



Planning Division \* 503-588-6173  
555 Liberty St. SE / Room 305 \* Salem, OR 97301-3503 \* Fax 503-588-6005

June 18, 2020

**CLASS 3 SITE PLAN REVIEW & DRIVEWAY APPROACH PERMIT  
2<sup>nd</sup> COMPLETENESS CHECKLIST**

**Subject Property:** 5669 & 5600 Commercial Street SE

**Reference Numbers:** 20-106981-RP, 20-106983-ZO

**Contact:** Sam Thomas  
Lenity Architecture  
3150 Kettle Ct SE  
Salem, Oregon 97301

**Applicant:** Cole Johnson  
Dragonfist LLC  
2447 ROBINS LANE SE  
SALEM, Oregon, 97306 USA

A Class 3 Site Plan Review and a Driveway Approach Permit application were received on April 15<sup>th</sup>, 2020. A completeness checklist was provided to the applicant on May 15<sup>th</sup> 2020. A response from the applicant was received on June 8<sup>th</sup> 2020. Prior to deeming the applications complete, modifications and/or additional information must be provided to address the following item(s):

Item:	
	Because the properties appear to have been legally created prior to 1968, the applicant is advised to consolidate the two properties through a Property Line Adjustment. Separately, both parcels are subject to setbacks and other established provisions of the SRC.
	The applicant mentions that an application for a Class 2 zoning Adjustment to the driveway spacing requirements has been submitted. Staff has not found this application.  Please submit a <a href="#">land use application</a> for a Class 2 Adjustment to the driveway spacing standards.  Please submit the application to <a href="mailto:planning@cityofsalem.net">planning@cityofsalem.net</a>
	Other items provided in the original completeness checklist apply

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 from the date the application was first submitted to respond in one of the three ways listed above, or the application will be deemed void.

For questions regarding the above requirements, feel free to contact me directly by calling (503) 540-2363 or via email at [smcatee@cityofsalem.net](mailto:smcatee@cityofsalem.net). The Salem Revised Code may be accessed by clicking [HERE](#).

Sincerely,



Steven McAtee, Planner II