



555 Liberty Street SE / Room 305 • Salem OR 97301-3503 • Phone 503-588-6213 • Fax 503-588-6025  
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May 19, 2023

## PLANNING REVIEW CHECKLIST

**Subject Property:** 3737 Liberty Rd S

**Ref#:** 23-111686-PLN

**Applicant:** Vik Schaaf, on behalf of Westminster Presbyterian Church

Conditional Use Permit application was received on June 6, 2023. Prior to deeming your applications complete, modifications and/or additional information must be provided to address the following item(s):

<b>Additional Applications Required</b>	Application of a <b>Class 3 Site Plan Review</b> is required in conjunction with the Conditional Use Permit for the proposed new use. Please see <a href="#">SRC 220.005(e)</a> (1) and (2) for more information.
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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.**

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

<https://www.cityofsalem.net/government/laws-rules/salem-revised-code>



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For questions regarding the above requirements, feel free to contact me directly.

Sincerely,

A handwritten signature in green ink that reads "Peter Domine". The signature is written in a cursive style with a large, looped "P" and a trailing flourish.

Peter Domine, Planner I

[pdomine@cityofsalem.net](mailto:pdomine@cityofsalem.net)

(503) 540-2311