



Notice of Incomplete Application

RE: Application Number SPRSG210204

Dear Applicant,

A permit application has been received by this office on September 06, 2021. The following required items are outstanding:

- 1 – Sign-off & Submittal Requirements Form
- 2 – Sign Permit Data Sheet

NOTE – You received these documents in a previous email and were instructed to upload them as an “Other” category document. While we refine our CityView submittal process, both of these items are not yet required by the CityView portal as upload options. These 2 sign permit documents are essential to properly reviewing your sign permit.

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,

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