

July 24, 2025

LAND USE APPLICATION - COMPLETENESS REVIEW

Project Information

Subject Property:	4540 Patriot Court SE
Reference Number:	25-115207-PLN
Application Type:	Tree Removal Permit
Date Application Accepted:	July 23, 2025
Applicant:	Trees Plus NW LLC maria@treesplusnw.com
Contact:	Same as applicant.

Staff Contact

Land Use Planner:	Caroline DeBruine, Planner I cdebruine@cityofsalem.net / 503-540-2326
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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 (January 19, 2026) from the date the application was first submitted (July 23, 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>
Application	Per SRC 808.030(c)(1) an application for a tree and vegetation removal permit shall include a site plan indicating the location of the trees and native vegetation to be preserved and removed and the location of any existing structures on the site.	
Application	The Land Use Application needs to be signed by the applicant(s), owner(s), and/or duly authorized representative(s).	

Incomplete Letter - 25-115207-PLN/4050 Patriot Ct SE

From Caroline DeBruine <cdebruine@cityofsalem.net>

Date Thu 7/24/2025 10:52 AM

To maria@treesplusnw.com <maria@treesplusnw.com>

 1 attachment (123 KB)

25-115207-PLN_IncompleteLetter.pdf;

Good Morning,

Attached is an incomplete letter for the Tree Removal Permit application (25-115207-PLN) at 4050 Patriot Court SE. Please let me know if you have any questions or require further clarification.

Caroline DeBruine

Planner I

she/her/hers

City of Salem | Community Planning and Development Department | Planning

Find us at the Planning Division Offices, 440 Church St SE, 5th Floor

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Salem, OR 97309

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