

Planning/Permit Application Center

City Hall / 555 Liberty St. SE / Room 320 / Salem, OR 97301-3513

503-588-6173 * planning@cityofsalem.net

If you need the following translated in Spanish, please call 503-588-6256.

Si usted necesita lo siguiente traducido en español, por favor llame 503-588-6256.

Application type

Please describe the type of land use action requested:

Class 3 Design Review and Class 3 Site plan Review

(For office use only)

Permit #:

Work site location and information

Street address or location of subject property	465 Division Street NE
Total size of subject property	1.46 acres
Assessor tax lot numbers	073W22DA09800
Existing use structures and/or other improvements on site	Two existing buildings formerly an autoshop and paint shop currently used for storage to be removed. Parking over remainder of lot.
Zoning	CR (Retail Commercial)
Comprehensive Plan Designation	Commercial
Project description	Three story office building to include a bank branch on the 1st floor, as well as parking lot upgrades

People information

	Name	Full Mailing Address	Phone Number and Email address
Applicant	Maps Credit Union	451 Division Street NE, Salem Oregon 97301	503-375-2438 tkendall@mapscu.com
Agent	John Shirley	695 Commercial St SE Suite 5 Salem Oregon 97301	503-371-1140 john@andersonshirley.com

Project information

Neighborhood Association	CAN-DO
Have you contacted the Neighborhood Association?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Date Neighborhood Association contacted	
Describe contact with the affected Neighborhood Association (The City of Salem recognizes, values, and supports the involvement of residents in land use decisions affecting neighborhoods across the city and strongly encourages anyone requesting approval for any land use proposal to contact the affected neighborhood association(s) as early in the process as possible.)	
Have you contacted Salem-Keizer Transit?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Date Salem-Keizer Transit contacted	
Describe contact with Salem-Keizer Transit	

Authorization by property owner(s)/applicant

***If the applicant and/or property owner is a Limited Liability Company (LLC), please also provide a list of all members of the LLC with your application.**

Copyright release for government entities: I hereby grant permission to the City of Salem to copy, in whole or part, drawings and all other materials submitted by me, my agents, or representatives. This grant of permission extends to all copies needed for administration of the City's regulatory, administrative, and legal functions, including sharing of information with other governmental entities.

Authorizations: Property owners and contract purchasers are required to authorize the filing of this application and must sign below.

- All signatures represent that they have full legal capacity to and hereby do authorize the filing of this application and certify that the information and exhibits herewith submitted are true and correct.
- I (we) hereby grant consent to the City of Salem and its officers, agents, employees, and/or independent contractors to enter the property identified above to conduct any and all inspections that are considered appropriate by the City to process this application.
- I (we) hereby give notice of the following concealed or unconcealed dangerous conditions on the property:

Electronic signature certification: By attaching an electronic signature (whether typed, graphical or free form) I certify herein that I have read, understood and confirm all the statements listed above and throughout the application form.

Authorized Signature: Traci Kendall

Print Name: Traci Kendall **Date:** 5/14/2019

Address (include ZIP):

Authorized Signature:

Print Name: _____ **Date:** _____

Address (include ZIP):

(For office use only)		
Received by	Date:	Receipt Number:
SALLY LONG	5-22-19	19-111943-DR & 19-111944-RP



Site Plan Review Application

Planning/Permit Application Center

City Hall / 555 Liberty St. SE / Room 320 / Salem, OR 97301-3513

503-588-6173 * planning@cityofsalem.net

If you need the following translated in Spanish, please call 503-588-6256.

Si usted necesita lo siguiente traducido en español, por favor llame 503-588-6256.

(For office use only)

Permit #:

Application type

- ☐ Class 1 ☐ Class 2 ☒ Class 3
☒ New ☐ Modification

Work site location and information

Street address or location of subject property	465 Division St NE
Total size of subject property	1.46 acres
Assessor tax lot numbers	073W22DA09800
Existing use structures and/or other improvements on site	Two existing buildings formerly an autoshop and paint shop currently used for storage to be removed. Parking over remainder of lot.
Zoning	CR (Retail Commercial)
Comprehensive Plan Designation	Commercial
Project description	Three story office building to include a bank branch on the 1st floor, as well as parking lot upgrades

People information

	Name	Full Mailing Address	Phone Number and Email address
Applicant	Maps Credit Union	451 Division Street NE, Salem Oregon 97301	503-375-2438 tkendall@mapscu.com
Agent	John Shirley	695 Commercial St SE Suite 5 Salem Oregon 97301	503-371-1140 john@andersonshriely.com

Project information

Project valuation	\$5 million and greater
Neighborhood Association	CAN-DO
Have you contacted the Neighborhood Association?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Date Neighborhood Association contacted	
Describe contact with the affected Neighborhood Association (The City of Salem recognizes, values, and supports the involvement of residents in land use decisions affecting neighborhoods across the city and strongly encourages anyone requesting approval for any land use proposal to contact the affected neighborhood association(s) as early in the process as possible.)	
Have you contacted Salem-Keizer Transit?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Date Salem-Keizer Transit contacted	
Describe contact with Salem-Keizer Transit	

Authorization by property owner(s)/applicant

***If the applicant and/or property owner is a Limited Liability Company (LLC), please also provide a list of all members of the LLC with your application.**

Copyright release for government entities: I hereby grant permission to the City of Salem to copy, in whole or part, drawings and all other materials submitted by me, my agents, or representatives. This grant of permission extends to all copies needed for administration of the City's regulatory, administrative, and legal functions, including sharing of information with other governmental entities.

Authorizations: Property owners and contract purchasers are required to authorize the filing of this application and must sign below.

- All signatures represent that they have full legal capacity to and hereby do authorize the filing of this application and certify that the information and exhibits herewith submitted are true and correct.
- I (we) hereby grant consent to the City of Salem and its officers, agents, employees, and/or independent contractors to enter the property identified above to conduct any and all inspections that are considered appropriate by the City to process this application.
- I (we) hereby give notice of the following concealed or unconcealed dangerous conditions on the property:

Electronic signature certification: By attaching an electronic signature (whether typed, graphical or free form) I certify herein that I have read, understood and confirm all the statements listed above and throughout the application form.

Authorized Signature: Traci Kendall

Print Name: Traci Kendall **Date:** 5/17/2019

Address (include ZIP): 451 Division St. NE Salem, OR 97301

Authorized Signature:

Print Name: **Date:**

Address (include ZIP):

(For office use only)		
Received by	Date:	Receipt Number:

Not using Internet Explorer?

Save the file to your computer and email to planning@cityofsalem.net.