

Notice of Incomplete Application

February 24, 2026

RE: Application Number SPRSG260151

Description of Work: Integral

Property Address: 2305 MT WERNER CIR, UNIT:B12305 MT WERNER CIR

Dear Applicant,

Your application was reviewed for completeness on February 24, 2026. The following is not a thorough review. Staff finds the application is incomplete at this time and additional information is required in order to review this proposal. Review of your application will resume upon resubmittal of all required items outlined below. Please address all comments and provide all requested items in one submittal to the Planning Department. Per CDC Section 702.I, you are required to provide a complete response that adequately addresses each comment or formally request an extension within 30 days of the date of this letter or the application may be terminated.

The following required items are outstanding:

1. Property Owner Signature and Submittal Requirements Form – property owner and applicant signatures required
2. Site Plan – Demonstrate where the sign is proposed to be installed on the trailer
3. Application Fee \$160.00 – payable online via the CityView Portal

Applications shall only be considered complete when all of the above information is submitted. The application will not be processed further until the application is considered complete.

Feel free to contact us with any questions or concerns.

Sincerely,

City of Steamboat Springs



Darby Kenyon
Planning Technician
9708718259
dkenyon@steamboatsprings.net