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May 10, 2024

LAND USE APPLICATION – COMPLETENESS REVIEW

Project Information

Subject Property:	2400 Lancaster Drive NE
Reference Number:	24-108512 -PLN
Application Type:	Site Plan Review
Date Application Accepted:	April 16, 2024
Applicant:	Flavius Budisan, JRJ Architects
Contact:	Jason Mullavey, JRJ Architects

Staff Contact

Land Use Planner:	Jacob Brown, Planner I JRBrown@cityofsalem.net / 503-540-2347
Infrastructure Planner:	Laurel Christian, Utility 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 (October 13, 2024) from the date the application was first submitted (April 16, 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>

Completeness Review Items

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

Submittal Requirement	Description	Applicant Response <i>ie. Written Response, Submitted, Not Providing</i>
Complete Application	The application form must be signed by the applicant(s), property owner(s), and/or duly authorized representative(s). If the applicant and/or property owner is a Limited Liability Company (LLC), a list of all members of the LLC must be provided with your land use application.	
<u>TGE Form</u>	A Trip Generation Estimate form (TGE) is required as part of the submittal packet pursuant to SRC 220.005(e)(1)(D) .	
Landslide Hazards	<p>There are areas of 2 and 3 point landslide hazards mapped on the property. The applicant shall either demonstrate that these areas are not disturbed, or submit one of the following items.</p> <ol style="list-style-type: none"> 1. Submit a geological assessment from a certified engineering geologist. This will require a Class 3 Site Plan Review per SRC 220.005(b)(3)(B). 2. Submit findings from a qualified professional engineer, architect, or surveyor that ground slopes and geological map information demonstrate a low landslide hazard risk per SRC Chapter 810 and SRC 220.005(e)(2)(H). This will require a Class 3 Site Plan Review per SRC 220.005(e)(2)(H). 3. Submit a grading plan and statement from an engineer that your activity does not include Excavation or fill, as an independent activity, exceeding 2 feet in depth or 25 cubic yards of volume is a 3-point activity and no additional information would be required. 	

Advisory Comments

Items of Concern - The following items are not listed in the SRC as specific requirements for a complete application; however, are advisories that address areas of concern on the application. **Failure to address advisory comments could result in denial of the application(s).**

Item	Description	Applicant Response <i>ie. Written Response, Submitted, Not Providing</i>
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Chapter 800 – General Standards

800.065 Pedestrian Access Standards	Pursuant to SRC 800.065 (c) , pedestrian circulation system shall be lighted to a level where the system can be used at night by employees, customers, and residents. Please provide an indication on the plans where lighting shall be provided or currently exists. At this time, a full lighting plan is not required but an indication on the plans that lighting will be provided within the required pedestrian connections. At the time of building permit, a lighting plan will be required.	
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