

February 22, 2024

## LAND USE APPLICATION COMPLETENESS REVIEW

**Subject Property:** 4400 Block of Battle Creek Road SE

**Ref#:** 24-104019-PLN

**Applicant:** Westwood Homes LLC  
[allison@westwoodhomesllc.com](mailto:allison@westwoodhomesllc.com)

**Contact:** Brandi Dalton  
[bdalton@mtengineering.net](mailto:bdalton@mtengineering.net)

The Modification to a Phased Subdivision (SUB-ADJ22-06 & SUB22-06MOD1) application was officially received on February 14, 2024. Prior to deeming your applications complete, modifications and/or additional information must be provided to address the following item(s):

Item:		Applicant Response
<b><u>Submittal Requirements</u></b>		<i>ie. Submitted or Addressed on Page 2 of Civil set</i>
<b>Title Report</b>	Reports are more than 30-days old and land areas have been platted as part of Partition Plats since reports. Please provide new reports for each Parcel.	Uploaded
<b>Property Owner Signatures</b>	Provide signature of Pyramid Holdings LLC.	Uploaded
<b>Applicant Signatures</b>	Provide signatures of Westwood Homes LLC.	Uploaded
<b>Site Plan 220.005(e)</b>	Please submit a revised tentative plan including all information required in this section. Specifically, please include: <ul style="list-style-type: none"><li>• Phased line location for all phases</li><li>• Detail on amount of lot and acreage for each phase</li></ul>	Uploaded

<b>Written Statement</b>	<p>Please include current decision criteria in the written statements.</p> <p>The written statement provided by the applicant references an outdated version of Chapter 205. Please revise the written statement to include current provisions of SRC Chapter 205.</p>	Uploaded
<b>Development Services Comments</b>		
<p>For questions on the Development Services items listed, the applicant may contact Laurel Christian in Development Services at 503-588-6211 or by email at <a href="mailto:LChristian@cityofsalem.net">LChristian@cityofsalem.net</a>.</p>		

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 14, 2024) from the date the application was first submitted (August 12, 2024) to respond in one of the three ways listed above, or the application will be deemed void.**

For questions regarding the above requirements, feel free to contact me directly by calling (503) 540-2343 or via email at [odias@cityofsalem.net](mailto:odias@cityofsalem.net).

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

Sincerely,



Olivia Dias, Current Planning Manager