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August 27, 2024

LAND USE APPLICATION – COMPLETENESS REVIEW

Project Information

Subject Property:	155 Liberty Street NE
Reference Number:	24-116569-PLN
Application Type:	Site Plan Review
Date Application Accepted:	August 2, 2024
Applicant:	Mykelann Harris
Contact:	Mykelann Harris mykiesbar@gmail.com

Staff Contact

Land Use Planner:	Jacob Brown, Planner II JRBrown@cityofsalem.net / 503-540-2347
Infrastructure Planner:	Laurel Christian, Infrastructure Planner III 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 (January 8, 2025) from the date the application was first submitted (August 2, 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>
Signed Application (Addressed)	The Land Use Application needs to be signed by the applicant(s), owner(s), and/or duly authorized representative(s). If the applicant and/or property owner is a Limited Liability Company (LLC), please also provide a list of all members of the LLC with your land use application. The application form was generated when you submitted the application and is saved to the application's permit page.	
Application Type	Per Salem Revised Code (SRC) 220.005 (b)(2), a Class 2 Site Plan Review is required for the proposed addition. The application that was submitted was for a Class 1 Site Plan Review. The application has been updated to reflect the required Class 2 Site Plan Review Application and the remainder of the fee will need to be paid.	
Recorded deed (addressed)	A copy of the recorded deed/land sales contract for the existing units of land is required to be submitted.	
Site Plan	<p>A Site Plan is required to be submitted to confirm conformance with the applicable development standards of the zone. Please provide a site plan with the following information shown:</p> <ul style="list-style-type: none"> • Total site area, dimensions, and orientation relative to north • Location of all buildings and additions on the site with dimensions • Total site area, dimensions, and orientation relative to north 	