



Pre-Application Report

Community Development Department
Planning Division

555 Liberty Street SE/Room 305
Phone: 503-588-6173
www.cityofsalem.net/planning

Case Number / AMANDA No.	PRE-AP22-57 / 22-108983-PA
Conference Date	May 16, 2022
Applicant	ST TIMOTHY EPISCOPAL CHURCH 3295 LADD AV NE SALEM OR 97301
Representative	ANGELA FLORES, CARLSON VEIT JUNGE ARCHITECTS PC 3095 RIVER RD N SALEM OR 97303 aflores@carlsonveit.com
Case Manager	Brandon Pike

Mandatory Pre-Application Conference: ☐ Yes ☒ No

Project Description & Property Information	
Project Description	A pre-application conference to discuss construction of a 2,560-square-foot addition to an existing parish hall at St. Timothy's Episcopal Church. The subject property is 5.29 acres in size, zoned RS (Single Family Residential), and located at 3295 Ladd Avenue NE.
Property Address(es)	3295 Ladd Avenue NE
Assessor Map and Tax Lot Number(s)	073W24DA / 900
Existing Use	<i>Religious assembly</i>
Legal Units of Land	Without reviewing deeds for the subject property, it is not possible for Staff to determine if the subject property is a legal lot. Preliminary research by Staff did not clearly show either way. At the time of land use application, it will be up to the applicant to provide evidence that the property was created legally.
Comprehensive Plan Map Designation	SF – Single Family Residential
Urban Service Area	The subject property is located inside the City's Urban Service Area.
Urban Renewal Area	None
Past Land Use Actions	None found

Planning Division Comments

Proposal

The materials provided by the applicant show an addition to the existing parish hall at the St. Timothy's Episcopal Church facility. The applicant posed the following specific question for the Planning Division to answer at the pre-app:

- Q: As this is in a residential zone, are there any special use or conditional uses for the site?
 - A: Yes, the special use provisions of SRC 700.055 apply to the proposal. See the *Development Standards* table herein for further details.

No staff person from the Building and Safety Division was able to attend the conference. Questions related to building codes can be directed to Claude Kennedy (503-540-2417 / CKennedy@cityofsalem.net) or Ryan McGraw (503-540-2474 / rmcgraw@cityofsalem.net).

Relevant Past Land Use Decisions

Staff found no past land use decisions which would influence or prohibit the proposal.

Required Land Use Applications

The land use applications checked in the table below have been preliminarily identified as being required for development of the subject property based upon the information provided by the applicant at the time of the pre-application conference. Additional land use applications may be required depending on the specific proposal at the time of future development.

Required Land Use Applications					
Zoning		Site Plan Review			
☒	Conditional Use (SRC 240.005)	☐	Class 1 Site Plan Review (SRC 220.005)		
☐	Comprehensive Plan Change (SRC 64.020)	☒	Class 2 Site Plan Review (SRC 220.005) <i>(Applicable if the development will meet the triggers for Class 2 Site Plan Review under SRC 220.005(b)(2))</i>		
☐	Zone Change (SRC 265.000)	☒	Class 3 Site Plan Review (SRC 220.005) <i>(Applicable if the development will meet the triggers for Class 3 Site Plan Review under SRC 220.005(b)(3))</i>		
☐	Temporary use Permit – Class 1 (SRC 701.010)	Design Review			
☐	Temporary Use Permit – Class 2 (SRC 701.010)	☐	Class 1 Design Review (SRC 225.005)		
☐	Nonconforming Use Extension, Alteration, Expansion, or Substitution (SRC 270.000)	☐	Class 2 Design Review (SRC 225.005)		
☐	Manufactured Dwelling Park Permit (SRC 235.010)	☐	Class 3 Design Review (SRC 225.005)		
Land Divisions		Historic Design Review (SRC 230.020)			
☐	Property Line Adjustment (SRC 205.055)	☐	Major Commercial	☐	Minor Commercial

		☐	Major Public	☐	Minor Public
☐	Replat (SRC 205.025)	☐	Major Residential	☐	Minor Residential
☐	Partition (SRC 205.005)	Wireless Communication Facilities			
☐	Subdivision (SRC 205.010)	☐	Class 1 Permit (SRC 703.020)		
☐	Phased Subdivision (SRC 205.015)	☐	Class 2 Permit (SRC 703.020)		
☐	Planned Unit Development Tentative Plan (SRC 210.025)	☐	Class 3 Permit (SRC 703.020)		
☐	Manufactured Dwelling Park Subdivision (SRC 205.020)	☐	Temporary (SRC 703.100)		
☐	Validation of Unit of Land (SRC 205.060)				
Relief		☐	Adjustment (SRC 703.090)		
☒	Adjustment – Class 1 (SRC 250.005) <i>(Applicable when a proposed deviation from standards is within 20 percent of the standard)</i>	Other			
☒	Adjustment – Class 2 (SRC 250.005) <i>(Applicable when a proposed deviation from standards exceeds 20 percent of the standard, or when the standard is not numerical in nature)</i>	☐	Annexation – Voter Approval (SRC 260.035)		
☐	Variance (SRC 245.005)	☐	Annexation – Voter Exempt (SRC 260.035)		
Natural Resources		☐	Sign Adjustment (SRC 900.035)		
☐	Tree Conservation Plan (SRC 808.035)	☐	Sign Conditional Use (SRC 900.045)		
☐	Tree Conservation Plan Adjustment (SRC 808.040)	☐	Sign Variance (SRC 900.040)		
☐	Tree Removal Permit (SRC 808.030)	☐	SWMU Zone Development Phasing Plan (SRC 531.015)		
☐	Tree Variance (SRC 808.045)	☐	Urban Growth Preliminary Declaration (SRC 200.020)		
☐	Willamette Greenway Permit – Class 1 (SRC 600.015)				
☐	Willamette Greenway Permit – Class 2 (SRC 600.015)	☐	Historic Clearance Review- High Probability Archaeological Zone (SRC 230.100)		
		☐	Class 2 Driveway Approach Permit (SRC 804.025)		
Staff Comments					

Note: The applications checked above have been initially identified as being required for the proposed development. Depending on the proposal that is ultimately submitted, additional land use applications may be required. Some of the applications checked in this list are to anticipate various development scenarios which may or may not occur, some of which require a pre-application conference.

Site Plan Review: A Site Plan Review application is required for the proposal—a Class 3 will be required if the proposal triggers a Class 2 Driveway Approach Permit, or if the applicant requests any Adjustment(s).

Adjustment: If you want to improve or build on your property but cannot meet a development standard in the Salem Revised Code (SRC), you can seek an Adjustment. Adjustments provide an alternative way to meet the purposes of the SRC and provide flexibility to allow reasonable development of property where special conditions or unusual circumstances exist.

