

Fall 2025 Edition

Published Semi-Annually

In This Issue

- Stormwater Management
- Housing Production Strategy
- Prescreening Permits
- Floodplain Development
- Tree Removal Permits

A New Development Application Dashboard

The City's new Development Application Dashboard publishes updated performance metrics each month, including:

Average review times for planning applications, commercial projects, subdivisions, multifamily housing and residential permits.

Total number of active applications by type (e.g., new home construction, civil site work, Type 1 Planning Applications).

Approval rates and the number of applications reviewed within target timelines.

Number of review cycles for certain application types.

View the City's Development Application Dashboard on the City's Building in Salem Webpage (salemor.gov/building).

Find us at our New Location!

During the Civic Center Seismic Retrofit project, the Permit Application Center (PAC) has temporarily relocated to the SAIF Parkway Building at **440 Church Street SE**. The PAC is located on the 5th floor.

Permit Application Center Developer Bulletin



Developer Bulletin Returns

We're bringing back the Developer Bulletin to share important updates from the Permit Application Center. Each edition highlights recent trends, code and regulation changes, training opportunities, and requests for input to improve our programs. If you didn't receive this bulletin directly, subscribe to stay informed about future publications (eepurl.com/i_OnHk).

Stormwater Management

Highlights of the Updated Design Standards

In November 2024, the City adopted updates to Salem Revised Code (SRC) Chapter 71 related to stormwater management and Green Stormwater Infrastructure (GSI) requirements for new development in Salem. **To implement these changes, the Public Works Design Standards were revised in March 2025. All new developments must now comply with the updated Design Standards.**

The updated standards emphasize early planning as a critical component of stormwater design and management. They clarify site assessment expectations

at the Land Use Application stage to ensure project layouts can accommodate required stormwater facilities.

The revised standards also prioritize stormwater retention as the preferred treatment method where feasible, and establish clear criteria for determining when infiltration is not feasible.

In addition, an updated Simplified Method Sizing Form is now available to assist projects that qualify for the simplified method.

Under SRC Chapter 71 and the revised Design Standards, the thresholds for Green Stormwater Infrastructure

Effective January 1, 2026 all Land Use Applications that require GSI will be required to include a Complete Site Assessment Checklist (PWDS Appendix 4A.3)

(GSI) have been updated to require all projects creating or replacing 5,000 square feet or more of impervious surface to incorporate GSI. This aligns with the City's updated Municipal Separate Storm Sewer System (MS4) Permit requirements.

Design Standards can be found on the City's Public Works Design Standards (PWDS) Webpage (salemor.gov/standard-plans).

For questions or assistance contact the Development Services Division.

City's Expanded Project Coordinator Role!

To strengthen communication and coordination, CPD is pleased to announce we have expanded the City's project Coordinator role.

Previously focused on large-scale projects valued over \$10 million, the Project Coordinator position now includes housing projects as part of its expanded scope. This enhancement ensures that both large and complex developments, as well as key housing initiatives, benefit from a single point of contact and improved coordination throughout the permitting process.

Mareva Massey, formerly a Plans Examiner with more than nine years at the City, has transitioned into this expanded role. She brings both deep technical knowledge of the permit process and a strong commitment to customer service and collaboration.

Key functions of this role include:

A single point of contact to coordinate communication between the design team and all permit divisions throughout the permitting process.

Coordinating City meetings related to project review and approval.

Tracking plan review progress and key milestones with applicants.

Project Coordinator services are assigned as capacity allows. For more information about this role or services, please contact the Building and Safety Division.

Housing Production Strategy

Proposed Code Updates to Encourage Housing Development

The City is working to revise its zoning code to encourage housing development through a Housing Code Project. This project implements one of the actions in Salem's new Housing Production Strategy, which was adopted by the City Council in May and approved by the State in October of 2025.

The Housing Code Project aims to promote a variety of housing types that are needed in the community. For example, potential code changes would promote infill development like middle housing, create more flexibility in the design of multifamily projects, streamline

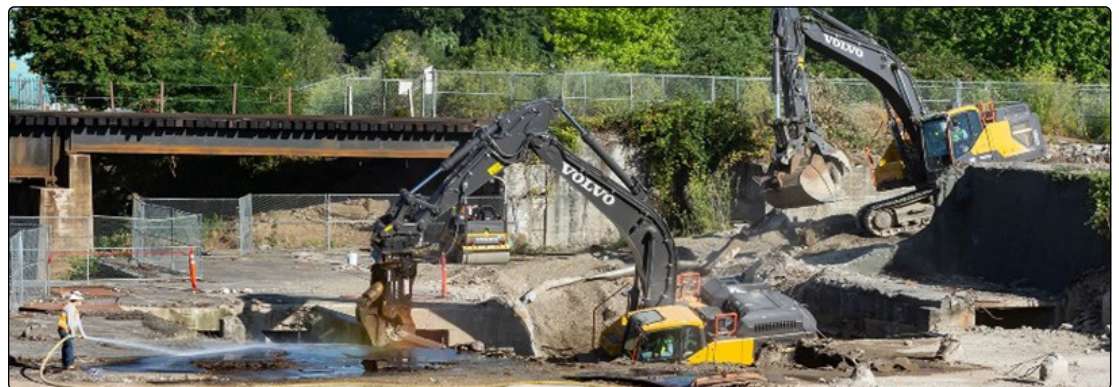


the process for removing trees, and encourage the development of accessible housing.

