



June 08, 2023

May Riegler Properties, LLC (Gaby & Kevin Riegler)  
<NO STREET ADDRESS>

**Application:** PL20230179

**Property Location:** LOT 1, WORLDWEST SUBD (LESS ROW REC#779286, 781467: 0.098 AC) TOTAL: 4.212 AC

**Re:** Basecamp Improvements Agreement

Your application was reviewed for completeness on 6/8/2023. The following is not a thorough review. Staff finds the application is incomplete at this time and additional information is required in order to review this proposal. Review of your application will resume upon resubmittal of all required items outlined below. Please provide all requested items in one submittal to the Planning Department. Per CDC Section 702.I, you are required to provide a complete response that adequately addresses each comment or formally request an extension within 30 days of the date of this letter or the application may be terminated.

**Missing Submittal Requirements:**

- Approval Letter
- Proof of Ownership

**The applications shall only be considered complete when all of the above information is submitted. The applications will not be processed further until the application is considered complete.**

Feel free to contact me with any questions or concerns.

Sincerely,

Jeremy Brown, PLA, LEED AP  
Planner