

## Application Packet: Design Review – Class 3

### PURPOSE

Design review is required for certain types of development, or in specified areas of the City, where design review requirements have been established to achieve a desired community character, to promote greater compatibility between uses, and to promote established principles of urban design. Design review is based on either prescriptive and non-discretionary design review standards or more flexible and discretionary design review guidelines.

Class 3 Design Review applies to developments that are intended to be reviewed based on the more flexible design review guidelines. Because design review guidelines are discretionary in nature, a public hearing and opportunity to appeal is required under state law.

Requirements pertaining to Class 3 Design Review are contained in SRC Chapter 225.

### PROCEDURE TYPE

An application for Class 3 Design Review is processed as a **Type III procedure** under SRC Chapter 300.

### PROCESS

- Pre-Application Conference. A required pre-application conference is the first step in the Design Review process. Pre-application conference request forms are available [here](#) or in the Permit Application Center.
- Neighborhood association contact is required prior to submitting this land use application. The applicant shall contact the City-recognized neighborhood association(s) whose boundaries include, or are adjacent to, the subject property, pursuant to [SRC 300.310](#).
- Applicant submits application (including all items in the attached checklist).
- Staff reviews application for completeness within 30 days of submittal. If the application is not complete, the applicant will be notified as to what information is missing and allowed 180 days to submit the additional information.
- Applicant may track the status of their application online at the City of Salem permit tracking webpage: <https://permits.cityofsalem.net>
- After all required information is submitted and the application is deemed complete, staff sets date for public hearing with the Planning Commission and sends notice of hearing to the applicant, property owner, neighborhood association, property owners within 250 ft., all addresses within 250 ft., all addresses on the subject property, and any active and duly incorporated Homeowner's Association (HOA) involving the subject property.
- Sign(s) must be posted along street frontage(s) of property 10-14 days prior to hearing.
- Planning Commission holds public hearing. Staff presents staff report, followed by testimony from applicant, neighborhood association representative, proponent(s), opponent(s), and rebuttal.
- Planning Commission renders decision based upon whether the proposal meets the applicable criteria for Class 3 Design Review under SRC 225.005(e)(2).

- Staff sends copy of decision (*noting 15-day appeal period*) to applicant and property owner, neighborhood association, and anyone who submitted testimony for the record prior to the close of the public hearing.
- If no appeal is filed, and the City Council does not initiate review of the application, the Class 3 Design Review decision becomes effective.

*NOTE: This packet is supplemental to the Salem Revised Code (SRC). In the event of a conflict between a statement in this document and the SRC applicable to a particular development, the SRC shall apply. The full version of the SRC is available online at [www.cityofsalem.net](http://www.cityofsalem.net), under "Revised Codes."*

## APPLICATION CHECKLIST

An application for Class 3 Design Review shall contain the following:

- COMPLETED APPLICATION FORM.** The application form must be signed by the applicant(s), property owner(s), and/or duly authorized representative(s). If the applicant and/or property owner is a Limited Liability Company (LLC), please also provide a list of all members of the LLC with your land use application.
- APPLICATION FEE.** The application fee must be paid at the time of filing your application.
- NEIGHBORHOOD ASSOCIATION CONTACT.** Neighborhood association contact, pursuant to [SRC 300.310](#), is required prior to submitting this land use application. A copy of the required e-mail or letter to the neighborhood association, and a list of the e-mail or postal addresses to which the e-mail or letter was sent shall be submitted or the land use application will not be accepted.
- RECORDED DEED/LAND SALES CONTRACT WITH LEGAL DESCRIPTION.** A copy of the recorded deed/land sales contract of the total contiguous ownership of the applicant.
- HOMEOWNERS ASSOCIATION INFORMATION.** A statement indicating whether the subject property is subject to an active and duly incorporated Homeowner's Association (HOA) registered with the Oregon Secretary of State. If so, the applicant shall provide the HOA name, name of the registered agent and the mailing address for the registered agent.
- PRE-APPLICATION WRITTEN SUMMARY.** Class 3 Design Review applications require a pre-application conference. Please submit a copy of the written summary of the conference that the Planning Division sent to you after the conference, or a copy of the pre-application conference waiver, if granted.
- WRITTEN STATEMENT.** A written statement shall be submitted describing the proposal and how it conforms to the following approval criteria for Class 3 Design Review (SRC 225.005(e)(2)):
  - A Class 3 Design Review shall be approved if all of the applicable design review guidelines are met. (*Note: In demonstrating conformance with this approval criterion, the written statement must identify how the proposed development conforms to each of the applicable design review guidelines*)
- SITE PLAN.** The site plan must include the following information:
  - The total site area, dimensions, and orientation relative to north;
  - The complete dimensions and setbacks of the lot, and all existing and proposed buildings and structures, including the location, size, height, proposed use, design, and gross floor area of each building.
  - All existing and proposed walls and fences, including the location, height, type of design, and composition.
  - The location and design of the existing and proposed on-site pedestrian and vehicle circulation system.

- Locations and dimensions of all existing and proposed outdoor storage areas including but not limited to trash collection and recycling areas.
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- BUILDING ELEVATIONS.** Architectural drawings, renderings, or sketches showing all elevations of proposed buildings as they will appear on completion.
- LANDSCAPE PLAN.** The landscape plan must show the location of natural features, trees, and plant materials proposed to be removed, retained, or planted; the amount, height, type, and location of landscaped areas, planting beds, and plant materials and provisions for irrigation.
- TOPOGRAPHIC SURVEY AND GRADING PLAN.** A topographic survey and grading plan showing two-foot contour intervals on hillside lots and five-foot contour intervals on all other lots.
- OPEN SPACE PLAN.** An open space plan drawn to scale showing locations of common and private open space, including active and passive recreational areas. The open space plan must show the total area of individual classifications of proposed open space.