



# Notice of Incomplete Application

**RE: Application Number SPRAB210782**

Dear Applicant,

A permit application has been received by this office on December 18, 2021. The following required items are outstanding:

- Architectural Plans - Please have design professional sign plans.
- Soil Report - Please provide soils report
- Site Plan - Please resubmit site plans per submittal requirements.
- Structural Plans and details - Please provide manufacture's on storage containers, also indicate what they will be placed on ( foundation).
- Homeowner Agreement Form - No additional comments

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,

Tammy Green  
*Administrative Assistant*  
(970) 870-5328  
tkgreen@co.routt.co.us