



555 Liberty Street SE / Room 305 • Salem OR 97301-3503 • Phone 503-588-6213 • Fax 503-588-6025  
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July 31, 2020

## PLANNING REVIEW CHECKLIST

**Subject Property:** 905 & 925 Cottage Street NE

**Ref#:** 20-112373 (Class 3 Site Plan Review)  
 20-112375-ZO (Class 2 Adjustment)  
 20-112374-DR (Class 3 Design Review)

**Applicant:** Adam Dallimore  
[Adam.dallimore@devnw.org](mailto:Adam.dallimore@devnw.org)

Class 3 Site Plan Review, Class 2 Adjustment and Class 1 Design Review applications were received on July 27, 2020. Prior to deeming your applications complete, modifications and/or additional information must be provided to address the following item(s):

Item:	
<b><u>Multiple Family Design Standards</u></b>	<ul style="list-style-type: none"> <li>• Please provide a landscaping plan to show that 702.020(b) can be met.</li> <li>• Does not appear each unit has a window on EACH wall in the existing single-family dwelling.</li> <li>• Lighting Plan not provided</li> <li>• Visually break up buildings vertical mass; the existing Single-Family dwelling, does not appear to meet this standard on the south side of the building.</li> </ul>
<b>Solid Waste and Recycling Areas</b>	Please address SRC 800.055. Please provide plans and the size of the receptacles.

Your application, which is incomplete, will be deemed complete upon receipt of one of the following:

- (1) All of the missing information.



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(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) 540-2343 or via email at [odias@cityofsalem.net](mailto:odias@cityofsalem.net).

The Salem Revised Code may be accessed online at the following location:

<https://www.cityofsalem.net/Pages/salem-revised-code.aspx>

Sincerely,

Olivia Dias, Planner III