

**From:** Lydia Keller  
**Sent:** Tuesday, August 22, 2023 1:13 PM  
**To:** john@andersonshirley.com  
**Subject:** information request - 4646 Portland Road NE

Good afternoon,

Upon initial review of your application for a **Class 1 Site Plan Review** for 4646 Portland Road NE, Case No. **23-116964-PLN**, additional information is required prior to deeming your application complete:

- **Site plan.** The site plan must include the 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
  - Identification of vehicle, pedestrian, and bicycle parking and circulation areas, including handicap

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,

**Lydia Keller** (she/they)

*Planner I*

City of Salem | Community Development Department

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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](mailto:Planning@cityofsalem.net)**