

## Olivia Dias

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**From:** Olivia Dias  
**Sent:** Monday, March 27, 2023 11:10 AM  
**To:** Karl Goertzen  
**Cc:** Laurel Christian; Shelby Guizar  
**Subject:** Completeness Review: 23-103036-PLN - 4151 Gardner Road SE

Karl,

It appears 'REV 1-4 PROPOSED PARTITION UTILITY PLAN FINAL Layout3 (1)' is not a Utility Plan and may be an upload error? Can you upload a Utility Plan for Public Works to review? In addition, there is a balance due of \$1,807 on the folder.

Thank you,

**Olivia Dias**, (she/her)  
*Current Planning Manager*  
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**Now Available!** Online submittal of Land Use Applications through the City of Salem Permit Application Center. Register for an account [here](#).

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

Questions on Zoning and Sign Permits can be submitted by email to [Planning@cityofsalem.net](mailto:Planning@cityofsalem.net)