

## Notice of Incomplete Application

September 03, 2024

RE: Application Number SPRSG241297

Property Address: 2410 SKI TRAIL LN;

Dear Applicant,

A permit application has been received by this office on August 29, 2024. The following required items are outstanding:

- Sign Off and Submittal Requirements Form – completed with signatures
- Site Plan
- Structural Plans and details
- Dimensional Standards for the Sign
- Proof of Ownership
- Lighting Specs – for all proposed lighting

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 30-days if left incomplete. We appreciate your time in advance on uploading these items.

Should you require further information, please feel free to reach out.

Thank you,



Darby Kenyon

*Planning Technician*

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