

City of Salem - Permit Application Center
Planning Information Counter
555 Liberty St. SE / Room 320
Salem, OR 97301-3503
Phone: 503-588-6256 ext.7427
Fax: 503-588-6005

Planning Pre-Application Conference Request



⌋ Please complete the following contact information:

Applicant:

Name: _____

Company: _____

Mailing Address: _____

Phone: _____

Fax: _____

E-Mail: _____

Applicant's Representative (Primary Contact):

Name: _____

Company: _____

Mailing Address: _____

Phone: _____

Fax: _____

E-Mail: _____

⌋ Please complete the following property information:

Site Address(es): _____

Site Size: _____

Existing Use & Structures: _____

Existing Vegetation & Water Bodies: _____

⌋ Please complete the following proposed development information:

Brief Description of Proposed Development on the Site: _____

⌋ Please submit one or more of the following exhibits:

(Size: 8½" x 11" or 11" x 17") Preliminary site plan drawing, elevations, vicinity map, proposed property division, assessor tax lot maps, and/or any other drawings or maps, drawn to scale, which demonstrate the nature of the proposed development in enough detail to allow City staff to review and comment.

⌋ Please sign and date below: Payment of Pre-Application Conference fee is due at the time of submission of this form and all development exhibits.

SIGNATURE: _____ DATE: _____

STAFF USE ONLY - DO NOT WRITE BELOW - STAFF USE ONLY

Date Received: _____ Receipt No. _____ Staff Initial: _____ DM# _____

Conference Date/Time: _____ Planner Assigned _____

Internal Routing: Planning; Public Works; Building; Community Services; Urban Development;

Fire; Environmental Services; Other _____

What is a Pre-Application Conference?

Pre-Application Conferences are designed to provide development applicants the opportunity to present land use development proposals to City staff prior to the actual land use application intake process. This advance discussion allows applicants an opportunity to ask questions about applicable City codes, required permits, hearings & noticing, and estimated processing timelines. The Pre-Application Conference also allows City staff an opportunity to review preliminary development plans, and to provide comments to development applicants regarding the project and design. This feedback early in the development planning process can help applicants avoid major plan revisions that are more cumbersome to change after an actual application submittal.

Applicants should keep in mind that, due to the preliminary nature of information discussed during Pre-Application Conferences, City staff reserve the right to determine permitting requirements upon receipt of an official development application. Information obtained during a Pre-Application Conference is subject to subsequent changes in the Salem Comprehensive Plan, Salem Revised Code, and/or any other applicable regulations. A Pre-Application Conference does not 'vest' (lock in any fees or development requirements) a project in any way.

Mandatory Pre-Application Conferences are held prior to land use application submittal for all land use permits that are required to have a mandatory pre-application conference. This pre-application requirement is designed to resolve issues that might keep an application from being deemed complete or meeting permit processing timelines.

Design Review - Prior to submission of a building permit application, a Pre-Application Conference is required for all projects subject to design review (SRC 120.040).

Planned Unit Development - Prior to application for a Planned Unit Development, a Pre-Application Conference is required (SRC 121.150).

Annexation - Prior to application for annexation of property to the City of Salem, a Pre-Application Conference is required (SRC 54.060).

Voluntary Pre-Application Conferences are held at the request of development applicants for the purpose of gaining a better understanding of regulatory requirements in Salem that may influence the design of a proposed project. A Pre-Application Conference can help to resolve issues that might keep an application from being deemed complete or meeting permit processing timelines, and may help applicants to avoid significant delays and/or expense involved in major plan revisions after application submittal.

Pre-Application Conference Fee

Payment of a Pre-Application Conference fee is due at the time of submission of the Pre-Application Conference Request form. If a subsequent land use application is filed within 90-days following the Pre-Application Conference, \$100 of this fee may be applied towards the subsequent application. A current fee schedule is available upon request.

To Schedule a Pre-Application Conference

In Person: A completed Pre-Application Conference Request form may be submitted in person, along with preliminary development exhibits and Conference fee, by visiting the Permit Application Center (PAC) at City Hall, and speaking with the Land Use Planner on duty at the Planning Information Counter: 555 Liberty Street SE / Room 320 (3rd floor), Salem, OR 97301.

By Mail: Conferences may also be requested by mail, provided that the Pre-Application Conference Request form is completed in full, a check for the Conference fee is enclosed, and preliminary development exhibits are included. Mail to: City of Salem - Permit Application Center, Planning Information Counter, 555 Liberty Street SE / Room 320, Salem, OR 97301. A planner will make contact by telephone to arrange a date & time for the pre-application conference. Please keep in mind, the City is not responsible for the loss of any materials sent by mail.

Required Materials:

- Complete Pre-Application Conference Request form
- Pre-Application Conference fee (reminder: never mail cash);
- Preliminary development exhibits (8½" x 11" or 11" x 17" size): Preliminary site plan drawing, elevations, vicinity map, proposed property division, assessor tax lot maps, or any other drawings or maps, drawn to scale, which demonstrate the nature of the proposed development in enough detail to allow City staff to review and comment.

A city staff member will contact you by telephone to schedule a date and time for your conference: Conferences will be scheduled as soon as possible following receipt of your Request form and materials. Incomplete information or vague development exhibits may result in a delay in scheduling your meeting request.