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January 23, 2025

LAND USE APPLICATION - COMPLETENESS REVIEW

Project Information

Subject Property:	2599 12th Street SE
Reference Number:	25-102074-PLN
Application Type:	Tree Removal Permit
Date Application Accepted:	January 17, 2025
Applicant:	R&R Tree Service INC sales@rrtreeservice.com
Contact:	Same as Applicant

Staff Contact

Land Use Planner:	Abigail Pedersen, Planner I apedersen@cityofsalem.net / 503-540-2309
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 (July 14, 2025) from the date the application was first submitted (January, 15, 2025) 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>
Proof of Signature Authority	Please provide the proof that the person who signs the Land Use Application form has signature authority for the owner of the property.	