



555 Liberty Street SE / Room 305 • Salem OR 97301-3503 • Phone 503-588-6213 • Fax 503-588-6025  
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October 2, 2023

## PLANNING REVIEW CHECKLIST

**Subject Property:** 2886 Brooks Ave NE

**Ref#:** 23-118888-PLN

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

Partition application was received on September 25, 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>Trees:</b> SRC 205.030(c) A completed tree inventory identifying all existing trees on the property; (2) <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. (3) <b>Utility Plan:</b> SRC 205.030(f) A schematic plan showing the location of existing and proposed city infrastructure. (4) <b>Tentative Plan:</b> The tentative plat does not comply with SRC 205.030(A), the following items are missing: <ul style="list-style-type: none"><li>• The dimension of the east line of Parcel 3;</li><li>• The width of all existing streets abutting the perimeter of the subject property</li></ul>

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.**

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 II

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

(503) 540-2311