The City has been working with the development community since the summer to identify potential code changes. Staff has also examined common zoning adjustments, researched other Oregon cities', met with Neighborhood Association representatives, and sought input from the public, the Salem Planning Commission, and the City's Disability Rights Task

Force. Staff plans to present potential code changes to the City Council in December. Any proposed code amendment that results from this Housing Code Project would go through the City's adoption process next year. That process would include public hearings before the Planning Commission and City Council.

For more information, visit the City's Housing Production Strategy Webpage or contact the Planning Division.



Prescreening Permits

Enhanced Prescreening for Commercial Permits Now Available

The City is pleased to announce the launch of an enhanced prescreening process for commercial building permit applications. This new process helps reduce delays in commercial building permit reviews caused by missing or incomplete documents.

The enhanced prescreening applies to commercial construction, renovation, and tenant improvement permits, including projects such as new construction, additions,

multifamily developments, site development, changes of use, and demolitions.

By completing the prescreening process, applicants can expect faster review times and receive guidance at the start of the commercial permitting process.

The City has identified the minimum information necessary to begin review of an application and will notify the applicant of missing materials within one

business day after application submittal.

Applicants are encouraged to review the updated permit checklists available online to ensure all necessary documentation is included. Checklists are available on the City's Building Permit Quality Assurance Program Webpage.

For questions or assistance contact the Building & Safety Division.

Final Plat Submittals

The City is now requiring all Final Plat Applications and subsequent submittals to be submitted through the Permit Application Center (PAC) Portal.

For more information, visit the City's Finalize Your Land Survey (Plat) Webpage (salemor.gov/plat) or contact the Development Services Division.



Celebrating National Community Planning Month

The City held the 4th annual Planner Palooza on Wednesday, October 15 to celebrate National Community Planning Month.

Salem planners specializing in transportation, land use, housing, infrastructure, and natural resources were on hand to meet with community members and talk about planning.

Members of the development community, neighborhood association representatives, Willamette University students, Planning Commissioners, and City Councilors were among the many community members who stopped by the event.

Thank you for joining us to celebrate Community Planning in Salem!



Floodplain Development Regulations

The City adopted new Floodplain Development Regulations in June of 2025. The ordinance became effective on July 9, 2025. The ordinance amends the Salem Revised Code (SRC) in order to ensure compliance with new FEMA requirements that ensure development in the floodplain does not result in loss of essential floodplain functions for Endangered Species.

The Ordinance requires that new development in Special Flood Hazard Areas (SFHA) comply with the Federal Endangered Species Act (ESA), including mitigation measures to ensure no net loss of key floodplain functions.

All new developments in the floodplain must complete a Floodplain Mitigation Assessment, demonstrating no net loss of flood storage, water quality, or riparian vegetation. In addition, the amendments establish that all

Floodplain Development Permits which require a mitigation assessment will be processed as a Type II Land Use Procedure. We encourage applicants to submit the Floodplain Development Permit application concurrent with other Land Use Applications for site development. The City has introduced a Floodplain Mitigation Worksheet to aid applicants in meeting the requirements. You can find the Mitigation Worksheet on the City's Building Permit Applications and Forms Webpage (salemor.gov/building-permit-applications).

FEMA also provides guidance materials, including the Floodplain Habitat Assessment and Mitigation Regional Guidance for Oregon (bit.ly/4oYkCl1), available on FEMA's ESA Integration in Oregon website (bit.ly/4ozhtOI).

For questions or assistance contact the Development Services Division.

Stormwater Facility Establishment Fees

Effective July 1, City Council adopted a new Stormwater Facility Establishment Fee for public stormwater facilities deeded to the City. Developers

will now pay a \$1.00 per square foot fee (minimum) or the actual maintenance cost for the specific facility. The fee allows the City to assume maintenance and irrigation responsibilities after inspection and during the establishment period, eliminating the traditional 10-month warranty period for the stormwater treatment component of the facility. The 10-month warranty period is still required for the flow control components of the facility. This change reduces developer costs associated with replanting and



rebuilding while ensuring consistent facility care and long-term sustainability.

This fee is required for all permits issued after July 1 and can be paid voluntarily for projects currently in the maintenance period.

