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## Notice of Incomplete Application

**Permit Application Number: PRSF241611**

**Property Address:**

December 02, 2024

Dear Applicant,

A permit application has been received by this office on November 20, 2024. The following required items are outstanding:

- Photos - Not required at this time
- Construction Specifications - Not required at this time
- MEP Plans - Not required at this time
- Heat Load Calculations - The heat loss calcs may submitted at a later date; prior to the installation of any heating/cooling equipment.
- Site Plan - Please provide a site plan per this submittal requirement, Please submit a site plan for this permit application. The site must include the following information:
  - Existing and finish grade at foundation. Does it comply with the height requirements?
  - Drawn to scale (show written and graphic scale)
  - Existing topographical contour lines at two foot intervals for all disturbed areas
  - Site orientation (North Arrow)
  - Legal description and property address
  - Lot lines and property size
  - Adjacent road and street names
  - Easements and right-of-ways
  - Proposed and existing utility improvements
  - Setback for structure: from property lines, centerline of public roadways, and from waterbodies
  - Access driveways illustrating grades, parking, and paving
  - Location of wells and individual sewage disposal systems

- Landscape plan - No additional comments
- Utility Plan - No additional comments

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.

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

Thank you,

Tammy Green  
*Permit Tech*  
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Building Services