

Application Packet: Site Plan Review – Class 2

PURPOSE

Site plan review provides a consistent means to review proposed development to ensure that the development meets all applicable requirements of the Salem Revised Code (SRC). Site Plan Review applies to development that requires a building permit, expansions, alterations, paving, re-striping or modifications of parking areas and to building façade changes in the Mixed Use-I (MU-I) and Mixed Use-II (MU-II) zones. Single-family, duplex residential, and installation of signs are exempt from site plan review.

Examples of issues reviewed as part of site plan review include: property zoning, parking lot layout and landscaping, pedestrian connectivity, landscaped buffer yards, and transportation and utility infrastructure.

The Class 2 Site Plan Review process is for development applications which are not discretionary in nature, do not involve land use or limited land use decisions as defined by Oregon Revised Statutes, and where only the clear and objective standards of the SRC apply. As such, no opportunity for public comment and appeal is required for a Class 2 Site Plan Review.

Requirements pertaining to Class 2 Site Plan Review are contained in SRC Chapter 220.

PROCEDURE TYPE

An application for Class 2 Site Plan Review is processed as a **Type I procedure** under SRC Chapter 300.

PROCESS

- Applicant submits application (including all items in the attached checklist). The site plan review application may be submitted for review prior to or concurrent with the building permit application.
- Staff reviews application for completeness within 30 days of submittal.
- Applicant may track the status of their application online at the City of Salem permit tracking webpage: <https://permits.cityofsalem.net>
- Once a complete application is submitted, staff reviews the applicant's proposed site plan for conformance with the applicable criteria for a Class 2 Site Plan Review under SRC 220.005(f)(2). If staff cannot approve the application, the applicant will be contacted and notified of why the site plan does not comply with the Salem Revised Code; or
- Upon verification that the proposed site plan meets the applicable criteria, the Planning Administrator shall issue a decision.
- **The associated building permit for the proposed development will not be issued until the site plan review is approved.**

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, under "Revised Codes".

APPLICATION CHECKLIST

An application for Class 2 Site Plan 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.
- 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.
- TRIP GENERATION ESTIMATE (TGE) FORM.** A Trip Generation Estimate (TGE) form must be completed by the applicant and submitted to the Department of Public Works, Traffic Engineering Section, Room 325, to determine whether a Transportation Impact Analysis (TIA) is required for the application.
- SITE PLAN.** The site plan must include the following information:
 - The total site area, dimensions, and orientation relative to north;
 - The location of all proposed primary and accessory structures and other improvements, including fences, walls, and driveways, indicating distance from the structures and improvements to all property lines and adjacent on-site structures;
 - Loading areas, if included with proposed development;
 - The size and location of solid waste and recyclables storage and collection areas, and amount of overhead clearance above such enclosures, if included with proposed development;
 - An indication of future phases of development on the site, if applicable;
 - All proposed landscape areas on the site, with an indication of square footage and their percentage of the total site area (*complete landscape and irrigation plans are required with the building permit application*);
 - The location, height, and material of fences, berms, walls, and other proposed screening as they relate to landscaping and screening required by SRC Chapter 807;
 - The location of all trees and vegetation required to be protected pursuant to SRC Chapter 808;
 - The location of all street trees, if applicable, or proposed location of street trees required to be planted at time of development pursuant to SRC Chapter 86; and
 - Identification of vehicle, pedestrian, and bicycle parking and circulation areas, including handicapped parking stalls, disembarking areas, accessible routes of travel, and proposed ramps.
- EXISTING CONDITIONS PLAN.** The existing conditions plan must include the following information:
 - The total site area, dimensions, and orientation relative to north;
 - The location of existing structures and other improvements on the site, including accessory structures, fences, walls, and driveways, noting their distance from property lines;
 - The location of the 100-year flood plain, if applicable.
- TRIP GENERATION ESTIMATE (TGE) FORM.** A Trip Generation Estimate (TGE) form must be completed by the applicant and submitted to the Department of Public Works, Traffic Engineering Section, Room 325, to determine whether a Transportation Impact Analysis (TIA) is required for the application.

- PRELIMINARY GRADING PLAN.** A preliminary utility plan shall be submitted depicting proposed site conditions following completion of the proposed development, when grading of the subject property will be necessary to accommodate the proposed development.
- ARCHITECTURAL DRAWINGS.** For development in the Mixed Use-I (MU-I) and Mixed Use-II (MU-II) zones, architectural drawings, renderings, or sketches showing all elevations of the existing buildings and the proposed buildings as they will appear on completion.