Conditional Use Permit: A conditional use permit will only be required if the project must deviate from the special use provisions of SRC 700.055, per SRC 700.005(d).

Online Application Submittal Packets

The City has electronic application submittal guides for the applications identified above. The webpages include a summary of the review procedure, submittal requirements, and approval criteria. The submittal guides can be found on the City's website at the following location(s):

- Site Plan Review and/or Design Review: <https://www.cityofsalem.net/Pages/build-on-your-property.aspx>
- Adjustment: <https://www.cityofsalem.net/Pages/seek-an-adjustment-to-land-use-standards.aspx>
- Conditional Use Permit: <https://www.cityofsalem.net/Pages/conditional-use-permit.aspx>

Land Use Application Fees

The applicable land use application fees for these applications can be found on the City's website at the location below. Land use application fees and descriptions start on **page 25** of the document.

<https://www.cityofsalem.net/CityDocuments/city-of-salem-fees.pdf>

Consolidated Land Use Application Procedures

When multiple land use applications are required or proposed for a development, the City's land use procedures ordinance (SRC Chapter 300) provides alternative methods for how such applications may be processed.

The applications may be processed individually in sequence, concurrently, or consolidated into a single application. Where multiple applications proposed to be consolidated include an application subject to review by the Historic Landmarks Commission, the application subject to Historic Landmarks Commission review may be processed individually in sequence or concurrently.

Multiple land use applications consolidated into a single application shall be accompanied by the information and supporting documentation required for each individual land use action. Review of the application shall be according to the highest numbered procedure type and the highest Review Authority required for any of the land use applications proposed to be consolidated.

Multiple applications processed concurrently require the filing of separate applications for each land use action. Each application shall be reviewed separately according to the applicable procedure type and Review Authority, and processed simultaneously.

Zoning

The zoning of the subject property has been identified in the table below. For specific requirements of the applicable zone(s), click on the zone(s) in the table.

Base Zones			
☐	EFU – Exclusive Farm Use (SRC 500.000)	☐	MU-I – Mixed Use I (SRC 533.000)
☐	RA – Residential Agriculture (SRC 510.000)	☐	MU-II – Mixed Use II (SRC 534.000)
☒	RS – Single Family Residential (SRC 511.000)	☐	EMSU – Edgewater/Second Street Mixed-Use Corridor (SRC 535.000)
☐	RD – Duplex Residential (SRC 512.000)	☐	PA – Public Amusement (SRC 540.000)
☐	RM-1 – Multiple Family Residential (SRC 513.000)	☐	PC – Public/Private Cemetery (SRC 541.000)
☐	RM-2 – Multiple Family Residential (SRC 514.000)	☐	PE – Public/Private Education (SRC 542.000)
☐	RH – Multiple Family High-Rise Residential (SRC 515.000)	☐	PH – Public/Private Health Services (SRC 543.000)
☐	CN – Neighborhood Commercial (SRC 520.000)	☐	PS – Public Service (SRC 544.000)
☐	CO – Commercial Office (SRC 521.000)	☐	PM – Capitol Mall (SRC 545.000)
☐	CR – Retail Commercial (SRC 522.000)	☐	EC – Employment Center (SRC 550.000)
☐	CG – General Commercial (SRC 523.000)	☐	IC – Industrial Commercial (SRC 551.000)
☐	CB – Central Business District (SRC 524.000)	☐	IBC – Industrial Business Campus (SRC 552.000)
☐	WSCB – West Salem Central Business District (SRC 525.000)	☐	IP – Industrial Park (SRC 553.000)
☐	FMU – Fairview Mixed-Use (SRC 530.000)	☐	IG – General Industrial (SRC 554.000)
☐	SWMU – South Waterfront Mixed-Use (SRC 531.000)	☐	II – Intensive Industrial (SRC 555.000)
☐	NCMU – Neighborhood Center Mixed-Use (SRC 532.000)	☐	SCI – Second Street Craft Industrial Corridor (SRC 556.000)
Overlay Zones			
☐	Willamette Greenway (SRC 600.000)	☐	Mixed-Use (SRC 619.000)
☐	Floodplain (SRC 601.000)	☐	Salem Hospital (SRC 620.000)
☐	Airport (SRC 602.000)	☐	Superior-Rural (SRC 621.000)
☐	Portland Fairgrounds Road (SRC 603.000)	☐	Oxford-West Nob Hill (SRC 622.000)
☐	Pine Street Mixed-Use (SRC 604.000)	☐	Oxford-Hoyt (SRC 623.000)
☐	Northgate Mixed-Use (SRC 605.000)	☐	Hoyt-McGilchrist (SRC 624.000)
☐	Wallace Road Corridor (SRC 606.000)	☐	Saginaw Street (SRC 625.000)
☐	West Salem General Industrial (SRC 608.000)	☐	Commercial High-Density Residential (SRC 626.000)
☐	Patterson Street Corridor (SRC 609.000)	☐	22 nd and Electric (SRC 627.000)
☐	Walker School Residential Area (SRC 612.000)	☐	State Street (SRC 628.000)
☐	Broadway-High Street Retail (SRC 613.000)	☐	McNary Field (SRC 629.000)
☐	Broadway-High Street Housing (SRC 614.000)	☐	South Gateway (SRC 630.000)
☐	Broadway-High Street Transition (SRC. 615.000)	☐	Compact Development (SRC 631.000)

☐	Riverfront High Density Residential (SRC 616.000)	☐	General Retail/Office (SRC 632.000)
☐	Riverfront (SRC 617.000)	☐	Front Street (SRC 633.000)
☐	Chemawa-I-5 Northeast Quadrant Gateway (SRC 618.000)		
Staff Comments			
Our Salem: Under the City's Our Salem project, no changes are proposed to the subject property's zoning or comprehensive plan map designations. Allowed Uses: The existing and proposed use (<i>religious assembly</i>) is allowed as a special use in the RS zone, subject to SRC 700.055.			

Development Standards

The proposed development will be primarily subject to the provisions of the chapters identified in the table below. For specific requirements, click on chapters in the table.

