

June 13, 2025

LAND USE APPLICATION - COMPLETENESS REVIEW

Project Information

Subject Property:	2390 Commercial Street SE
Reference Number:	25-110648
Application Type:	Replat Tentative Plan
Date Application Accepted:	May 27, 2025
Applicant:	RMH Properties LLC (Miriam and Richard Hoach) 20550 HWY 22 Sheridan, OR 97378
Contact:	Barker Surveying carol@barkerwilson.com (503) 588-8800

Staff Contact

Land Use Planner:	Peter Domine, Planner II pdomine@cityofsalem.net / 503-540-2311
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 (November 23, 2025) from the date the application was first submitted (May 27, 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>
Signed Land Use Application	Please submit a copy of the land use application signed by the owner(s) and/or the duly authorized representative(s), per SRC 300.210 .	
Title Report	Submit a current title report for the subject property for review by the Survey Section pursuant to SRC 205.030(b) . The title report has an effective date of March, 2025 and is considered expired.	
Easements	The submitted site plan does not include existing easements. The applicant shall include all existing on the site pursuant to SRC 205.030(a)(7) . The title report identifies a slope easement which is not shown on the tentative plan.	