

Seth Koetke

From: Salem Planning <Planning@cityofsalem.net>
Sent: Friday, June 3, 2022 11:57 AM
To: Seth Koetke
Cc: Lupe Sandoval
Subject: RE: Panda Express - New Commercial Development at 1292 Lancaster Drive NE -Salem
OR- Site Plan Review Class 3

Hi Seth,

Thank you for submitting land use applications to the City of Salem for **Class 3 Site Plan Review, Class 2 Adjustment, and Class 2 Driveway Approach Permit** for property located at **1292 LANCASTER DRIVE NE**. The following reference numbers have been assigned to the applications: **22 111718 00 RP, 22 111720 00 ZO, and 22 111721 00 ZO**

Next Steps:

1. **Pay the fees.** If the fees are not paid within 5 business days, your applications will be cancelled.

Fees can be paid through the City's online Permit Application Center Portal, the [PAC Portal](https://www.cityofsalem.net/Pages/land-use-applications.aspx). Instructions for making payments and file uploads can be found at the following link: <https://www.cityofsalem.net/Pages/land-use-applications.aspx>. You may also pay the fees through the mail but should let staff know if that is your preferred method of payment.

2. **Upload your application materials.** If application materials are not uploaded within 5 business days, your applications will be cancelled.

It is the applicant's responsibility to upload all application materials. When uploading plans, please use the appropriate naming convention for attachments. Instructions for how to use the file naming convention can be found at the following link: <https://www.cityofsalem.net/Pages/file-naming-standards-for-land-use-applications.aspx>. **Please upload all application materials to the 'parent' folder, 22 111718 00 RP.** (PLEASE NOTE: file names should contain hyphens, NOT underscores).

The applications will be accepted, and City staff will begin processing the applications, once all of the following have been received:

1. Payment of fee(s)
2. At least one additional application material
3. Proof of Neighborhood Association contact (if required under [SRC 300.310](#))
4. Proof of Open House (if required under [SRC 300.320](#))

Please note all applications will be cancelled after 5 business days if fees are not paid or application materials are not uploaded. Cancelled applications must be resubmitted.

Please let us know if you have any questions.

- Brandon | 503-540-2326

Due to limited staffing, the Planner's Desk has new temporary hours: 10-4 Monday-Friday
Questions on Zoning and Sign Permits can also be submitted by email to Planning@cityofsalem.net