For question or assistance, contact the Development Services Division.

File Naming Standards

The City has established File Naming Standards for plan review documents that are submitted through the PAC Portal.

Please review guidelines for initial plan uploads, secondary drawing and document uploads, and revisions to permits.

Example File Names for Initial Plan Uploads:

Commercial:

- Civil Plans Set
- Architectural Plan Set
- Structural Plan Set

Residential:

- Site Plan
- Truss Packet
- Erosion Control Form

Electrical, Mechanical, Plumbing Plans:

- Mechanical Plan
- Project Manual
- Cut Sheets

Example File Names for Revised Documents:

- Civil Plans Set-SEC-01
- Site Plan-SEC-01

Find Submittal Guides on the City's Electronic Plan Submittal Guidelines for PAC Portal Webpage (salemor.gov/pac-portal).

Tree Removal Permit Applications

New Digital Worksheets for Consistent Application Submittals

The City of Salem has updated the Tree Removal Permit application process to make it easier for residents and contractors to apply. Applications can be submitted through the Permit Application Center (PAC) Portal (egou.cityofsalem.net/PACPortal).

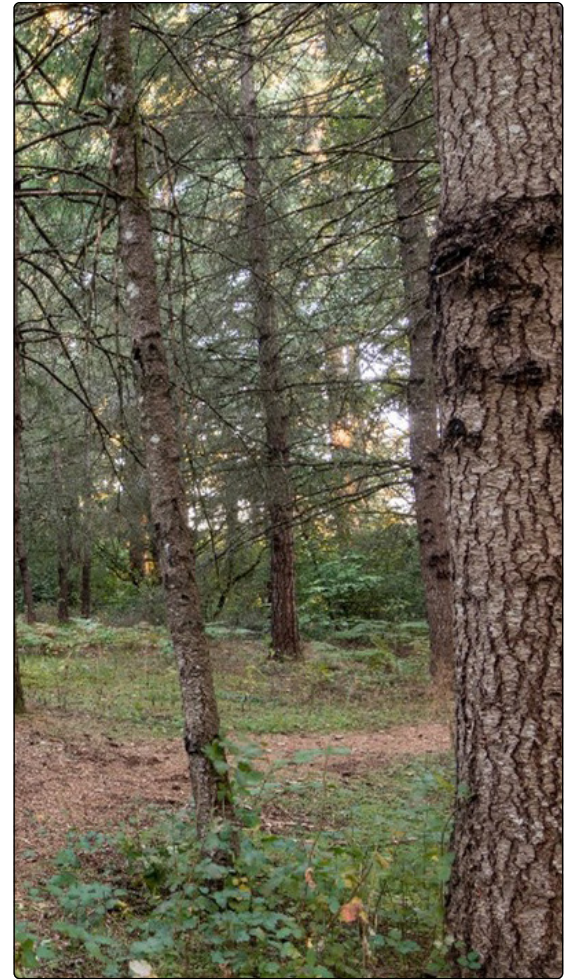
A permit is required before removing protected trees, including significant trees (30" diameter or more), Oregon White Oaks (20" or more), heritage trees, and all trees and native vegetation within riparian corridors.

Properties that have gone through a land division process will generally have a Tree Conservation Plan approved for the site showing which trees must be preserved and which can be removed. If changes are proposed to the approved plan, a Tree Conservation Plan Adjustment must be submitted prior to tree removal.

To simplify your application, the City has introduced new digital worksheets that help you gather and submit the right information directly through the Portal.

These worksheets are designed to reduce errors, save time, and speed up permit review. They should be uploaded to the PAC Portal with your tree application. You can find more about the permit requirements on the City's Tree Removal on Your Property Webpage (salemor.gov/tree-removal).

For questions or assistance, contact the Planning Division.



Digital Worksheets are Available to Download by Application Type:

Tree Removal Permit
salemor.gov/tree-removal-permit

Tree Conservation Plan
salemor.gov/tree-conservation-plan

Tree Conservation Plan Adjustment
salemor.gov/tree-conservation-adjustment

Tree Risk Assessment
salemor.gov/tree-risk-assessment



Permit Application Center 440 Church Street SE. 5th Floor

Building & Safety Division

The Building and Safety Division operates the Permit Application Center and administers building codes through plan review, inspections, and permitting related to construction and remodeling.

503-588-5256

baspac@cityofsalem.net

Development Services Division

The Development Services Division oversees infrastructure planning and coordination for new development, including public improvements, site work, utility and right-of-way permits, and connections to City systems.

503-584-4646

developmentservices@cityofsalem.net

Planning Division

The Planning Division implements the community's vision through reviewing development proposals and guiding land use processes, leading long-range planning for future growth, and preserving and promoting historic resources.

503-588-6213

planning@cityofsalem.net