



Notice of Incomplete Application

September 09, 2022

RE: Application Number SPRPL221299

Property Address: 2320 SKI TRAIL LN;

Dear Applicant,

A permit application has been received by this office on September 08, 2022. The following required items are outstanding:

- Homeowner Agreement Form - Please confirm the unit number this work is being performed in and provide legal documentation that you are the owner (ie. assessor's property card).

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.

Should you require further information, please do not hesitate to contact me.

Thank you,

Malea Michael-Ferrier

Sr Permit Tech/Plan Reviewer Assistant

(970) 870-5334

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