

Notice of Incomplete Application

October 26, 2023

RE: Application Number SPRSG231564

Property Address: 1104 LINCOLN AVE, UNIT:102;

Dear Applicant,

A permit application has been received by this office on October 25, 2023. The following required items are outstanding:

- Signed Checklist- provide a signed submittal checklist that includes both applicant and property owner signature
- Proof of Ownership – The ownership should match the signature on the checklist
- Lighting Specs – Indicate if the sign will be lit and if so, how it will be lit
- Pay application fee of \$150

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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