



555 Liberty Street SE / Room 305 • Salem OR 97301-3503 • Phone 503-588-6213 • Fax 503-588-6025
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February 28, 2023

PLANNING REVIEW CHECKLIST

Subject Property: 4151 Gardner Road SE

Ref#: 23-103036-PLN/ 23-103478-PLN

Applicant: Karl Goertzen kdgoertz1@outlook.com

A Partition and Tree Conservation Plan application(s) was received on January 31, 2023. Prior to deeming your applications complete, modifications and/or additional information must be provided to address the following item(s):

Item:	
Lot Legality - Chain of Title	Survey is unable to determine lot legality with the documents submitted. The applicant shall provide evidence that the subject property is lawfully established with a Chain-of-Title showing the subject property(s) to be in the same configuration today as it was prior to January 1st, 1968. Alternatively, evidence showing the subject property(s) was established in compliance with appropriate city land-use laws after January 1st, 1968, may be submitted to determine legality.
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." The applicant submitted a stormwater description on the tentative plan that references 71.085 "requirements for single-family residential projects", however this project is subject to 71.080 "requirements for land divisions" and GSI is required. The applicant should be aware that there are no public storm mains available to serve the property. An engineered design will likely be required for on-site discharge with overflow location identified.
Preliminary grading plan	The tentative plan indicates a proposed development on the site plan. The applicant will need to submit a preliminary

	grading plan depicting proposed site conditions following completion of the proposed development.
Tentative Plan Map	<p>Please include or readjust the following items on your submitted tentative plan map:</p> <ul style="list-style-type: none"> - The boundaries, dimensions, and area of each proposed lot or parcel. Please ensure that the boundaries and dimensions of the proposed lots are fully shown and clearly delineated on the proposed plan. The existing line work is a tad confusion but could likely be remedied with a legend detailing and separating important parcel information. - Line work on the Tentative plan needs to be cleaned up or identified. There are several solid black lines which are difficult to identify. - It does not appear Parcel 2 meets Lot Width at the midpoint. Measurements must be shown per SRC 112.045(b) or an Adjustment will need to be provided addressing the decision criteria. - The setback for a new property line to a dwelling on the side yard is Five Feet.
TCP – Site Plan	<p>Please adjust the TCP Site Plan to include the following information:</p> <ul style="list-style-type: none"> - Site topography shown at two-foot contour intervals or, when grading of the property will be necessary to accommodate the proposed development, preliminary site grading shown at two-foot contour intervals; - Identification critical root zone of all existing trees on the property; - Identification of those trees proposed for preservation and those designated for removal; - Provide written findings for the Significant Tree proposed for removal and identify 'No Reasonable Design Alternatives' that would enable preservation. This includes different driveway locations, smaller driveways, possible easements, etc. - No information on what tree is in poor health nor arborist report provided detailing the health of the tree.



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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 directly by calling (503) 540-2313 or via email at hagosto@cityofsalem.net.

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

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

Sincerely,

Hugo Agosto, Planner II