



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

May 27, 2022

PLANNING REVIEW CHECKLIST

Subject Property: 3990 Strong Road SE

Reference Nos.: 22-109336-LD (Class 1 Adjustment)

Applicant: Covey Rowhouses, LLC
P.O. Box 3432
Salem, OR 97302

Phone: 503-931-2315
E-Mail: SamHLapray@gmail.com

Agent: Sam Lapray

Phone: 503-931-2315
E-Mail: SamHLapray@gmail.com

The Planning Division has conducted its completeness review of the proposed Class 1 Adjustment for properties located at 3990 Strong Road SE. In order to deem the application complete and to continue processing the application, modifications/and or additional information is needed to address the following item(s):

Item:	Description:
Recorded Deed	SRC 300.210(a)(2) requires a copy of the recorded deed to be submitted with all land use applications.
List of LLC Members	The applicant for this case is Covey Rowhouses, LLC. SRC 300.210(a)(3) requires submittal of a list identifying all of the members of the LLC in order to ensure that the Review Authority for the case can determine whether there are any actual or potential conflicts between the members of the Review Authority and the members of the LLC.
Additional Plan Comments	Please see attached plan for additional comments.

Unless otherwise noted, the above information is needed in order to deem the application complete. Pursuant to SRC 300.220, the application shall be deemed complete upon receipt of:

- (1) *All of the missing information;*
- (2) *Some of the missing information and written notice from the applicant that no other information will be provided; or*
- (3) *Written notice from the applicant that none of the missing information will be provided.*

Please submit this information to the City of Salem Planning Division, located on the 3rd floor of City Hall, 555 Liberty Street SE, Room 305.

For questions regarding any of the above requirements, please feel free to contact me directly by calling (503) 540-2399 or via e-mail at bbishop@cityofsalem.net.

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

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

Sincerely,

Bryce Bishop
Planner III

