

Notice of Incomplete Application

RE: Application Number SPRSG210049

Dear Applicant,

A permit application has been received by this office on August 19, 2021. The following required items are outstanding:

- Property owner sign-off and data sheets

These documents are required to provide data about the sign permit, such as the linear tenant frontage (how wide the tenant space is), the sign square footage (how many square feet the sign is), and show that the property owner signed off.

NOTE – the City understands that this process is new and still needs fine-tuning. We appreciate your patience while we work to make the process more intuitive. I will send you these documents directly via email.

Please upload the required items or documents we are requesting above to the CityView Portal under your permit number. At this time we cannot start the Plan Review process of your application because it's deemed incomplete, 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 required items.

Should you require further information, please do not hesitate to contact me.

Yours truly,

Michael Fitz

Planning Technician

(970) 871-8231

mfitz@steamboatsprings.net

P.O. Box 775088, Steamboat Springs, Colorado 80477-5088

970.879.2060 * 970.879.8851 (fax) * steamboatsprings.net