

**From:** Abigail Pedersen  
**Sent:** Tuesday, May 23, 2023 9:00 AM  
**To:** Jordan Schweiger  
**Subject:** 1610 Lancaster info requested

Good morning, Jordan

Upon initial review of your application for a Class 1 Time Extension for 1610 Lancaster Drive SE, Case No. 23-110207-PLN, additional information is required prior to deeming your application complete:

- Signed land use application

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.

Thank you,

**Abigail Pedersen**

*Planner I*

City of Salem | Community Development Department

555 Liberty St SE, RM 305, Salem, OR 97301

[apedersen@cityofsalem.net](mailto:apedersen@cityofsalem.net) | 503-540-2309

[Facebook](#) | [Twitter](#) | [YouTube](#) | [CityofSalem.net](http://CityofSalem.net)

**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)