Development Standards			
☐	Multiple Family Design Review Guidelines and Standards (SRC 702.000)	☒	Off-Street Parking, Loading and Driveways (SRC 806.000)
☒	General Development Standards (SRC 800.000)	☒	Landscaping and Screening (SRC 807.000)
☐	Public Improvements (SRC 802.000)	☒	Preservation of Trees and Vegetation (SRC 808.000)
☐	Streets and Right-Of-Way Improvements (SRC 803.000)	☐	Wetlands (SRC 809.000)
☐	Driveway Approaches (SRC 804.000)	☐	Landslide Hazards (SRC 810.000)
☐	Vision Clearance (SRC 805.000)	☐	Sign Code (SRC 900.000)
Staff Comments			
Special Use Provisions It's unclear if the proposal meets the following standard(s) from SRC 700.055: - SRC 700.055(j): <i>Landscaping. All lot area not developed for buildings, structures, parking, loading, or driveways shall be landscaped as provided in SRC chapter 807.</i> The area which appears to be gravel in the northwest portion of the site—unless this can be shown to be a permitted parking, loading, or driveway area, this may need to be landscaped. At the pre-app, Staff and the applicant discussed how this had been used as a loading area. Pedestrian Access The proposal does not appear to meet the following pedestrian access standard(s): - SRC 800.065(a)(1)(A): <i>A pedestrian connection shall be provided between the primary building entrance of each building on the development site and each adjacent street. Where a building has more than one primary building entrance, a single pedestrian connection from one of the building's primary entrances to each adjacent street is allowed; provided each of the building's primary</i>			

entrances are connected, via a pedestrian connection, to the required connection to the street (see Figure 800-11). This standard is not met in the following location(s):

- Connections to Windsor Avenue and Ladd Avenue are required.

Amount Bicycle Parking

SRC 806.055 requires a minimum number of bicycle parking spaces based on use/activity. For *religious assembly* uses, the minimum bicycle parking standard is one per 30 vehicle parking spaces. Based on the applicant's site plan, there are approximately 65 vehicle parking spaces, requiring a minimum of two bicycle spaces. The spaces must meet the development standards of SRC 806.060.

Amount Off-Street Loading

You will need to provide evidence the proposal meets the minimum off-street loading standards set forth under SRC 806.075. For *religious assembly* uses with 5,000 to 60,000 square feet of gross floor area, a minimum of one loading space is required meeting the standards of SRC 806.080.

Neighborhood Association Contact Information

Staff recommends that applicants/property owners contact the relevant neighborhood association(s) regarding their proposals as soon as possible. This allows for the neighborhood association(s) to be involved early in the process and helps to identify any potential issues that might arise.

SRC 300.310 establishes requirements for contacting the applicable neighborhood association(s) prior to land use application submittal for certain applications. Applications which require neighborhood association contact are identified within SRC Table 300-2. Based on the applicant's materials for the proposed development, **Staff advises the following:**

Submittal of a Class 3 Site Plan Review application requires the applicant to contact the neighborhood associations prior to submittal. If you submit a Class 2 Site Plan Review application, you are not required to contact the neighborhood associations, but are still encouraged to do so.

For your convenience, neighborhood association(s) contact information is included below. Please note that the identified neighborhood association chair(s), and their corresponding contact information, is current as of the date of the pre-application conference, but this information is subject to change if the chair(s) or their contact information has changed subsequent to the date of the pre-application conference.

Up-to-date contact information for neighborhood representatives may also be obtained by contacting the City's Neighborhood Enhancement Division at 503-588-6207 or by visiting the City's website at the following location: <https://www.cityofsalem.net/my-neighborhood>

Applicable Neighborhood Association(s)	Meeting Date, Time, & Location	Neighborhood Association Chair(s)
North East Salem Community Association (NESCA)	Meetings are held the third Tuesday, 7 p.m. See the calendar for specific dates and meeting locations. https://www.cityofsalem.net/Pages/north-east-salem-community-association.aspx	Chair: Mike Beringer (salempilot@aol.com)
		Land use chair: Ian Johnson (NESCASalem@gmail.com)

Salem Revised Code Online Availability

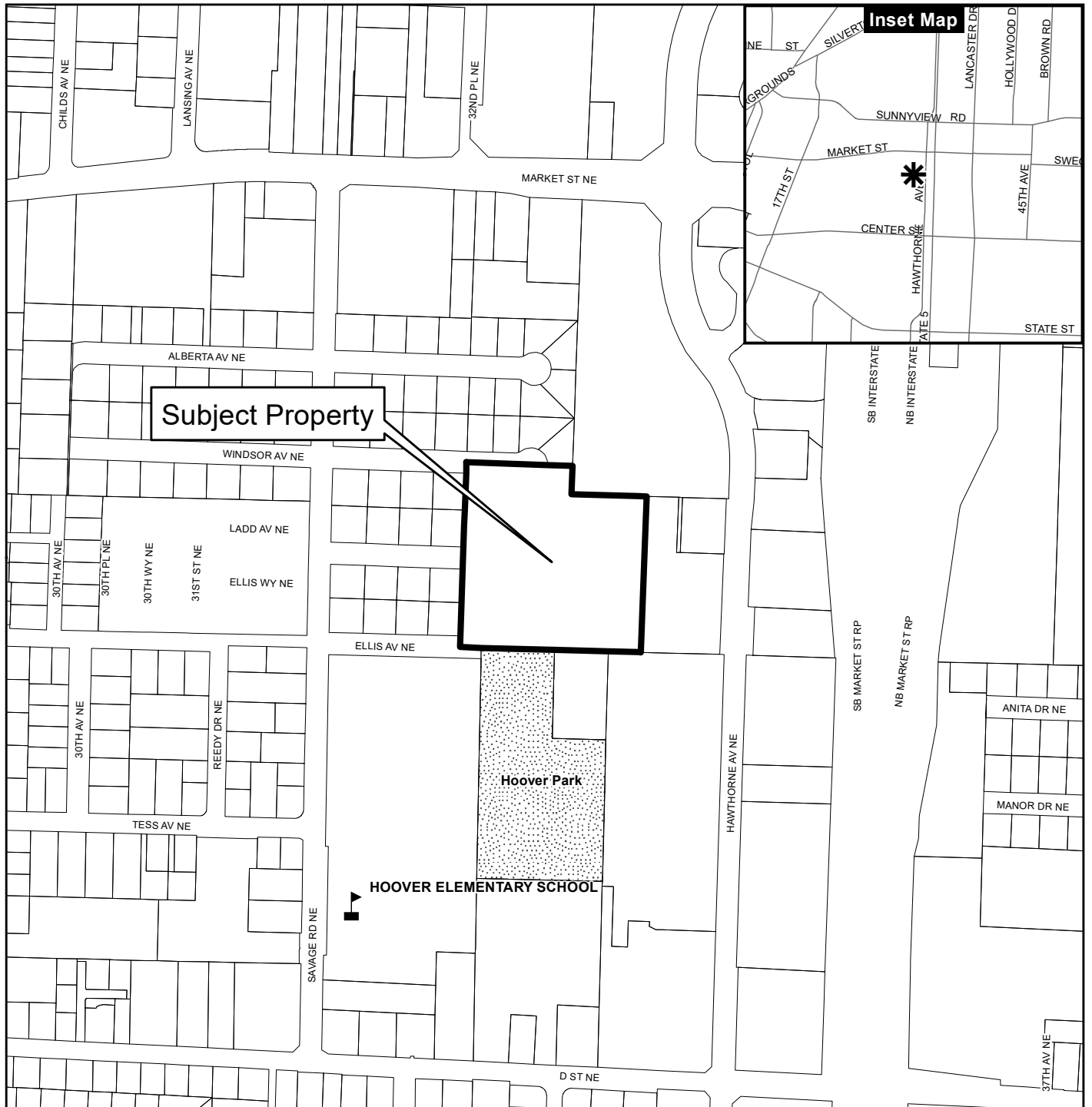
The entire Salem Revised Code can be accessed online through the City's website at:
<https://www.cityofsalem.net/Pages/salem-revised-code.aspx>

