



## Notice of Incomplete Application

September 26, 2022

RE: Application Number SPRRN221084

Property Address: 1206 LINCOLN AVE;

Dear Applicant,

A permit application has been received by this office on August 03, 2022. The following required items are outstanding:

- Site Plan - No additional comments
- Structural Plans and details - Please provide your structural plans, framing of walls windows and doors.
- Heat Load Calculations - No additional comments
- Homeowner Agreement Form - Because you are creating a second unit as homeowner you cannot do the work. Before the permit can issue you will need to provide a registered General Contractor.

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,

Tammy Green

*Permit Tech*

(970) 870-5328

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