



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 PRAB210734

Dear Applicant,

A permit application has been received by this office on December 15, 2021. The following required items are outstanding:

- Structural Plans - Please submit foundation plans and details to include pier locations, sizes, etc.
- Construction Specifications - Please submit the manufacturer's specifications and installation details
- Homeowner Agreement Form - Please fill out and submit the Owners Agreement form. This can found on our website; <https://www.co.routt.co.us/131/Property-Owner-Permit-Applicant-Informat>
- Please submit payment of your plan review fee in the amount of \$327.52. You may either pay this online through CityView or with a check, payable to Routt County Treasurer.

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.

Thank you,

Malea Michael-Ferrier

Administrative Assistant/Plan Reviewer Assistant

(970) 870-5334

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