



Notice of Incomplete Application

RE: Application Number SPRDE210549

Dear Applicant,

A permit application has been received by this office on November 03, 2021. The following required items are outstanding:

- Construction Site Management Plan - Please submit.
- Routt County Deconstruction Application - Please fill out this form entirely.
<https://co.routt.co.us/DocumentCenter/View/7003/De-Construction-Permit-Application-and-Requirements>
- Architectural Plans - Please submit an existing floor plan along with notes on what will be removed.

Also, please note the fees on this permit are outstanding. These can be paid through the portal or in person with a check.

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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