

# **CITY OF SALEM - PLANNING DIVISION**

Effective July 1, 2010, documents not received in electronic format at the time of application submission will be charged a modest scanning fee based on paper size and number of pages. PDF and Word DOC formats are preferred. Other acceptable formats are JPG, TIFF, TXT, XLS, WPD, FRM.

The primary reason for this change is to increase efficiency in processing your application. We plan to attach documents electronically to our “AMANDA” land use processing system, which will allow staff from various City departments to immediately view documents without the need for further copies. Also, your application will become immediately “archived”. The City is investigating opportunities to transition to completely paperless submittal in the future.

Thank you for your cooperation. Please don't hesitate to call 503-588-6213 or send an email to [planning@cityofsalem.net](mailto:planning@cityofsalem.net) with your questions.

**NOTE:** Drawings/documents smaller than or equal to 11 x 17 inches are required to be submitted in an electronic format. Drawings/documents larger than 11 x 17 inches are not required to be submitted in an electronic format at this time.

# City of Salem

## Frequently Asked Questions regarding Scanning/Archiving Fee

### 1. WHAT IS THE COST?

Per City Council Approved Fee Resolution #2010-35:

Archiving Fee for paper size less than 11 x 17 inches is \$0.50 per page

Archiving Fee for paper sizes 11 x 17 inches or greater is \$1.75 per page

If the land use application and attachments are submitted electronically, this fee is waived. This is for documents submitted to the City in paper format only.

The City would like all land use applications to be submitted in two formats: paper format and electronic format.

### 2. WHAT FORMATS ARE RECOMMENDED AND/OR REQUIRED?

PDF and Word DOC formats are preferred. Other acceptable formats are JPG, TIFF, TXT, XLS, WPD, FRM.

### 3. HOW SHOULD THESE ELECTRONIC DOCUMENTS BE SUBMITTED?

They can be submitted via email to [planning@cityofsalem.net](mailto:planning@cityofsalem.net). The documents can also be submitted on a CD or flash drive at the Planner's Desk.

Each submitted document should not exceed 5 mb in size. It is acceptable to have one attachment broken into 2 or more documents if necessary to meet this 5 mb per documents size.

### 4. WHO DO I CALL IF I HAVE FURTHER QUESTIONS?

You can call the City of Salem Planner's desk at 503-588-6213.