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February 13, 2024  
Updated: March 1, 2024

## LAND USE APPLICATION COMPLETENESS REVIEW

**Subject Property:** 2605 Laurel Avenue NE

**Ref#:** 23-103726-PLN (Tree and Vegetation Removal Permit)

**Applicant:** Ron Jackson (ronj@lenityarchitecture.com)

The Tree and Vegetation Removal Permit application was received on February 9, 2024. Prior to deeming your application complete, modifications and/or additional information must be provided to address the following item(s):

The following items have been identified as required material to be provided by the applicant prior to accepting the application as "Complete":	
<b>Owner signature</b>  Received	The owner and/or the duly authorized representative(s) needs to sign the land use application.
The following additional items are not "completeness" items but are advisories, which will result in conditions of approval or denial of applications	
<b>Approval Criteria</b>  Not Received	Please indicate what approval criteria you meet in <a href="#">SRC 808.030(b)</a> and provide evidence of how you meet one of these criteria by providing a written statement or an arborist report. You may also provide any additional information you believe may be helpful to show how you meet one of the approval criteria.

Your application, which is incomplete, will be deemed complete upon receipt of one of the following:

(1) All of the missing information.



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(2) Some of the missing information and written notice from you (the applicant) that no other information will be provided.

(3) Written notice from you (the applicant) that none of the missing information will be provided.

**You have 180 days from the date the application was first submitted to respond in one of the three ways listed above, or the application will be deemed void.**

For questions regarding the above requirements, feel free to contact me directly by calling (503) 540-2309 or via email at [apedersen@cityofsalem.net](mailto:apedersen@cityofsalem.net)

**The Salem Revised Code may be accessed online at the following location:**

<https://www.cityofsalem.net/Pages/salem-revised-code.aspx>

Sincerely,

Abigail Pedersen  
Planner I