



555 Liberty Street SE / Room 305 • Salem OR 97301-3503 • Phone 503-588-6213 • Fax 503-588-6025
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March 4, 2024

LAND USE APPLICATION COMPLETENESS REVIEW

Subject Property: 890 Glen Creek Road NW
(Polk County Assessor's Map and Tax Lot No: 073W21AD / 5100)

Ref#: 24-104003-PLN (Type I Application)

Applicant: Kevin McCarrell
tkmccarrell@gmail.com

Contact: Same as applicant

The Property Line Adjustment application was officially received on February 13, 2024. Prior to deeming your applications complete, modifications and/or additional information must be provided to address the following item(s):

Item:	
<u>Submittal Requirements</u>	
Complete Application	<p>The application form must be signed by the applicant(s), property owner(s), and/or duly authorized representative(s). If the applicant and/or property owner is a Limited Liability Company (LLC), a list of all members of the LLC must be provided with your land use application.</p> <p>The application is signed by Teresa McCarrell, but appears to be missing the signature of Kevin McCarrell. Please provide the signatures of all property owners on the deed.</p>
Title Report	<p>A preliminary title report not older than 30 days for each affected property is required. The title report submitted is dated October 4, 2023. Please submit a current title report for the property.</p>
Site Plan	<p>The tentative PLA plan is missing the following items as required by SRC 205.055(c)(2)(B):</p> <ul style="list-style-type: none">• A site plan, drawn to scale, indicating:<ul style="list-style-type: none">○ Setbacks, building separations, lot coverage, vehicular access, and public and private utilities. <p>Please revise the site plan to include the item(s) identified above.</p>

PLA Deed	<p>A copy of the draft property line adjustment deed(s) is required, containing the following information:</p> <ul style="list-style-type: none"> • Legal descriptions of the adjusted properties and the transacted property, prepared and sealed by an Oregon-registered Profession Land Surveyor; <p>Please provide a copy of the draft property line adjustment deed including the information identified above.</p>
<u>Items of Concern:</u>	*Failure to address the following issues could result in denial of the application
Review Items	
Lot Consolidation	The vesting deed for tax lot 5100, Document No. 2002-011046, describes two discrete units of land. The PLA deed and site plan should be consolidating Parcel 1 of Document Number 2002-011046 and Parcel 1, Document No. 2020-011995 to get the applicants desired configuration.
Accessory Use	The plans indicate an existing out building at the back of the property, which is currently an accessory use to the single-family residence and cannot be located on its own parcel. Please provide plans to remove the out building, or convert it to a residential use.
Setbacks	Please be aware that the existing single-family residence is required to meet the setbacks of the RS zone to the new property line, pursuant to SRC 511.010 (d), Table 511-3. In addition, the deck shall meet the allowed projections under SRC 800.035 (b), Table 800-2. Please also provide the height of the deck above grade to verify conformance with the permitted projections.

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

- (1) All of the missing information.
- (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 (February 13, 2024) from the date the application was first submitted (August 11, 2024) to respond in one of the three ways listed above, or the application will be deemed void.



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For questions regarding the above requirements, feel free to contact me directly by calling (503) 540-2328 or via email at jdonaldson@cityofsalem.net.

The Salem Revised Code may be accessed online at the following location:
<https://www.cityofsalem.net/Pages/salem-revised-code.aspx>

Sincerely,

Jamie Donaldson, Planner III