



555 Liberty Street SE / Room 305 • Salem OR 97301-3503 • Phone 503-588-6213 • Fax 503-588-6025  
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January 22, 2024

## LAND USE APPLICATION COMPLETENESS REVIEW

**Subject Property:** 2615 East Nob Hill Street SE

**Ref#:** 24-102134-PLN

**Applicant:** R&R Tree Service  
[sales@rrtreeservice.com](mailto:sales@rrtreeservice.com)

The Tree Removal Permit application was officially received on January 18, 2024. Prior to deeming your application complete, modifications and/or additional information must be provided to address the following item(s):

Item:	
<b>Written Statement</b>	<ul style="list-style-type: none"><li>○ <b>Arborist report:</b> Describe how your proposal to cut down trees meets the tree removal criteria <a href="#">ISA Basic Tree Risk Assessment Form completed</a> by a ISA Tree Risk Assessment Qualification (TRAQ).<ul style="list-style-type: none"><li>▪ <u>Insufficient evidence</u> has been submitted to determine that the tree meets the decision criteria for a Hazardous Tree.</li><li>▪ The City Arborist reviewed the report and notes no evidence of decay and that the structural factors have not significantly changed.</li><li>▪ Mitigation to the root collar and pruning maybe reduce the risk of failure.</li></ul></li></ul>

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 (July 16, 2024) from the date the application was first submitted (January 18, 2024) to respond in one of the three ways listed above, or the application will be deemed void.**



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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