



555 Liberty Street SE / Room 305 • Salem OR 97301-3503 • Phone 503-588-6213 • Fax 503-588-6025  
www.cityofsalem.net/planning • www.cityofsalem.net

July 13, 2023

## PLANNING REVIEW CHECKLIST

**Subject Property:** 700 to 800 Block of Creekside Drive

**Ref#:** 23-114212-PLN

**Applicant:** Mikki Hittner [mikki@mwinv.com](mailto:mikki@mwinv.com)  
Brandie Dalton [bdalton@mtengineering.net](mailto:bdalton@mtengineering.net)

A Partition application(s) was received on July 11, 2023. Prior to deeming your applications complete, modifications and/or additional information must be provided to address the following item(s):

Item:	
<b>Submittal of Applications</b>	<p>Submittal through the PAC Portal for all applications. The uploaded documents show a Tree Conservation Plan application and an Adjustment Application but neither have been submitted through the PAC Portal.</p> <ol style="list-style-type: none"><li>1. The Tree Conservation Plan should be set up as a separate folder/file in the PAC Portal and not consolidated with the partition.</li><li>2. The adjustmnet... Application could have been selected as a consolidated application during folder setup. Please review the tutorial for more information: <a href="https://www.cityofsalem.net/home/showpublisheddocument/18318/638088521762630000">https://www.cityofsalem.net/home/showpublisheddocument/18318/638088521762630000</a></li></ol>
<b>Title Report</b>	Provide a Title Report for the properties



555 Liberty Street SE / Room 305 • Salem OR 97301-3503 • Phone 503-588-6213 • Fax 503-588-6025  
[www.cityofsalem.net/planning](http://www.cityofsalem.net/planning) • [www.cityofsalem.net](http://www.cityofsalem.net)

The following items are not listed in SRC as specific requirements for a complete application; however, the applicant should be aware that the following have been identified as items that will be considered by the City while during review of the proposed development.

<b>Planned Unit Development</b>	<p>You have uploaded Pre-Application Summary (PRE-AP23-10), which provides the following information:</p> <ul style="list-style-type: none"> <li>• Golf Club Estates at Creekside Phase 2 Plat indicates the 0.9-acre strip of land is within the PUD boundary and is identified as “Open Space”.</li> <li>• Division or reconfiguration of the ‘0.9-acre property’ will require an application for a Planned Unit Development and must meet the applicable decision criterion. <b>This is not the same as the partition which has been submitted.</b></li> <li>• Prior to submittal of a Planned Unit Development application, SRC 210.020 requires a PUD pre-application conference when property is proposed to be developed as a PUD. Per SRC 210.020(b), within seven days after the pre-application conference City staff is required to notify the neighborhood association with the details of the proposed PUD.</li> </ul> <p>I have attached the Pre-Application Summary, you submitted, for reference.</p>
<b>Next Steps</b>	<p><i>The applicant should request to withdrawn Partition Application.</i></p> <p><i>The applicant should submit for a new Pre-Application Conference, meeting SRC 210.020(b).</i></p> <p><i>Once Complete, apply for Planned Unit Development and Property Line Adjustment or Partition to match configuration shown.</i></p>

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.



555 Liberty Street SE / Room 305 • Salem OR 97301-3503 • Phone 503-588-6213 • Fax 503-588-6025  
www.cityofsalem.net/planning • www.cityofsalem.net

**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) 540-2343 or via email at [odias@cityofsalem.net](mailto:odias@cityofsalem.net).

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

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

Sincerely,

Olivia Dias  
Current Planning Manager