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May 13th, 2024

LAND USE APPLICATION - COMPLETENESS REVIEW

Project Information

Subject Property:	5785 Kiffen Street SE
Reference Number:	24-110128-PLN
Application Type:	Tree Conservation Plan Adjustment
Date Application Accepted:	May 13, 2024
Applicant:	Katie Parano Friesen katie@statestreet-homes.com
Contact:	Emily Moran emily@statestreet-homes.com

Staff Contact

Land Use Planner:	Abigail Pedersen, Planner I apedersen@cityofsalem.net / 503-540-2309
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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 (November, 3rd, 2024) from the date the application was first submitted (May, 7th, 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>
Deed	Please provide the deed of the properties impacted by the TCPA.	
Owners Signature	Please have the owner of the properties sign the land use application. The owner is an LLC so please also provide proof that the person who signs has signature authority for the LLC.	

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 condition of approval or denial of the application(s).**

Item	Description	Applicant Response <i>ie. Written Response, Submitted, Not Providing</i>
Chapter 808 – Trees and Vegetation		
808.040(d)(1)(A) Special Conditions	Please provide an explanation of the special conditions that could not have been anticipated at the time the tree conservation plan was submitted that create unreasonable hardships or practical difficulties.	
808.040(d)(1)(B) No Reasonable Design Alternatives	Since the tree conservation plan adjustment proposes the removal of a significant tree please provide an explanation of why there was no reasonable design alternative that would enable the preservation of the tree.	