

Notice of Incomplete Application

January 23, 2023

RE: Application Number SPRSG230079

Property Address: 111 11TH ST;

Dear Applicant,

A permit application has been received by this office on January 22, 2023. The following required items are outstanding:

- Site Plan - Show additional information about location of signs, see attached
- Proof of Ownership – Provide signed application form and ownership information, signature and owner name should match
- Other / Miscellaneous – Complete and submit the sign permit data sheet and measure the area of windows and measure and calculate the sign area to confirm the signs meet the standards.

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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