



555 Liberty Street SE / Room 305 • Salem OR 97301-3503 • Phone 503-588-6213 • Fax 503-588-6025
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July 15, 2022

PLANNING REVIEW CHECKLIST

Subject Property: 575 Salem Heights Ave S

Ref#: 22-112657-NR (Tree Conservation Plan Amendment)

Applicant: Thomas Kay
gailtkco@comcast.net

A Tree Conservation Plan Adjustment application was received on June 17, 2022. Prior to deeming your application complete, modifications and/or additional information must be provided to address the following item(s):

Item:	
SRC 808.040(d)	Please respond to the approval criteria in SRC 808.040(d) in a written statement.
Lot 29	Per a phone call from a potential buyer of Lot 30, it was stated that there is a significant white oak near the east property line of Lot 29 that was not included on the original tree conservation plan. Please provide information indicating if the subject tree is a significant tree and if the tree can be retained. There appears to be grading that occurred within the critical root zone. If the oak is a significant tree, please include it in the application resubmittal.

The following item is not listed in the SRC as specific requirements for a complete application; however, the applicant should be aware that the following has been identified as an item that will be considered by the Public Works Department while recommending conditions for the proposed development:



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1. A call was received from the owner of lots 8 & 21 inquiring if trees on the lots could be included in this TCPA. I indicated that I would include it in this memo and stated that he would need to coordinate with you to put them on this application.

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 eolmstead@cityofsalem.net.

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

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

Sincerely,

A handwritten signature in black ink that reads "Elizabeth E. Olmstead". The signature is written in a cursive style with a large initial "E" and "O".

Liz Olmstead, Planner III