

September 21, 2022

Kelsey Moore  
2918 Clairmont Avenue South  
BIRMINGHAM, AL 35205

**Re: PL20220089, Minor Use Permit, 205626 - AT&T Upgrade**

We reviewed the application for completeness on September 21, 2022. The following is not a thorough review, but a list of the deficiencies we noted by which we deemed the application incomplete.

**Missing Submittal Requirements:**

- *Proof of Ownership - Deed or Property Record Card* – this is for the property owned by William Edward Neish
- *Submittal Checklist & Property Owner Statement of Approval* – this checklist is obtained from the Planning Department indicating submittal requirements, and must be signed by the property owner identified on the Deed/Property Record Card

The applications shall only be considered complete when all of the above information is submitted. The review of the application will not begin until the application is considered complete. To obtain a checklist, please email me at [mfitz@co.routt.co.us](mailto:mfitz@co.routt.co.us).

Sincerely,



Michael Fitz, Planner I  
Routt County Planning Department