

# Application Packet: Class 1 Site Plan Review

## 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.

Class 1 Site Plan Review is site plan review for any development that does not involve a land use decision or limited land use decision, as those terms are defined in ORS 197.015, and that involves a change of use or change of occupancy where only construction or improvements to the interior of the building or structure are required.

Requirements pertaining to Class 1 Site Plan Review are contained in SRC Chapter 220.

## PROCEDURE TYPE

An application for Class 1 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://splash.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 1 Site Plan Review under SRC 220.005(f)(1). 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 may 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](http://www.cityofsalem.net), under "Revised Codes."*

## **APPLICATION CHECKLIST**

An application for Class 1 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.