Attachments

- A. Pre-Application Conference Materials

Vicinity Map

3295 Ladd Avenue NE



Legend

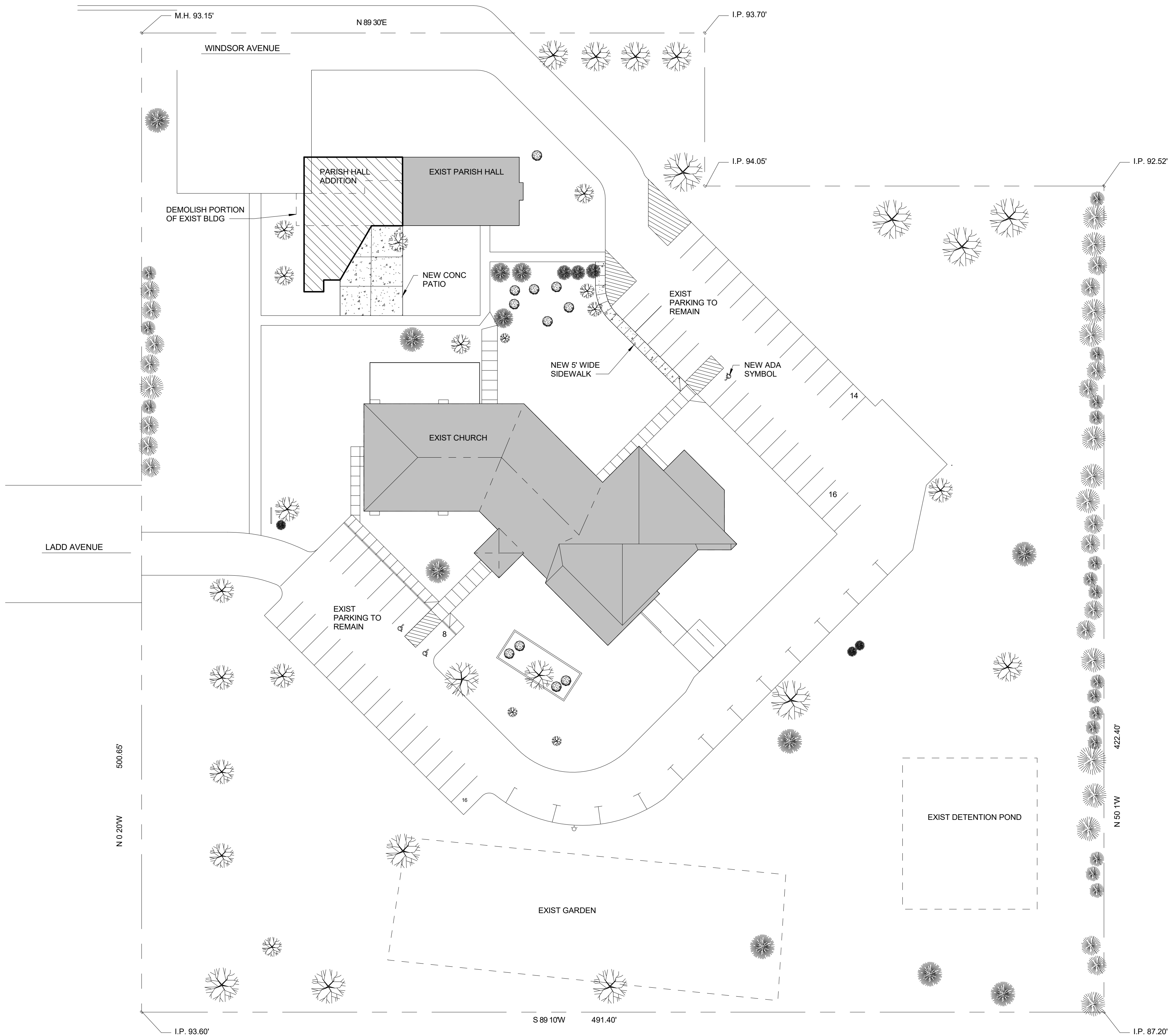
- Taxlots
- Urban Growth Boundary
- City Limits
- Outside Salem City Limits
- Historic District
- Schools
- Parks

0 100 200 400 Feet



CITY OF Salem
AT YOUR SERVICE
Community Development Dept.

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PRELIMINARY
NOT FOR CONSTRUCTION

PRELIMINARY DATE:
04-21-22

project: **ST. TIMOTHY'S EPISCOPAL CHURCH
PARISH HALL ADDITION**
3295 Ladd Ave NE,
Salem, OR 97301
consultants:

revisions:

date: Issue Date
project: 00622
drawn by: Author
checked by: Checker
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Carlson Veit Junge Architects PC

SITE PLAN

sheet: **A-100**
of:

