



## Notice of Incomplete Application

March 31, 2026

RE: Application Number SPRRF260315

Property Address: 1800 BURGESS CREEK RD;

Dear Applicant,

A permit application has been received by this office on March 30, 2026. The following required items are outstanding:

- Architectural Plans - No additional comments
- Other -Please email an updated insurance certificate, as yours has expired. Please have your insurance company email updated insurance to [building@co.routt.co.us](mailto:building@co.routt.co.us). Once we receive your insurance, your permit will be issued after finance has approved.

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,

Tammy Green

*Permit Tech*

(970) 870-5328

[tkgreen@co.routt.co.us](mailto:tkgreen@co.routt.co.us)