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August 29, 2022

PLANNING REVIEW CHECKLIST

Subject Property: 2828 Doaks Ferry Rd NW
Ref#: 22-115403 (Land Division- Partition)

Applicant: Crystal Perry
PO Box 5654
Salem, OR 97304

Phone: (503) 581-4110
Email: coves123@msn.com

An application for a Partition was received on July 26, 2022, for property located at 2828 Doaks Ferry Rd NW.

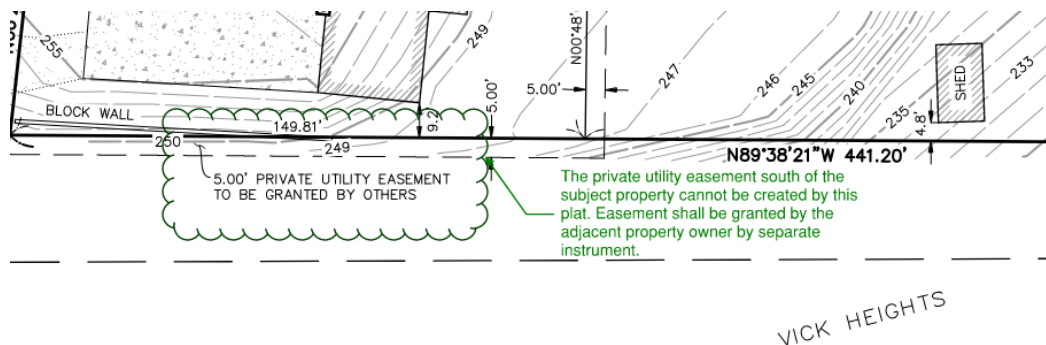
The following information is required for staff to deem the application complete:

- 1. Submittal Requirements (SRC 205.030(a))** – The following are not shown on the tentative plan map:
 - a. 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 professional engineers or surveyors responsible for preparing the plan; date; and township, range and section of the subject property;
 - b. The dimensions of any existing buildings and structures on the subject property, indicating which will remain and which will be removed.
 - c. A completed tree inventory on a form as provided by the Director accurately identifying all existing trees on the property as of the date of application submittal and, if required under SRC chapter 808, a tree conservation plan;
 - d. Please show the entire existing driveway area for Parcel 1.
- 2. Criteria (SRC 205.005(d))** – Please include responses to review criteria in the written statement.
- 3. Stormwater Management:** Pursuant to SRC 205.030(e), the applicant shall provide, “A description of the proposed stormwater management system, including pre and post construction conditions, prepared in accordance with the Public Works Design Standards.”

4. **Landslide Hazards:** City records show the proposed development is located in a moderate landslide hazard risk. The applicant shall submit a geological assessment from a licensed engineering geologist per SRC 205.030(d) and SRC Chapter 810 or submit a certification from an engineering geologist or a geotechnical engineer that landslide risk on the site is low, and that there is no need for further landslide risk assessment pursuant to SRC 810.
5. **Utility Plan:** Provide a preliminary utility plan pursuant to SRC 205.030(f).

The following items are not listed in the SRC as specific requirements for a complete application; but should be considered for the future development:

1. **Tentative Plan:** The Tentative Plat does not comply with SRC 205.030(a). See attached comments from the survey section.
2. **Utility Easements:** The private utility easement south of the subject property cannot be created by this plat. Easement shall be granted by the adjacent property owner by separate instrument:



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 via email at eolmstead@cityofsalem.net or by phone at (503) 540-2363. The Salem Revised Code may be accessed by clicking <https://www.cityofsalem.net/salem-revised-code>.



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Also, the City of Salem website has a great informational page to help gather all the information you need to submit with your partition submittal: <https://www.cityofsalem.net/business/land-use-zoning/development-application-help/partition-your-land-into-three-or-less-lots>

Sincerely,

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

Liz Olmstead, Planner III