DOOR SCHEDULE														
DOOR MARK	SIZE			DOOR			FRAME			ELEVATION/DETAILS	RATING	HARDWARE		REMARKS
	W	HT	THK	TYPE	CONST	FINISH	GLASS	CONST	FINISH					
101A	6'-0"	7'-0"	1 3/4"	DD	ACW	FF	1" T/IN	ACW	FF		--			
101B	3'-6"	7'-0"	1 3/4"	C	SC	WT	1/4" T	HS	ME		--			
102A	3'-0"	7'-0"	1 3/4"	A	HS	ME	--	HS	ME		--			
103A	4'-0"	7'-0"	1 3/4"	AA	SC	WT	--	HS	ME		--			
104A	6'-0"	7'-0"	1 3/4"	DD	ACW	FF	1" T/IN	ACW	FF		--			
104B	3'-0"	7'-0"	1 3/4"	B	HS	ME	1" T/IN	HS	ME		--			
105A	2'-8"	7'-0"	1 3/4"	A	SC	WT	--	HS	ME		--			
106A	2'-8"	7'-0"	1 3/4"	A	SC	WT	--	HS	ME		--			
107A	3'-0"	7'-0"	1 3/4"	A	SC	WT	--	HS	ME		--			
110A	3'-0"	7'-0"	1 3/4"	A	SC	WT	--	HS	ME		--			
111A	3'-0"	7'-0"	1 3/4"	A	HS	ME	--	HS	ME		--			
111B	6'-0"	6'-6"	2"	F	HS	FF	--	HS	ME		--			
112A	3'-0"	7'-0"	1 3/4"	A	HS	ME	--	HS	ME		--			
113A	5'-6"	7'-0"	1" - 9"	AA	SC	WT	--	HS	ME		--			NOTE 1
114A	4'-0"	6'-8"	1 1/2"	A	SC	WT	--	HS	ME		--			NOTE 3
114B	3'-3 1/2"	7'-0"	1 1/2"	AA	SC	WT	--	HS	ME		--			NOTE 2
114C	3'-6"	7'-0"	1 3/4"	B	SC	WT	1/4" T	HS	ME		--			
114D	6'-0"	4'-0"	2"	E	RU	SSTL	-	HS	SSTL		--			

TYPE

SEE DOOR TYPES

CONSTRUCTION

SC = SOLID CORE WOOD
HS = HOLLOW STEEL
RU = ROLL UP/COIL
ACW = ALUM CLAD WOOD

FINISH

WT = WOOD TRANSPARENT
ME = METAL ENAMEL
SSTL = STAINLESS STEEL
FF = FACTORY FINISH

GLASS

T = TEMPERED
T/IN = TEMPERED INSULATING

ELEVATION

SEE FRAME ELEVATIONS

RATING

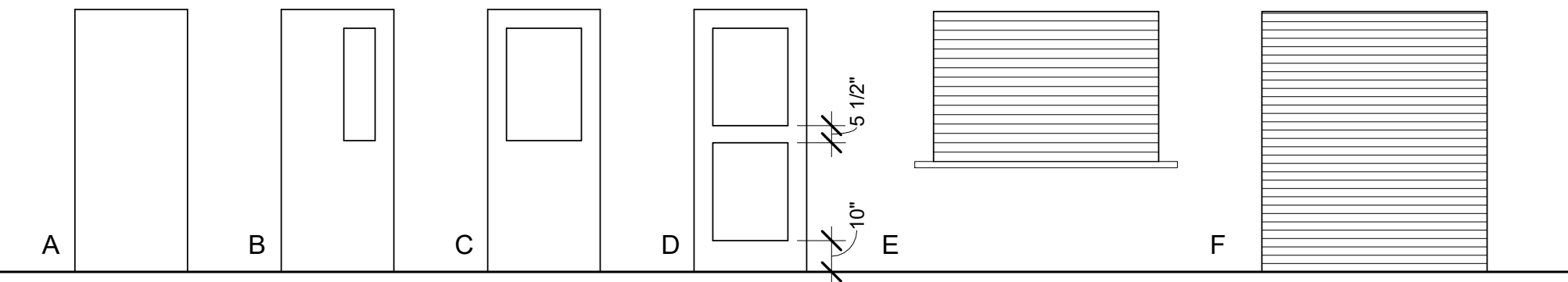
20, 25, 60, 90 MINUTES
FIRE RATING IN MINUTES

