

Notice of Incomplete Application

April 10, 2025

RE: Application Number SPRSG250387

Property Address: 111 11TH ST;

Applicant,

A permit application has been received by this office on April 09, 2025. The following required items are outstanding:

- Site Plan - show the location of the proposed sign on the site plans
- Structural Plans and details – Provide information about how the sign will be attached to the building
- Proof of Ownership – Provide information that shows that the signatures on the application are associated with the ownership LLC listed in the ownership documents

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.

If you have questions you may contact me with the information listed below.

Thank you,

Toby Stauffer, AICP

Senior Planner

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