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March 11, 2024

LAND USE APPLICATION - COMPLETENESS REVIEW

Project Information

Subject Property:	285 Liberty Street NE
Reference Number:	24-105070-PLN
Application Type:	Class 1 Site Plan Review
Date Application Accepted:	February 28, 2024
Applicant:	Studio 3 Architecture gene@studio3architecture.com
Contact:	Same as applicant

Staff Contact

Land Use Planner:	Abigail Planner, Planner I apedersen@cityofsalem.net / 503-540-2309
Infrastructure Planner:	Laurel Christian, Infrastructure Planner II lchristian@cityofsalem.net / 503-584-4632

Land Use Review Comments

Prior to deeming your applications complete, modifications and/or additional information must be provided to address items detailed below.

Applicant should provide a response in the last column for each item or indicate if the item is not being provided. Items not addressed or provided may result in conditions of approval or denial of the land use application.

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 (August 26, 2024) from the date the application was first submitted (February, 28, 2024) 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/Pages/salem-revised-code.aspx>

Submittal Requirements

Submittal Requirements – The following items have been identified as required material to be provided by the application(s) prior to deeming the application “complete”:

Item	Description	Applicant Response <i>ie. Written Response, Submitted, Not Providing</i>
Chapter 220 – Site Plan Review		
SRC 220.005(d)	Please provide a list of all the suites which are changing use and the use being established in each.	