HARDWARE

NUMBER REFERS TO HARDWARE
GROUP IN HARDWARE SCHEDULE

REMARKS

1. PAIR SLIDING BARN DOORS
2. POCKET DOOR
3. PAIR POCKET DOORS

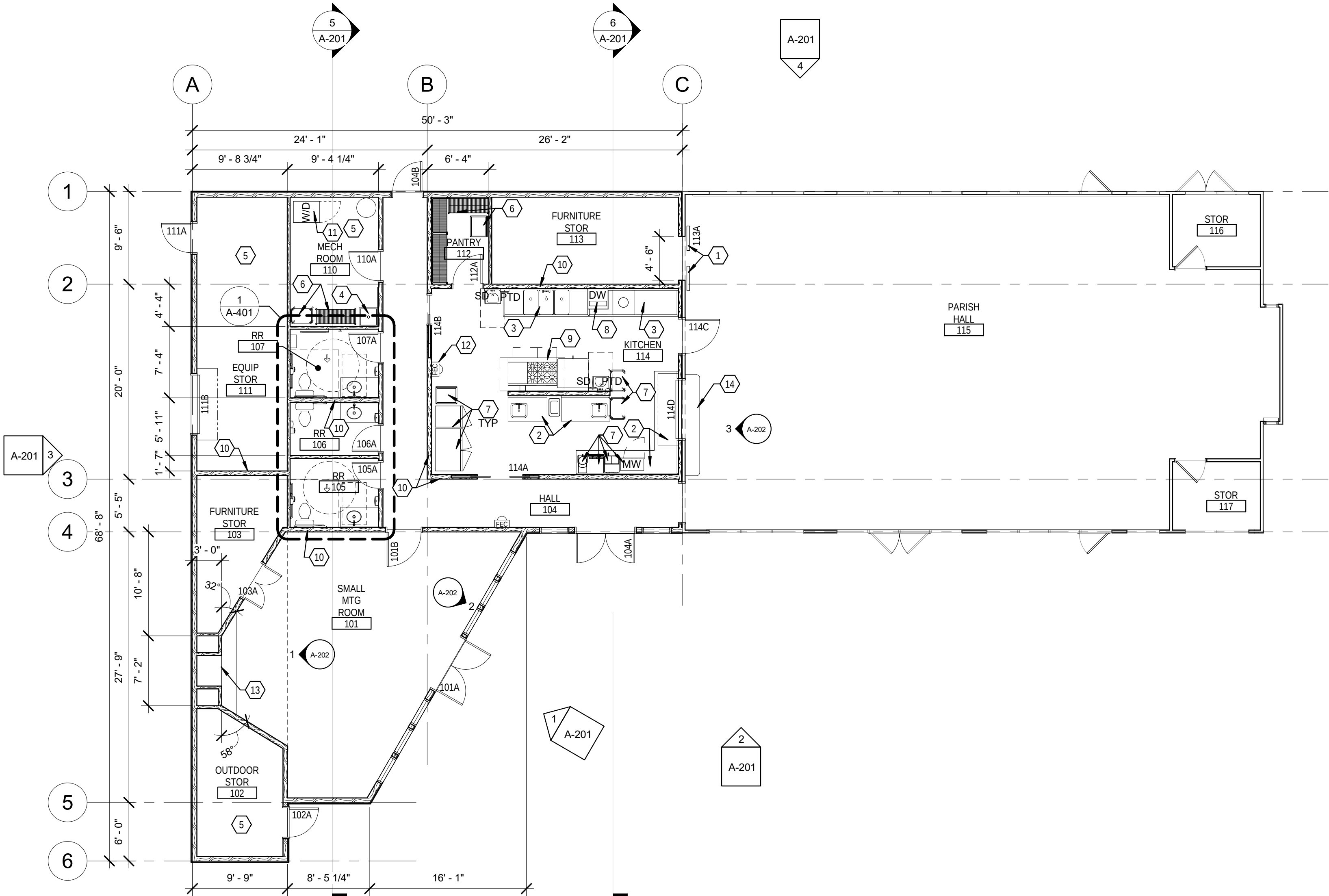


GENERAL NOTES

- ALL NEW INTERIOR WALLS TO BE 2X4 WD STUDS AT 24" OC W/ (1) LAYER GYP BD EACH SIDE, UON, SURFACE TEXTURE TO MATCH ADJACENT WALLS.
- ALL DIMENSIONS ARE TO GRIDLINES OR FACE OF NEW STUD UON.
- SEE A-202 FOR WINDOW SCHEDULE & ELEVATIONS.
- GRIDLINES ALIGN W/ EXT FACE OF STUD OR CENTERLINE OF STRUCTURE

CONSTRUCTION NOTES

- SLIDING BARN DOOR
- OFCI SSTL BUILT-IN COUNTER
- OFCI SSTL SINK/COUNTER.
- MOP SINK, PROVIDE FRP 4' - 10" AFFx 4' - 10" LONG, EACH SIDE
- PROVIDE PLYWD SHEATHING ON GYP BD UP TO 8'-6" AFF, ENTIRE RM
- OFOI FURNITURE
- OFCI KITCHEN EQUIPMENT
- OFCI DISHWASHER
- OFCI COMMERCIAL RANGE & TYPE 1 HOOD
- 6" STUD WALL
- OFCI STACKABLE WASHER AND DRYER
- KITCHEN RATED FEC
- NATURAL GAS FIREPLACE INSERT
- PLAM CASEWORK



FIRST FLOOR PLAN
1/8" = 1'-0"

PRELIMINARY
NOT FOR CONSTRUCTION

PRELIMINARY DATE:
04/21/2022

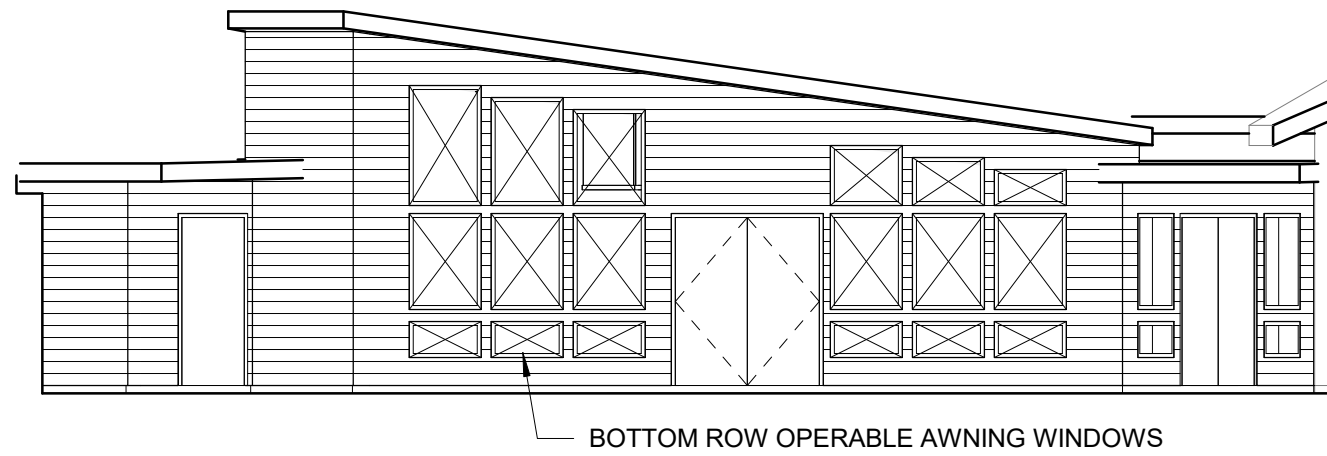
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revisions:

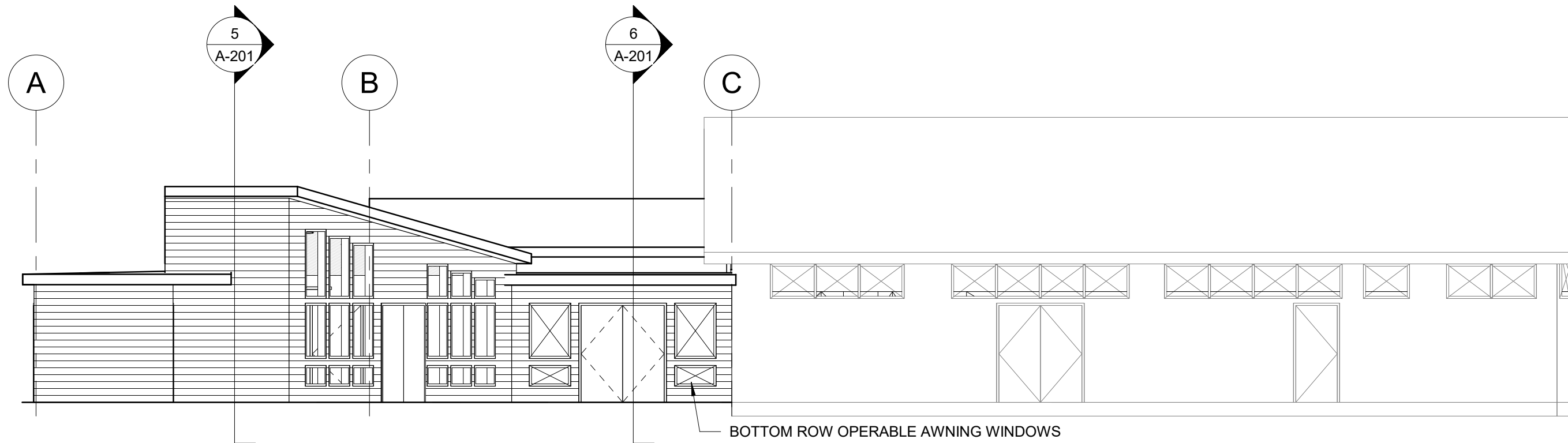
date: Issue Date
project: 00622
drawn by: KC
checked by: AF
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FIRST FLOOR
PLAN

