



Notice of Incomplete Application

June 16, 2022

RE: Application Number SPRSG220792

Property Address: 1855 SKI TIME SQUARE DR;

Dear Applicant,

A permit application has been received by this office on June 15, 2022. The following required items are outstanding:

- Photos – This would show photos of the building and any existing signage. If there is no existing signage, photos are not required
- Proof of Ownership – There should be a document that shows the owner of the building and that the applicant/sign contractor have the authority to place a sign on the building/property. The owner also needs to sign the sign off sheet.

Please upload the required items or documents requested above to the CityView Portal under your permit number. 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 items.

If you have questions, please let me know.

Thank you,

Toby Stauffer, AICP

Senior Planner

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