

## Notice of Incomplete Application

July 18, 2023

RE: Application Number SPRSG230867

Property Address: 345 ANGLERS DR;

Dear Applicant,

A permit application has been received by this office on July 14, 2023. The following required items are outstanding:

- **Proof of Ownership** - Document is available from the Routt County Assessor's webpage to download from the print-page feature: <https://property.spatalest.com/co/routt#/property/R7714271>. Additionally, please provide proof of consent from the property owner (examples include: written consent via email/letter from the property owner or property owner signature on the Temporary Sign Permit Application form).
- **Structural Plans and Details** - Please provide plans that illustrate how the sign will be attached to the building. This will reviewed for structural and safety standards. *This may be provided by the sign company.*
- **Site Plan** - Please indicate the linear width of the frontage on the site plan. This is used to calculate the primary frontage square footage, per Sign Code, 509.L Wall Sign.
- **Number of Signs** - Please clarify if this will be submitted as 1 or 2 wall signs. Two wall signs are allowed in for this CCR sign zone. If these are two separate signs, then indicate the sign area for each sign. Each sign may not exceed 50 sq feet. If the signs are 6 inches or closer to each other then it can be considered 1 sign.
- **Sign Area calculations** - The total area allowed for a primary frontage sign in the TCC sign zone district is 50 square feet total per sign (Sign Code, 50.L Wall Sign, Sign Area). Please provide the total area for the sign(s) to illustrate that is complies with the square footage allowance.

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.

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970.879.2060 \* 970.879.8851 (fax) \* [steamboatsprings.net](http://steamboatsprings.net)

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

Thank you,

*Darby Kenyon*

Darby Kenyon

*Planning Technician*

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