



## Notice of Incomplete Application

June 14, 2024

RE: Application Number SPRRF240715

Property Address: 2410 SKI TRAIL LN;

Dear Applicant,

A permit application has been received by this office on June 13, 2024. The following required items are outstanding:

- Architectural Plans - No additional comments
- Construction Specifications - Please submit manufactures specs on shingles and underlayment.
- Construction Site Management Plan Checklist (optional) - No additional comments
- Construction Site Management Plan - Please show where employee parking, porta potties( if placing them on job site), and where materials for new roof will be placed.

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,

Tammy Green

*Permit Tech*

(970) 870-5328

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