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September 7, 2022

PLANNING REVIEW CHECKLIST

Subject Property: 0 Brooks Ave NE
Ref#: 22-116525-PLN (Land Division- Partition)

Applicant: Jack Fox
Tandem North, LLC
2262 McGilchrist SE, Suite 200
Salem, OR 97302
Phone: (503) 581-8904

Contact: Peter Shanks **Email:** petershanks@whiteoakconstruction.net

An application for a Partition was received on August 9, 2022, for property located at 0 Brooks Ave NE.

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:

(1) A title block on each sheet indicating the names and addresses of the landowner

2. Submittal Requirements (SRC 205.030(b)) - Submit a current title report for the subject property.

3. Submittal Requirements (SRC 205.030(c)) – The following is required regardless of whether or not trees are proposed to 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;

4. Easements: The applicant shall include all existing and proposed easements located on the site pursuant to SRC 205.030(a)(7):

- A 10-foot Public Utility Easement is required along street frontages.
- There is a public water main that runs east to west on proposed parcel 2 that requires an easement.
- Show existing easements for the shared stormwater facility and pipes on proposed parcel 2.



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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>.

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