



Notice of Incomplete Application

September 18, 2025

RE: Application Number SPRRN251479

Property Address: 2700 VILLAGE DR;

Dear Applicant,

A permit application has been received by this office on September 18, 2025. The following required items are outstanding:

- Architectural Plans - Please submit Architectural Plans as ONE PDF titled "Architectural Plans."
NOTE: Architectural Plans must include existing and proposed floor plans.
- Construction Specifications - Please upload MFG Spec Sheet for proposed Fireplace as one PDF.

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,

Nick Neiberger

Senior Permit Tech

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