

Good afternoon,

Upon initial review of your application for a **Class 1 Site Plan Review** for 3773 Commercial Street SE, Case No. **23-105366-PLN**, additional information is required prior to deeming your application complete:

- **Site plan.** The site plan must include the applicable following information:
 - Total site area, dimensions, and orientation relative to north
 - Location of proposed primary and accessory structures and other improvements, including fences, walls, and driveways, indicating distance to such structures from property lines and adjacent on-site structures
 - The size and location of solid waste and recyclables storage and collection areas, and amount of overhead clearance above such enclosures, if included with proposed development
 - Loading areas, if included with proposed development
 - All proposed landscape areas on the site, with an indication of square footage and as a percentage of site area
 - Location, height, and material of fences, buffers, berms, walls, and other proposed screening as they relate to required setbacks and landscaping
 - Location of all trees and vegetation required to be protected pursuant to [SRC Chapter 808](#)
 - The location of all street trees, if applicable, or proposed location of street trees required to be planted at time of development pursuant to SRC Chapter 86; and
 - Identification of vehicle, pedestrian, and bicycle parking and circulation areas, including handicap
- **Summary Table.** A summary table shall be submitted which identifies the zoning designation for the subject property; total site area; gross floor area by use (i.e. manufacturing, office, retail, storage); building height; itemized number of full size, compact, and handicapped parking stalls, and the collective total number; total lot coverage proposed, including areas to be paved for parking and sidewalks.

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) 540-2326 or via email at lkeller@cityofsalem.net.

Thank you,

Lydia Keller (she/they)

Planner I

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Due to limited staffing, the Planner's Desk has new temporary hours: 10am-4pm Monday-Friday

Questions on Zoning and Sign Permits can also be submitted by email to Planning@cityofsalem.net