

Notice of Incomplete Application

March 27, 2025

RE: Application Number SPRSG250308

Property Address: 111 11TH ST;

Dear Applicant,

A permit application has been received by this office on March 26, 2025. The following required items are outstanding:

- Proof of Ownership
- Property Owner Signature and Submittal Requirements Form – property owner signature and applicant signature are required
- Site Plan
- Sign Exhibit –show dimensions of sign
- Structural Plans and details –show how the sign will be attached to the building/façade. This can include the type of materials that will be used for the installment.
- Lighting Specs –if any exterior lighting for sign is proposed
- Elevations –In sidewalks and other pedestrian circulation areas, the minimum sign clearance shall be eight feet, Sign Code Section 508.F.
- Application Fee, \$160.00

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, or by April 26, 2025, if left incomplete. We appreciate your time in advance on uploading these items.

Thank you,



Darby Kenyon

Planning Technician

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