



Notice of Incomplete Application

RE: Application Number SPRSG210546

Dear Applicant,

A permit application has been received by this office on November 02, 2021. The following required items are outstanding:

- Site Plan - No top-down site plan was provided. It is unclear where this sign is going on the site.
- Structural Plans and details – The Sign Permit Data Sheet identifies this as a freestanding sign. This is a wall sign.
- Proof of Ownership – Ownership should be the HOA, not the unit owner, because the sign is being placed in common space. Please revise the ownership documentation and any applicable signatures.

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

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