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May 14, 2025

## LAND USE APPLICATION - COMPLETENESS REVIEW

### Project Information

<b>Subject Property:</b>	1555 20 <sup>th</sup> Street SE (1805 Oxford Street SE)
<b>Reference Number:</b>	25-104676-PLN
<b>Application Type:</b>	Replat Tentative Plan
<b>Date Application Accepted:</b>	February 26, 2025
<b>Applicant:</b>	Brand Land Use Britany Randall <a href="mailto:britany@brandlanduse.com">britany@brandlanduse.com</a>
<b>Contact:</b>	Shelby Guizar <a href="mailto:shelby@brandlanduse.com">shelby@brandlanduse.com</a>  Dalke Construction Co., Inc. <a href="mailto:tracie@dalkeconstruction.com">tracie@dalkeconstruction.com</a>

### Staff Contact

<b>Land Use Planner:</b>	Peter Domine, Planner II <a href="mailto:pdomine@cityofsalem.net">pdomine@cityofsalem.net</a> / 503-540-2311
<b>Infrastructure Planner:</b>	Laurel Christian, Infrastructure Planner III <a href="mailto:lchristian@cityofsalem.net">lchristian@cityofsalem.net</a> / 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 (August 25, 2025) from the date the application was first submitted (February 26, 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>

<b><u>Completeness Review Items</u></b>		
<b><u>Submittal Requirements</u> – The following items have been identified as required material to be provided by the application(s) prior to deeming the application “complete”:</b>		
<b>Submittal Requirement</b>	<b>Description</b>	<b>Applicant Response <i>i.e., Written Response, Submitted, Not Providing</i></b>
<b>Tentative Plan Addressed</b>	<p>The tentative plan does not include all required items listed under <a href="#">SRC 205.030(a)</a>.</p> <ul style="list-style-type: none"> <li>• SRC 205.030(a)(1) A title block on each sheet indicating the proposed subdivision or phased subdivision name, or, if available, the partition number; the names and addresses of the landowner; the names and addresses of the professional engineers or surveyors responsible for preparing the plan; date; and township, range and section of the subject property</li> <li>• SRC 205.030(a)(3) The location of all property lines within 50 feet of the perimeter of the subject property</li> <li>• SRC 205.030(a)(4) The boundaries, dimensions, and area of each proposed lot or parcel</li> <li>• SRC 205.030(a)(7) The location of all existing and proposed easements;</li> <li>• SRC 205.030(a)(11) The location of the floodplain.</li> </ul>	
<b>Property Line Adjustment</b>  <b>3<sup>rd</sup> Completeness Review: Not addressed</b>	<p>Survey recommends the appropriate path forward would be a replat to consolidate the lots within Block 3, Lafky’s Addition, then a property line adjustment to adjust the line between said block and tax lot 2800.</p> <p>The PLA may be consolidated with the replat application. Please provide all the required information for a PLA listed in SRC 205.055.</p> <p><b>2<sup>nd</sup> Review Comment:</b> The project surveyors stamp signed preliminary is missing from the tentative plat, tentative PLA site plan and the PLA deeds.</p> <p><b>3<sup>rd</sup> Review Comment:</b> The project surveyor’s stamp signed preliminary is missing from the PLA deeds.</p>	
<b>Lot Legality / Underlying Plat</b>  <b>3<sup>rd</sup> Completeness Review: Not addressed</b>	<p>Survey is not able to determine lot legality at this time. The applicant shall submit evidence that the property is lawfully established.</p> <p>The subject properties consist of multiple units of land:</p>	

	<ul style="list-style-type: none"> <li>• Lots 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11 and 12 of Block 3, Lafky's Addition to Salem Oregon.</li> <li>• Tax lot 2800 appears to be the vacated plat of Oakland Park Addition to Salem Oregon. <ul style="list-style-type: none"> <li>○ The project surveyor shall justify the plat has been vacated and submit the vacation documents, determine if roadways are still in place and if there are any underlying easements.</li> </ul> </li> </ul> <p>The project surveyor shall provide evidence that tax lot 2800 is the vacated plat of Oakland Park Addition to Salem Oregon, determine if the roadways are still in place and if there are any underlying easements. If tax lot 2800 is not the vacated plat, chain of title back to 1968 will need to be provided for review.</p> <p><b>2<sup>nd</sup> Review Comments:</b> The information regarding the vacation of the Oakland Park has not been provided and is necessary to determine if the application can proceed or if additional applications are required. The project Surveyor may contact the City Surveyor if clarification on what is needed is necessary.</p> <p><b>3<sup>rd</sup> Review Comments:</b> The information regarding the vacation of the Oakland Park needs to be provided for Survey's review before final approval. If the subdivision is not vacated, the proposed land use action cannot move forward because of insufficient number of applications.</p> <ul style="list-style-type: none"> <li>• The project surveyor shall provide evidence that tax lot 2800 is the vacated plat of Oakland Park Addition to Salem Oregon, determine if the roadways are still in place and if there are any underlying easements. If tax lot 2800 is not the vacated plat, chain of title back to 1968 will need to be provided for review.</li> <li>• Volume 507, Page 137 describes the boundary of Oakland Park, however it does not provide evidence if underlying easements or roadways still exist or were vacated.</li> </ul> <p><b>It is recommended that the Project Survey contact the City Surveyor prior to resubmittal to ensure necessary documentation is provided.</b></p>	
<p><b>Easements</b></p> <p><b>Applicant has requested this item be conditioned.</b></p>	<p><del>The tentative plan submitted does not include proposed access and utility easements. There are several easements listed on the title report. The applicant shall include all existing and proposed easements located on the site pursuant to <a href="#">SRC 205.030(a)(7)</a>.</del></p> <p><del><b>2<sup>nd</sup> Review Comments:</b> Easements still missing from tentative plan per Title Report.</del></p>	