



555 Liberty Street SE / Room 305 • Salem OR 97301-3503 • Phone 503-588-6213 • Fax 503-588-6025  
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June 7, 2023

## PLANNING REVIEW CHECKLIST

**Subject Property:** 2886 Brooks Ave NE

**Ref#:** 23-105210-PLN

**Applicant:** Steve Jasperson, stevejasperson@outlook.com

Partition application was received on March 2, 2023. Prior to deeming your applications complete, modifications and/or additional information must be provided to address the following item(s):

<b>Required submittal items for a Type II procedure</b>	Per <a href="#">SRC 300.210</a> , all of the following must be submitted to initiate completeness review under SRC 300.220: (1) A written statement addressing each applicable approval criterion and standard;
<b>Required submittal items for a Partition tentative plan</b>	All of the submittal items required under <a href="#">SRC 205.030</a> , including the following information:  (1) <b>Title Report:</b> SRC 205.030(b) A current title report for the property; (2) <b>Trees:</b> SRC 205.030(c) A completed tree inventory identifying all existing trees on the property; (3) <b>Stormwater:</b> SRC 205.030(e) A description of the proposed stormwater management system, including pre and post construction conditions, prepared in accordance with the Public Works Design Standards. (4) <b>Utility Plan:</b> SRC 205.030(f) A schematic plan showing the location of existing and proposed city infrastructure.

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.



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(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.**

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

<https://www.cityofsalem.net/government/laws-rules/salem-revised-code>

For questions regarding the above requirements, feel free to contact me directly.  
Sincerely,

Peter Domine, Planner I

[pdomine@cityofsalem.net](mailto:pdomine@cityofsalem.net)

(503) 540-2311