

Application Packet: Site Plan Review – Class 3

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. Certain decisions made by City staff while reviewing site plans are discretionary in nature, thereby meeting the definition of a limited land use decision under ORS 197.015(12). These types of discretionary decisions require an opportunity for public comment and appeal under state law. The Class 3 site plan review process satisfies these requirements, thereby eliminating the threat of further appeals after building permit issuance.

Requirements pertaining to Class 3 Site Plan Review are contained in SRC Chapter 220.

PROCEDURE TYPE

An application for Class 3 Site Plan Review is processed as a **Type II procedure** under SRC Chapter 300.

PROCESS

- 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). 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. 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 sends notice of application, indicating a public comment period of 14 days, 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.
- The Planning Administrator issues a decision to grant or deny the application based upon whether the site plan meets the applicable criteria for a Class 3 Site Plan Review under SRC 220.005(f)(3).
- Staff sends copy of decision (*noting 15-day appeal period*) 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.

- The appeal procedure for Class 3 Site Plan Review is found in SRC 300.520(f).
- **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 3 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.
- 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.
- 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.
- TRANSPORTATION IMPACT ANALYSIS (TIA).** If required for the development, a TIA shall be provided in the format, and based on thresholds, specified in standards established by the Director of Public Works.
- GEOLOGICAL ASSESSMENT OR GEOTECHNICAL REPORT.** If required by SRC Chapter 810, or a statement from an engineer certifying that landslide risk on the site is low, and that there is no need for further landslide risk assessment.
- 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.
 - The zoning district, comprehensive plan designation, and land uses for all properties abutting the site;
 - Driveway locations, public and private streets, bike paths, transit stops, sidewalks, and other bike and pedestrian pathways, curbs, and easements;
 - The elevation of the site at 2-foot contour intervals, with specific identification of slopes in excess of 15 percent; and
 - The location of drainage patterns and drainage courses, if applicable.
- PRELIMINARY UTILITY PLAN.** A preliminary utility plan shall be submitted showing capacity needs for municipal water, stormwater management, and sewer service, and schematic location of connection points to existing municipal water and sewer services. It is suggested that the utility plan contain the following items:
- Existing drainage plan and drainage courses;
 - Water service connection and meter location;
 - Maximum water meter size required;
 - Maximum fire flow needs for development;
 - Sanitary sewer location and connection to public main;
 - Maximum sanitary sewer service size required; and
 - Storm drain service location and point of disposal.
- 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.
- SUMMARY TABLE.** A summary table shall be submitted which identifies the zoning designation for the subject property; total site area; gross floor area by use (i.e. manufacturing, office, retail, storage); building height; itemized number of full size, compact, and handicapped parking stalls, and the collective total number; total lot coverage proposed, including areas to be paved for parking and sidewalks.
- WRITTEN STATEMENT.** A written statement is recommended to be submitted describing how the proposed development meets the following approval criteria for Class 3 Site Plan Review:

- The application meets all applicable standards of the UDC;
- The transportation system provides for the safe, orderly, and efficient circulation of traffic into and out of the proposed development, and negative impacts to the transportation system are mitigated adequately;
- Parking areas and driveways are designed to facilitate safe and efficient movement of vehicles, bicycles, and pedestrians; and
- The proposed development will be adequately served with City water, sewer, storm drainage, and other utilities appropriate to the nature of the development.