



Notice of Incomplete Application

November 30, 2022

RE: Application Number SPRSG221733

Property Address: 2305 MT WERNER CIR;

Dear Applicant,

A permit application has been received by this office on November 30, 2022. The following required items are outstanding:

- Proof of Ownership – Provide proof of ownership and signed checklist, see attached. Signature should match owner listed on proof of ownership.
Permanent Sign Data Sheet- complete and submit, see attached

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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