

PERMIT APPLICATION CENTER/CITY HALL  
555 LIBERTY STREET SE/ROOM 320  
SALEM, OREGON 97301  
(503) 588-6256  
Website: [www.cityofsalem.net](http://www.cityofsalem.net)

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## PURPOSE

A conditional use is an activity which is basically similar to other uses permitted in the district, but because of the manner in which such use may be conducted, or the manner in which land and buildings might be developed to accommodate such use, a public hearing and review of the specific proposed use and the imposition of certain conditions, if necessary, will adapt the use to its location and neighborhood. Standard process for a Conditional Use Application is contained in Salem Revised Code (SRC) Chapter 117. The conditional use procedure also applies to enlarging, expanding or altering an existing conditional use.

## PROCESS

- ! Applicant submits application (including all items in the attached checklist) to Permit Application Center (Room 320), Planning desk
- ! Staff reviews application for completeness (State law requires the city to issue a decision within 120 days of the date an application is deemed complete. If the application is not complete, the applicant is notified as to what information is missing and allowed 30 days to submit the additional information.)
- ! Planning Administrator either approves permit (with potential conditions) upon finding the proposed use meets applicable criteria or deny the permit, if the criteria are not met
- ! If approved, staff sends copy of decision (noting 15-day appeal period) to applicant and property owners within 250 feet
- ! With no appeal filed, applicant submit plans for building permit and/or any other succeeding permits

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. Full version of SRC is available online at [www.cityofsalem.net](http://www.cityofsalem.net)  
Legal Department > Revised Code

- G COMPLETED APPLICATION FORM** - containing original signatures of all owners.
- G FILING FEE** - Cash or Check only, must be paid at the time of filing your application. If filed within 90 days following a Pre-Application Conference, please provide Pre-Application receipt number to apply \$100 towards your land use application fees.
- G RECORDED DEED/LAND AND SALES CONTRACT WITH LEGAL DESCRIPTION** – A copy of the recorded deed/land sales contract of the total contiguous ownership of the applicant.
- G TRIP GENERATION ESTIMATE FORM (ATTACHED)**- 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 or not a Transportation Impact Analysis (TIA) is required for the application. If a TIA is not required, the completed and approved TGE must be attached to the application. If a TIA is required, the TIA must be completed and approved by Public Works prior to completion of all land use applications.
- G WRITTEN STATEMENT** - The Planning Administrator considers the following criteria for Administrative Conditional Use requests. Salem Revised Code Section 116.120 sets forth the criteria which must be met before Administrative Conditional Uses can be granted. Attach a statement describing the proposal and addressing the appropriate considerations outlined below.
  - (1) The standards and conditions provided for administrative conditional use approval are nonvariable. To insure conformity with these minimum standards and conditions, the administrator may attach additional conditions in the grant of any administrative conditional use approval.
- G SITE PLAN** - It is the applicant's responsibility to provide clear and accurate information. Submit one reproducible plan (not more than 11 inches by 17 inches and not less than 8.5 inches by 11 inches) and a plan drawn to a standard scale.
  - G** Title Block: Type of application, Date, applicant's Name, Location of Subject property, Scale, Directional (north) arrow
  - G** Street names
  - G** All property lines with dimensions
  - G** Use of main and accessory buildings such as Single family, Duplex, Garage, Service Station, Retail Sales, Office, etc.
  - G** Location (distance to property lines) of all Buildings, Fences, Driveways, Parking areas, Off-street loading areas, etc.
  - G** Landscaping (if subject property is required to have landscaping): Location and square footage
  - G** Proposed construction or any building additions such as: Parking lots, Signs, Fences, Decks, Landscaping, Additional stories, etc., with exterior dimensions and distances to property lines
  - G** Buildings or Surface features that are to be removed
  - G** Height of proposed and existing structures
  - G** Location of any surface features such as Vegetation, Creeks, Drainage fields, Topography, Railroad tracks, Power lines and/or any other pertinent information you feel will aid or explain your proposal
  - G** Square footage or acreage of subject property
  - G** Parking area: Size, Number and Dimensions of: Stalls, Aisles, Turn-around areas, Off-street loading areas, driveways, etc.
  - G** Location of all existing and proposed public and private easements