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December 23, 2024

LAND USE APPLICATION - COMPLETENESS REVIEW

Project Information

Subject Property:	390 High Street NE
Reference Number:	24-125053-PLN
Application Type:	Class 2 Adjustment
Date Application Accepted:	December 16, 2024
Applicant:	Pronto Signs, LLC prontosignart@gmail.com

Staff Contact

Land Use Planner:	Peter Domine, Planner II pdomine@cityofsalem.net / 503-540-2311
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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 (June 14, 2025) from the date the application was first submitted (December 16, 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”:

Submittal Requirement	Description	Applicant Response <i>i.e., Written Response, Submitted, Not Providing</i>
Adjustment Application	You have incorrectly applied for a Class 2 Adjustment Modification. The correct application is for a Class 2 Adjustment (not a Modification). The permit folder has been updated and the correct fee applied. There is an outstanding balance to be paid.	
Written Statement	Per SRC 300.210(a)(9) , please provide a written statement of the proposal and how it meets the approval criteria for a Class 2 Adjustment, per SRC 250.005(d)(1)(A)(ii) .	

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>i.e., Written Response, Submitted, Not Providing</i>
Chapter 900.170 – Permanent Signs in CB Zone		
Complexes	Per SRC 900.170(d) , each individual non-residential use in a complex is allowed one wall sign limited to a display surface not exceeding 32 square feet. A new 25 square foot wall sign was installed on the northwest corner in September utilizing that allowance, reviewed under sign permit 24-108911-SI.	