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September 19, 2024

## LAND USE APPLICATION - COMPLETENESS REVIEW

### Project Information

|                                   |  |
|-----------------------------------|--|
| <b>Subject Property:</b>          | 3295 Ladd Avenue NE (073W24DA00900)  |
| <b>Reference Number:</b>          | 24-118394  |
| <b>Application Type:</b>          | Property Line Adjustment   |
| <b>Date Application Accepted:</b> | September 3, 2024  |
| <b>Applicant:</b>                 | BRAND Land Use, LLC (Britany Randall)<br><a href="mailto:britany@brandlanduse.com">britany@brandlanduse.com</a>  |
| <b>Contact:</b>                   | BRAND Land Use, LLC (Shelby Guizar)<br><a href="mailto:shelby@brandlanduse.com">shelby@brandlanduse.com</a><br>Angela Flores<br><a href="mailto:aflores@carlsonveit.com">aflores@carlsonveit.com</a> |

### Staff Contact

|                          |   |
|--------------------------|---|
| <b>Land Use Planner:</b> | Quincy Miller, Planner I<br><a href="mailto:gmiller@cityofsalem.net">gmiller@cityofsalem.net</a> / 503-584-4676 |
|--------------------------|---|

### 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 (February 25, 2025) from the date the application was first submitted (August 29, 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/government/laws-rules/salem-revised-code>

**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”:

| <b>Submittal Requirement</b> | <b>Description</b>  | <b>Applicant Response</b><br><i>i.e. Written Response, Submitted, Not Providing</i> |
|------------------------------|---|---|
| <b>Parcel Descriptions</b>   | Within the vesting deed, two pieces of property as described are overlapping each other. <i>Parcel 3</i> describes the parent property agreed to be sold in the sale agreement to the Diocese in Reel 515, Page 343. In 1958, <i>Parcel 1</i> was conveyed to the Diocese by Reel 515, Page 349. In 1961, the widow conveyed the remnant of the parent parcel to the Diocese, but the deed describes the parent property as described in the sale agreement noted above, which is the same description as <i>Parcel 3</i> —the 1961 deed should have excluded <i>Parcel 1</i> . Please resolve this issue with the title company. |   |
| <b>Title Report</b>          | A title report no older than 30 days is required; please provide a title report.  |   |