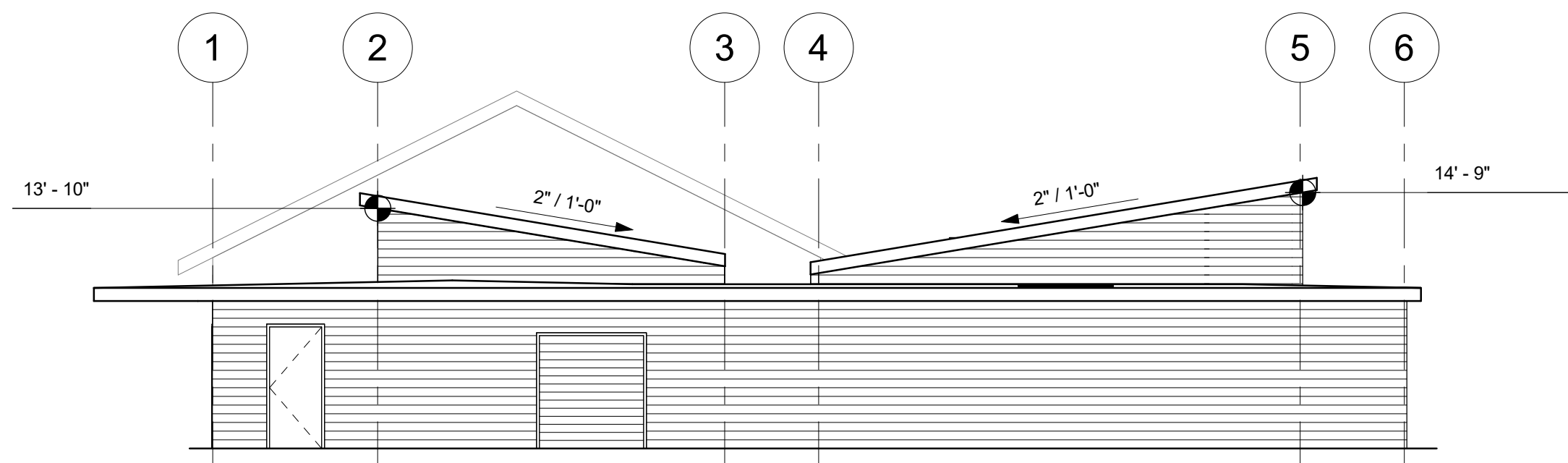
sheet:
A-102
of:



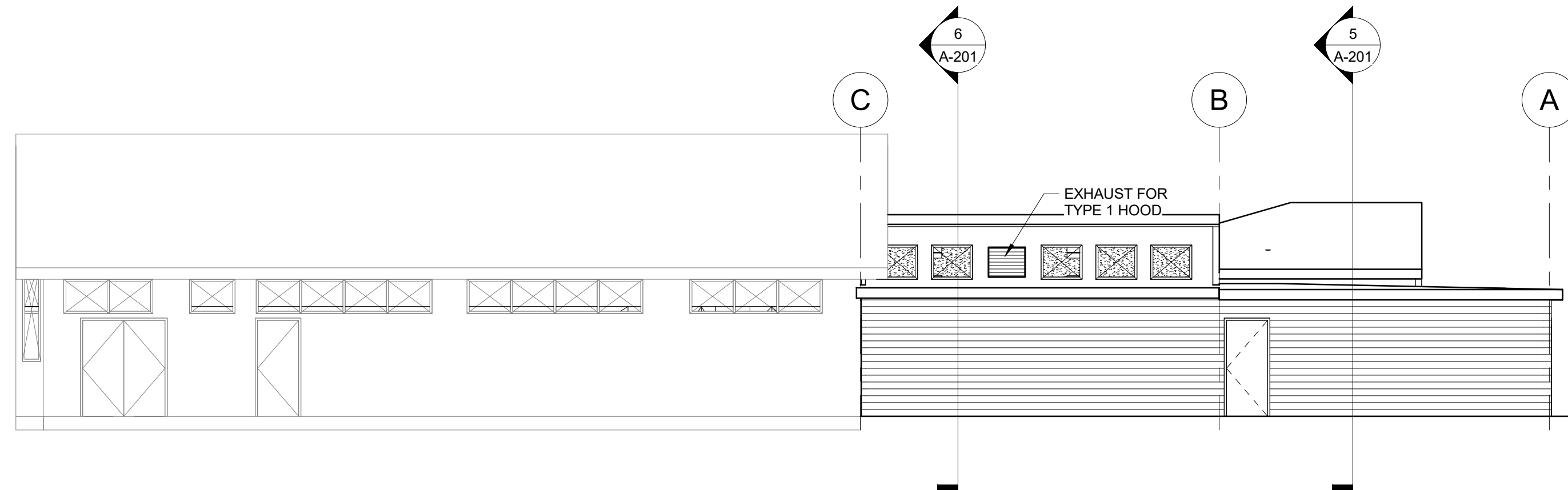
1 SOUTH WEST EXTERIOR ELEVATION
1/8" = 1'-0"



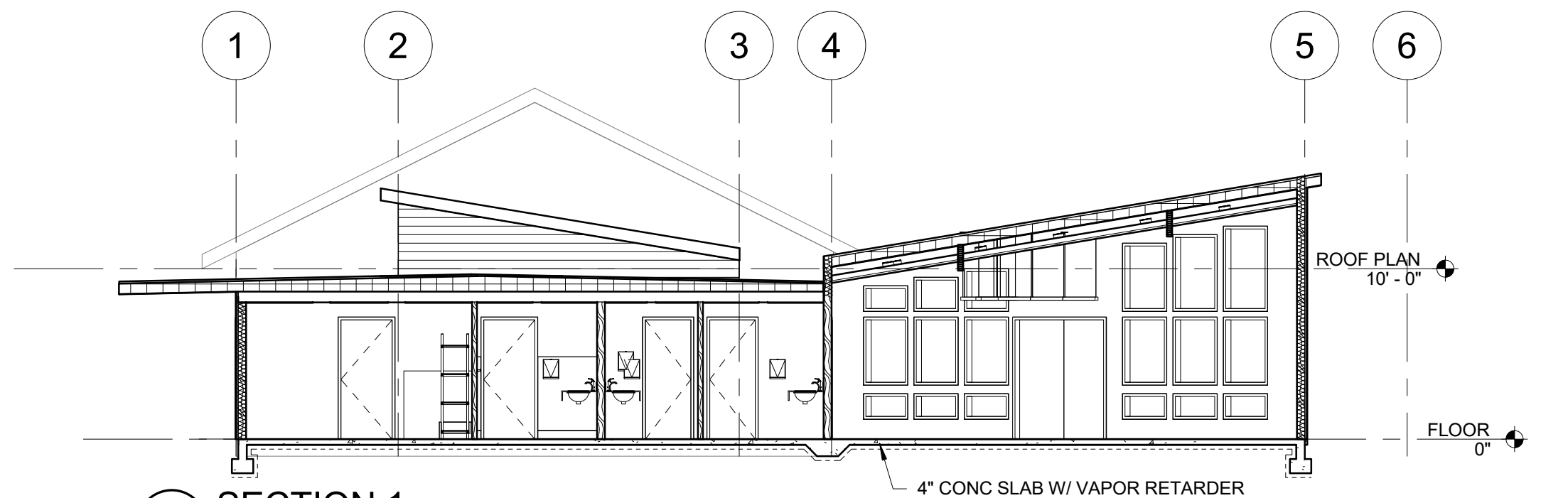
2 SOUTH EXTERIOR ELEVATION
1/8" = 1'-0"



