



555 Liberty Street SE / Room 305 • Salem OR 97301-3503 • Phone 503-588-6213 • Fax 503-588-6025
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March 31, 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):

Required submittal items for a Type II procedure	<p>Per SRC 300.210, all of the following must be submitted to initiate completeness review under SRC 300.220:</p> <ol style="list-style-type: none">(1) A statement as to whether any City-recognized neighborhood associations whose boundaries include, or are adjacent to, the subject property were contacted in advance of filing the application and, if so, a summary of the contact. The summary shall include the date when contact was made, the form of the contact and who it was with (e.g., phone conversation with neighborhood association chairperson, meeting with land use committee, presentation at neighborhood association meeting), and the result;(2) For applications requiring neighborhood association contact under SRC 300.310, a copy of the required e-mail or letter to the neighborhood association, and a list of the e-mail or postal addresses to which the e-mail or letter was sent;(3) A written statement addressing each applicable approval criterion and standard;
Required submittal items for a Partition tentative plan	<p>Per SRC 205.030(a) A tentative plan map, of a size and form and in the number of copies meeting the standards established by the Director, containing the following information:</p> <ol style="list-style-type: none">(1) A title block on each sheet indicating the proposed subdivision or phased subdivision name, or, if available, the partition number; the names and addresses of the landowner; the names and addresses of the professional engineers or surveyors responsible for preparing the

	<p>plan; date; and township, range and section of the subject property;</p> <p>(2) Scale and north arrow;</p> <p>(3) The location of all property lines within 50 feet of the perimeter of the subject property;</p> <p>(4) The boundaries, dimensions, and area of each proposed lot or parcel;</p> <p>(5) The location, width, and names of all existing streets, flag lot accessways, and public accessways abutting the perimeter of the subject property;</p> <p>(6) The location, width, curve radius, grade, and names of all proposed streets, flag lot accessway, and public accessways;</p> <p>(7) The location of all existing and proposed easements;</p> <p>(8) The location, dimensions, and use of all existing and proposed public areas, including, but not limited to, stormwater management facilities and detention facilities;</p> <p>(9) The location, dimensions, and use of any existing buildings and structures on the subject property, indicating which will remain and which will be removed;</p> <p>(10) The location of any canals, ditches, waterways, detention facilities, sewage disposal systems, and wells on the subject property, indicating which will remain and which will be removed or decommissioned;</p> <p>(11) The location of any natural topographic features on the subject property, including, but not limited to, creeks, drainage ways as shown on the most recent USGS maps, wetlands as shown on the Local Wetland Inventory, and floodplains; and</p> <p>(12) For any land division creating residential flag lots after November 28, 2022, the tentative plan shall identify the number of units that will be developed on each lot served by the flag lot accessway.</p>
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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

(503) 540-2311