



Proudly Serving Rural Routt County * City of Steamboat Springs * Town of Hayden * Town of Oak Creek * Town of Yampa * Routt County School Districts

Notice of Incomplete Application

RE: Application Number PRAD210523

Dear Applicant,

A permit application has been received by this office on November 01, 2021. The following required items are outstanding:

- Site Plan - Please only submit Site Plan under this submittal. Please resubmit other pages under the proper submittal request.
- Architectural Plans - Please re submit plans that are included in the Site Plan.

Please upload the required items or documents we are requesting above to the CityView Portal under your permit number. At this time we cannot start the Plan Review process of your application because it's deemed incomplete, 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 required items.

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

Yours truly,

Tammy Green
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Building Services