



555 Liberty Street SE / Room 305 • Salem OR 97301-3503 • Phone 503-588-6213 • Fax 503-588-6005
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February 17, 2023

PLANNING REVIEW CHECKLIST

Subject Property: 4540 Pringle Road SE
Ref#: 23-102733-PLN (Subdivision Tentative Plan Modification and Property Line Adjustment)

Applicant: Marty Kehoe
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A consolidated application for a Subdivision Tentative Plan Modification and Property Line Adjustment was received on January 25, 2023, for property located at 4540 Pringle Road SE.

The following information is required for staff to deem the applications complete.

Item:	
Submittal Requirements – SRC 205.030(b) – Current Title Report	The title report does not seem to be an actual title report, and is not dated.
Submittal Requirements – SRC 205.030(a) – Tentative Plan	The tentative plan does not comply with SRC 205.030(a), the following items are missing: a. Phasing plan and tentative plan showing the proposed modification of the subdivision boundary.
Submittal Requirements – SRC 205.055(c)(5)	A copy of the draft property line adjustment deeds, in a form approved by the Director, containing: (A) The names of the owners;

	(B) Legal descriptions of the adjusted properties and the transacted property prepared and sealed by an Oregon-registered Professional Land Surveyor; (C) References to original recorded deeds including the creation date and instrument used to lawfully establish each unit of land; and (D) A place for signatures of all parties, along with property notary acknowledgment.
Submittal Requirements – SRC 300.210(a)(14) – Payment of Application Fees	The fee for the Phased Subdivision Tentative Plan Modification has been added to the folder and should be available for payment in the PacPortal. Before making a payment, please confirm the total number of lots proposed with the requested modification. The assumption made by staff was 125 lots, if that number is incorrect the fee may change.

*****The missing items are required information for the City to begin review of the application. Once the completeness items are provided, the City will begin review and may have additional completeness or fatal flaw items to share.***

The following items are not listed in the SRC as specific requirements for a complete application; however, the applicant should be aware that after review of the application materials the following deficiencies have been identified which could result in a recommendation for denial of the applications if not properly addressed.

Item:	

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.



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For questions regarding the above requirements, feel free to contact me directly by calling (503) 540-2356 or via email at apanko@cityofsalem.net. The Salem Revised Code may be accessed by clicking [HERE](#).

Sincerely,

Aaron Panko, Planner III