

June 16, 2025

LAND USE APPLICATION - COMPLETENESS REVIEW

Project Information

Subject Property:	255 High Street NE
Reference Number:	25-111224-PLN
Application Type:	Property Line Adjustment
Date Application Accepted:	June 3, 2025
Applicant:	Kathy Delarosa, of Deacon Development Kathy.delarosa@deacon.com

Staff Contact

Land Use Planner:	Peter Domine, Planner II pdomine@cityofsalem.net / 503-540-2311
City Surveyor	Ashlyn Hermann ahermann@cityofsalem.net Survey Technician

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 30, 2025) from the date the application was first submitted (June 2, 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>
Title Report	No title report was submitted for tax lot 5700. The title report submitted for tax lot 5800 has a date of March 27, 2025, and is considered expired. Please submit a current title report for the subject property for review by the Survey Section pursuant to SRC 205.030(b) .	
Draft Deeds	The PLA deed does not reflect the current owner of Tax Lot 5800.	