



555 Liberty Street SE / Room 305 • Salem OR 97301-3503 • Phone 503-588-6213 • Fax 503-588-6025
www.cityofsalem.net/planning • www.cityofsalem.net

March 3, 2022

PLANNING REVIEW CHECKLIST

Subject Property: 4130 Portland Rd NE and 4000 Deerhaven Dr NE

Ref#: 22-103078-LD (VUL)
22-103079-LD (VUL)
22-103080-LD (PLA)

Applicant: Salem Keizer School District

Contact: Saalfeld Griggs
Mark Shipman
Margaret Gander-Vo
Hannah Stevenson
mshipman@sqlaw.com
margaret@sqlaw.com
hstevenson@sqlaw.com

Validation and Property Line Adjustment application was received on February 2, 2022. Prior to deeming your applications complete, modifications and/or additional information must be provided to address the following item(s):

Item:	
<u>Validations</u>	<p>Both applications for validation do not meet the minimum requirements for acceptance at completeness as described in SRC 205.060(c). The following items are missing from the applications.</p> <ul style="list-style-type: none">Plats for each application prepared in accordance with SRC 205.035 and ORS 92. <p>Alternatively, the applicant may submit a tentative plat for each validation application in compliance with SRC 205.030(A)</p> <ul style="list-style-type: none">A title block on each sheet indicating the proposed subdivision or phased subdivision name, or, if available, the partition number; the names and addresses of the landowner; the names and addresses of the

	<p>professional engineers or surveyors responsible for preparing the plan; date; and township, range and section of the subject property;</p> <ul style="list-style-type: none"> • Scale and north arrow; • The location of all property lines within 50 feet of the perimeter of the subject property; • The boundaries, dimensions, and area of each proposed lot or parcel; • The location, width, and names of all existing streets, flag lot accessways, and public accessways abutting the perimeter of the subject property; • The location, width, curve radius, grade, and names of all proposed streets, flag lot accessway, and public accessways; • The location of all existing and proposed easements; • The location, dimensions, and use of all existing and proposed public areas, including, but not limited to, stormwater management facilities and detention facilities; • The location, dimensions, and use of any existing buildings and structures on the subject property, indicating which will remain and which will be removed; • The location of any canals, ditches, waterways, detention facilities, sewage disposal systems, and wells on the subject property, indicating which will remain and which will be removed or decommissioned; • The location of any natural topographic features on the subject property, including, but not limited to, creeks, drainage ways as shown on the most recent USGS maps, wetlands as shown on the Local Wetland Inventory, and floodplains.
<p><u>Property Line Adjustment</u></p>	<p>-Validations will need to be completed before PLA will be able to meet approval criteria.</p> <p>-A site plan, drawn to scale, indicating:</p> <ul style="list-style-type: none"> • The dimensions and areas of the units of land before and after the proposed property line adjustment. <p>-A preliminary title report not older than 30 days for each affected property at the time the application is submitted for each of the subject properties. (May want to wait until close to completion of Validations for timing).</p>

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.

Public Works has completed a preliminary "Completeness" review of the application submitted for the above-mentioned project. Their comments are included above.

For questions regarding the above requirements, feel free to contact me directly by calling (503) 540-2347 or via email at kstraus@cityofsalem.net.

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

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

Sincerely,

Kirsten Straus, Planner I