

City of Salem - Permit Application Center
Planning Information Counter
555 Liberty St. SE / Room 320
Salem, OR 97301-3503
Phone: 503-588-6256 ext.7427
Fax: 503-588-6005

Planning Pre-Application Conference Waiver

CITY OF Salem
AT YOUR SERVICE
Web: www.cityofsalem.net

① Please complete the following contact information:

Applicant: _____ **Mailing Address:** _____
Name: _____
Company: _____
Phone: _____
Fax: _____ **E-Mail:** _____

② Please complete the following property information:

Site Address(es): _____
Site Size: _____
Existing Use & Structures: _____

③ Please complete the following proposed development information:

Type of Land Use Application Pre-Application Conference Waiver is Requested for: _____
Brief Description of Proposed Development on the Site: _____

④ Please attach a written statement explaining why a pre-application conference waiver is requested

The Planning Administrator may grant pre-application conference waivers in cases where the application is relatively simple and good cause is shown by the applicant to support the waiver.

⑤ Please sign and date below:

SIGNATURE: _____ **DATE:** _____

FOR PLANNING DIVISION USE ONLY - DO NOT WRITE BELOW

Date Received: _____ **AMANDA No.** _____ **Staff Initial:** _____

The requested Pre-Application Conference Waiver is:

☐ **Approved. The Planning Administrator finds that the application is relatively simple, and the applicant has shown good cause to waive the pre-application conference in this case. The pre-application conference is hereby waived pursuant to SRC 300.310(b).**

☐ **Denied (See Attached Reasons)**

Planning Administrator Signature: _____ **Date:** _____