

Application Packet: Class 2 Willamette Greenway Development Permit

PURPOSE

The Class 2 Willamette Greenway Development Permit review is to ensure that all proposed changes to a site are consistent with the Greenway Plan, the Willamette Greenway Riparian Buffer Enhancement Guide, all other applicable standards of Salem Revised Code (SRC) Chapter 600, and where applicable, the stormwater runoff water quality standards adopted and administered by the City of Salem Public Works Department.

To ensure that the proposed intensification, development, or change of use complies with the Greenway Plan and the purposes set forth in SRC Chapter 600, additional conditions may be imposed to preserve and enhance the natural, scenic, historic, and recreational qualities of the Willamette River Greenway. Requirements pertaining to a Class 2 Willamette Greenway Development Permit are contained in [SRC Chapter 600](#).

PROCEDURE TYPE

An application for a Class 2 Willamette Greenway Development Permit is processed following the Type III application procedures under SRC Chapter 300.

PROCESS

- Pre-Application Conference. A required pre-application conference is the first step in the Class 2 Greenway Development Permit process. Pre-application conference request forms are available in the Permit Application Center.
- 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 Class 2 Greenway Development Permit application (including all items in the attached checklist).
- Staff reviews Class 2 Greenway Development Permit application for completeness. 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.
- Staff prepares posting sign(s) and sends notice of posting requirements to applicant.
- Applicant posts sign(s) along street frontage(s) of property 10-14 days prior to hearing.
- Hearings Officer holds public hearing. Staff presents staff report, followed by testimony from applicant, neighborhood association representative, proponent(s), opponent(s), and rebuttal.

- Hearings Officer renders decision based upon whether the proposal meets the applicable criteria for a Class 2 Greenway Development Permit under SRC 600.015(e)(2).
- Staff sends copy of decision (*noting 15-day appeal period*) to applicant and property owner, neighborhood association, and anyone who submitted testimony for the record prior to the close of the public hearing.
- If no appeal is filed, and the City Council does not initiate review of the application, the Class 2 Greenway Development Permit decision becomes effective.

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 a Class 2 Willamette Greenway Development Permit 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.
- 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.
- 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.
- PRE-APPLICATION WRITTEN SUMMARY.** Class 2 Greenway Development permits require a pre-application conference. Please submit a copy of the written summary of the conference that the Planning Division sent to you after the conference, or a copy of the pre-application conference waiver, if granted.
- COLOR AND EXTERIOR SURFACE MATERIALS.** Identification of the color and exterior surface materials of all proposed buildings, structures, fences, walls, and mechanical equipment.
- MITIGATION PLAN.** A mitigation plan containing the following:
 - Identification of a wider riparian buffer, in compliance with the standards set forth in SRC 600.025(c)(3)(A), if a greater riparian buffer is chosen as a mitigation measure under SRC 600.025(c)(3).
 - An enhancement plan, in accordance with the Willamette Greenway Riparian Buffer Enhancement Guide, if riparian buffer enhancement is chosen as a mitigation measure under SRC 600.025(c)(3).
 - An off-street parking stormwater management plan, in compliance with the standards set forth in SRC 600.025(c)(3), if off-street parking design standards for stormwater quantity and quality are chosen as a mitigation measure under SRC 600.025(c)(3).
 - A tree planting plan, in compliance with the standards set forth in SRC 600.025(c)(3), if tree planting for stormwater management is chosen as a mitigation measure under SRC 600.025(c)(3).

- The location and design of proposed alternative paving techniques, in accordance with the standards set forth in SRC 600.025(c)(3)(E), if utilization of alternative paving techniques is chosen as a mitigation measure under SRC 600.025(c)(3).
- GEOLOGIST OR GEOTECHNICAL REPORT.** A report by a certified engineering geologist or geotechnical engineer demonstrating that the standards specified in 600.025(a)(2) have been met.
- HYDRAULIC AND FLOOD CARRYING CAPACITY REPORT.** A report by a Registered Professional Engineer detailing the hydraulic and flood carrying capacity of the river.
- WRITTEN STATEMENT.** A written statement shall be submitted describing the proposal and how it conforms to the following approval criteria for a Class 2 Willamette Development Greenway Permit (SRC 600.015(e)(2)):
- The proposed intensification, development, or change of use is consistent with:
 - The Willamette River Greenway Plan;
 - The Willamette Greenway Riparian Buffer Enhancement Guide;
 - The applicable standards of this Chapter; and
 - Where applicable, the stormwater runoff water quality standards adopted and administered by the Public Works Department.
 - The proposed intensification, development, or change of use complies with all applicable development standards in the UDC.
 - The proposed intensification, development, or change of use will, to the greatest extent possible, provide the maximum possible landscaped area, open space, or vegetation.
- SITE PLAN.** The site plan must include all information necessary to establish satisfaction with the approval criteria. By way of example, but not limitation, such information may include the following:
- Total site area, dimensions, and orientation relative to north;
 - Use and Location of proposed primary and accessory structures and other improvements, including fences, walls, parking area and driveways, indicating distance to such structures from property lines and adjacent on-site structures;
 - All proposed landscape areas on the site, with an indication of square footage and as a percentage of site area;
 - Location, height, and material of fences, berms, walls, and other proposed screening as they relate to landscaping and screening required by SRC Chapter 600 and 807;
 - Location of all trees and vegetation required to be protected pursuant to SRC Chapter 808; and
 - Identification of vehicle, pedestrian, and bicycle parking and circulation areas, including handicapped parking stalls, disembarking areas, accessible routes of travel, and proposed ramps.
 - Location of the riparian buffer required under SRC 600.025(c)(2);
 - Location of the ordinary low water line and the ordinary high water line.
- EXISTING CONDITIONS PLAN.** The existing conditions plan must include the following information:
- Total site area, dimensions, and orientation relative to north;
 - Site topography shown at 5-foot contour intervals, or 2-foot contour intervals for areas within a floodplain;
 - Location of existing buildings, accessory structures, and other improvements on the site, including parking areas, loading areas, driveways and driveway approaches, fences, and walls, and whether they are to be removed;
 - Location of the 100 year flood plain, if applicable; and
 - Location of drainage patterns and drainage courses, if applicable.