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October 24, 2024

Updated November 4 & 5, 20224

## LAND USE APPLICATION - COMPLETENESS REVIEW

### Project Information

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

### Staff Contact

<b>Land Use Planner:</b>	Abigail Pedersen, Planner I <a href="mailto:apedersen@cityofsalem.net">apedersen@cityofsalem.net</a> / 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 (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”:**

<b>Submittal Requirement</b>	<b>Description</b>	<b>Applicant Response</b> <i>ie. Written Response, Submitted, Not Providing</i>
<b>Signed Land Use Application</b>	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.	I see the re-uploaded land use application. If the first signature is Kevin Harrison's then please print his name on the print name line. <b>Submitted</b>

**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).**

<b>Item</b>	<b>Description</b>	<b>Applicant Response</b> <i>ie. Written Response, Submitted, Not Providing</i>
<b>Chapter 205.060 – Validation of Unit of Land</b>		
<b>205.060(d)(3)</b>	The original deed creating Parcel 2 as currently configured and described is required to be provided.	<b>Not Submitted</b>
<b>Surveyor's Comment's</b>		
	A tentative validation plat that complies with SRC 205.035 is required at completeness	