

Notice of Incomplete Application

RE: Application Number SPRSG210710

Dear Applicant,

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

- Site Plan - Site plan does not show location of sign or proximity to property line (property line is somewhere near the tree planters – ask HOA for details)
- Proof of Ownership – Ownership of the façade is common area and is the HOA – not the owner of unit C-4
- Checklist – Checklist needs to be signed by the HOA as the property owner
- Misc – Sign Permit Data Sheet gives dimensions but does not indicate the square footage of the sign in square feet

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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