



555 Liberty Street SE / Room 305 • Salem OR 97301-3503 • Phone 503-588-6213 • Fax 503-588-6025
www.cityofsalem.net/planning • www.cityofsalem.net

October 24, 2024

LAND USE APPLICATION - COMPLETENESS REVIEW

Project Information

Subject Property:	1800 Block of Cordon Road SE
Reference Number:	24-119841-PLN
Application Type:	Validation of Unit of Land
Date Application Accepted:	September 30, 2024
Applicant:	Brandie Dalton bdalton@mtengineering.net
Contact:	Same as Applicant

Staff Contact

Land Use Planner:	Abigail Pedersen, Planner I apedersen@cityofsalem.net / 503-540-2309
--------------------------	--

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 (March, 29, 2025) from the date the application was first submitted (September, 30, 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 Land Use Application	The owner and/or the duly authorized representative(s) needs to sign the land use application. The owner per the deed provided and county records is Kevin Harrison so he will need to sign the application or information proving that those who did sign have been granted signature authority by the owner.	

<u>Advisory Comments</u>		
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 205.060 – Validation of Unit of Land		
205.060(d)(3)	The original deed creating Parcel 2 as currently configured and described is required to be provided.	
Surveyor’s Comment’s		
	A tentative validation plat that complies with SRC 205.035 is required at completeness	