by this office on November 01, 2022. The following required items are outstanding:

- Site Plan - Provide a site plan showing location of the building, location of signs on the building and indicate number of signs being applied for.
- Proof of Ownership – Provide proof of ownership as indicated in the checklist and signature from property owner that matches name or entity on proof of ownership
- Other / Miscellaneous – Provide complete sign permit 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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