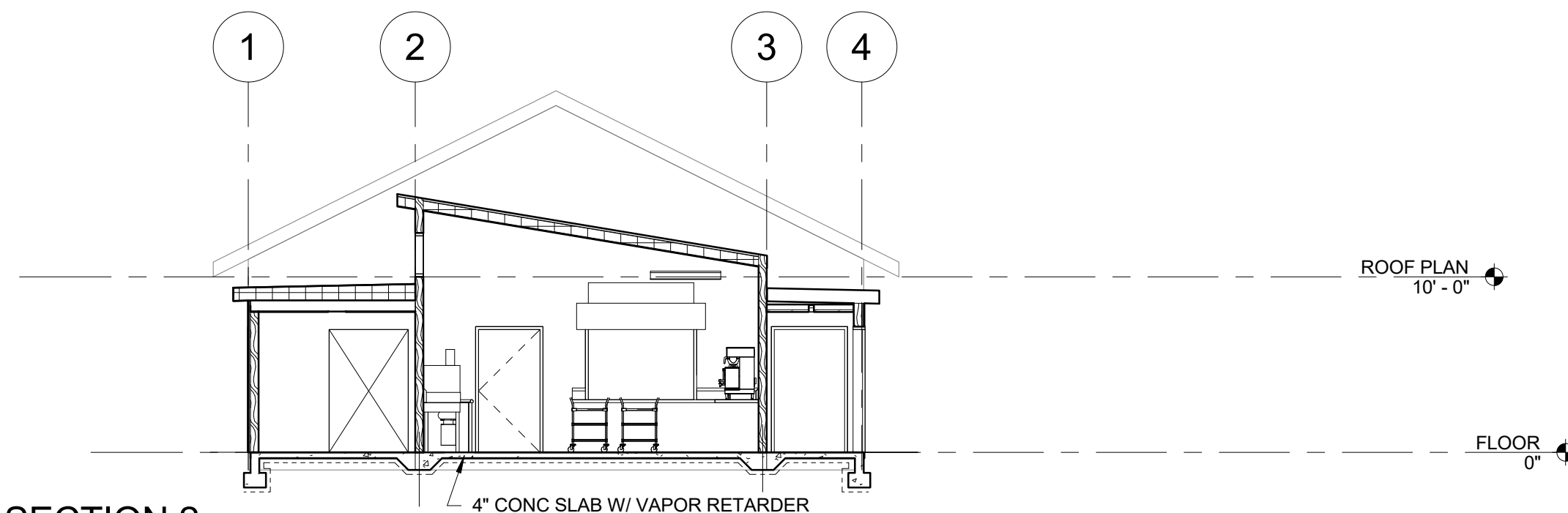
3 WEST EXTERIOR ELEVATION
1/8" = 1'-0"



4 NORTH EXTERIOR ELEVATION
1/8" = 1'-0"



5 SECTION 1
1/8" = 1'-0"



6 SECTION 2
1/8" = 1'-0"

EXTERIOR FINISH NOTES

1. EXTERIOR WALLS TO BE PAINTED FIBER CEMENT SIDING OVER 1/2" FURRING STRIPS OVER PLYWD SHTHG, OVER 2X6 WD STUDS @ 16" OC W/ R-21 BATT INSUL.
2. SLOPED ROOFS TO BE STANDING SEAM METAL ROOFING OVER COVER BOARD OVER 6" RIGID INSUL OVER PLYWD ROOF SHTHG OVER FRAMING.
3. LOW-SLOPE ROOFS TO BE TPO MECHANICALLY FASTENED MEMBRANE ROOFING OVER COVER BOARD OVER 6" RIGID INSUL OVER PLYWD SHTHG OVER FRAMING.
4. EXTERIOR WINDOWS TO BE ALUMINUM-CLAD FIBERGLASS, OPERABLE WHERE NOTED.

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PRELIMINARY DATE:
04/21/22

project:
ST. TIMOTHY'S EPISCOPAL CHURCH
PARISH HALL ADDITION
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Carlson Veit Junge Architects PC

EXTERIOR ELEVATIONS

sheet:
A-201
of:

Planning/Permit Application Center

City Hall / 555 Liberty St. SE / Room 320 / Salem, OR 97301-3513

503-588-6173 * planning@cityofsalem.net

If you need the following translated in Spanish, please call 503-588-6256.

Si usted necesita lo siguiente traducido en español, por favor llame 503-588-6256.

(For office use only)

Permit #:

How to request a Pre-Application Conference

Your Pre-Application Conference Request must be submitted through the City of Salem Permit Application Center at <https://permits.cityofsalem.net>. You will need to create an account, if you do not have one, in order to submit a pre-application conference request. Once you are logged in, you will be able to follow the instructions for creating your request, uploading your application form and plans, selecting your conference date and paying the application fee. Please note that the application fee must be paid when the application is submitted. Conference dates and times will not be secured until the fee is paid. Staff will contact you to confirm your conference time within three business days of submittal.

Application requirements

You need the following items to apply for a pre-application conference:

- Complete this application form. This application form will need to be uploaded as part of the pre-application conference scheduling process through the PAC Portal.
- Preliminary site plan drawing, elevations, vicinity map, proposed property division, assessor tax lot maps and/or any other drawings showing a detailed view of the proposed development. These documents should be drawn to scale on letter (8.5" x 11") or tabloid (11" x 17") pages.
- Additional documents required by the SRC for the specific land use action.
- Payment of the application fee.

Development proposal

Site address or property location:

Please describe the development proposal to be discussed at the conference and any specific questions you would like answered.

People information

	Name	Full Mailing Address	Phone Number and Email address
Applicant			
Agent			
Paid By			