

August 21, 2025

## LAND USE APPLICATION - COMPLETENESS REVIEW

### Project Information

<b>Subject Property:</b>	1498 Marion Street NE
<b>Reference Number:</b>	25-117013-PLN
<b>Application Type:</b>	Tree Removal Permit
<b>Date Application Accepted:</b>	August 14, 2025
<b>Applicant:</b>	Lydia Mitchell <a href="mailto:toptiertreecare@gmail.com">toptiertreecare@gmail.com</a>
<b>Contact:</b>	Same as applicant.

### Staff Contact

<b>Land Use Planner:</b>	Caroline DeBruine, Planner I <a href="mailto:cdebruine@cityofsalem.net">cdebruine@cityofsalem.net</a> / 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 (February 10, 2026) from the date the application was first submitted (August 14, 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”:

<b>Submittal Requirement</b>	<b>Description</b>	<b>Applicant Response</b> <i>i.e. Written Response, Submitted, Not Providing</i>
<b>Tree Removal Within the Floodplain</b>	<p>The City of Salem recently adopted new Floodplain Development Standards to comply with new FEMA requirements. Pursuant to <a href="#">SRC 601.100</a> a mitigation plan that ensures no net loss of riparian vegetation is required. This will require replanting of trees removed in the floodplain with new trees. According to FEMAs <a href="#">Floodplain Mitigation Assessment Regional Guidance for Oregon</a>, a 3:1 replanting ratio is required for removal of a 15-inch DBH tree in the riparian buffer zone.</p> <p>Please provide a replanting plan showing replacement with 3 trees appropriate for the riparian corridor. The replanting plan should show the location and species of trees to be replanted.</p> <p>Please contact Laurel Christian, Infrastructure Planner III, if there are any questions regarding the Floodplain Requirements (<a href="mailto:ldchristian@cityofsalem.net">ldchristian@cityofsalem.net</a> / 503-584-4632)</p>	
<b>Application</b>	<p>The Land Use Application needs to be signed by the applicant(s), owner(s), and/or duly authorized representative(s).</p>	

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**Incomplete Letter - 25-117013-PLN / 1498 Marion Street NE**

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**From** Caroline DeBruine <cdebruine@cityofsalem.net>

**Date** Thu 8/21/2025 9:22 AM

**To** toptiertreecare@gmail.com <toptiertreecare@gmail.com>

 1 attachment (124 KB)

25-117013-PLN.pdf;

Good Morning,

Please see the attached Incomplete Letter for the Tree Removal Permit (25-117013-PLN) at 1498 Marion Street NE. Let me know if you have any questions, thanks!

**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, 5<sup>th</sup> Floor**

P.O. Box 14300

Salem, OR 97309

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