

Notice of Incomplete Application

June 26, 2025

RE: Application Number SPRSG250920

Property Address: 1106 LINCOLN AVE;

Dear Applicant,

A permit application has been received by this office on June 25, 2025. The following required items are outstanding:

- Proof of Ownership
- Property Owner Signature and Submittal Requirements Form
- Site Plan
- Structural Plans and details
- Color Rendering – include dimensions of sign
- Illumination/Lighting Specs
- Elevations

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 do not hesitate to contact me.

Thank you,



Darby Kenyon

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