

Step 1: Resolve Site Constraints

Are there site constraints or planning issues that must be addressed before Development Review (Site Plan Review)?

Check for the presence of wetlands, flood hazard, landslide hazard or soil contamination to verify that no state or federal permits are required for development. **These permits may be required prior to Site Plan approval.**

Other Site Considerations:

- Does the zoning allow the use?
- Will an access or street improvement be required?
- Is the site in an Overlay or Historic District?
- Are there adequate utilities?
- If the property was divided, is the Final Plat approved and recorded?

Step 2: Site Plan Review Process

(For projects not requiring Variances, Historic Review, Conditional Use Permits, Class 3 Design Review or other actions requiring a public hearing)

This is a timeline target that starts with a complete application.

Day One	Public Notice Sent 14-day Public Review Period	When the application is deemed complete, a "Notice of Proposal" is mailed to public agencies, to property owners within 250 feet, and to recognized neighborhood associations.
15-30 Days	Analysis and Staff Report 15 days for analysis and preparation of the staff report	Comments are considered and analysis of the proposal is made based on approval criteria.
30-45 Days	Decision 15 day appeal period	Decision is made and mailed within 30 days after the application is deemed complete. There is a 15-day period within which an appeal of the decision may be filed.
45-60 Days	Decision is Final if not appealed	If not appealed, or called up for City Council review, the decision is final.
Projects requiring a public hearing will extend this timeline.		

For large-scale (\$10M) or complex commercial/industrial construction projects, a Project Coordinator will be assigned. This is a free service Salem provides to have a one-stop City contact that can assist throughout the entire project.

Step 3: Permits and Fees

Public Works Permits

- Required for driveways, sidewalks, storm drain lines, sewer lines, water meters, and floodplains.
- Also included in Public Works permits are ***Systems Development Charges**, assessments, connection fees, and other related fees.

Building Permits

- Initial Review: 20 Days
- Expedited Review: 10 days, additional fees apply.
- Phased Review: 10 days per phase for Foundation, Shell, Fire, Certificate of Occupancy, additional fees apply.

*Systems Development Charges (SDCs) are one-time fees based on the proposed new use or increase in use of a property. They apply to both new construction and redevelopment projects which increase impact to city infrastructure.

Note: Depending on the project, SDCs may increase a project's budget substantially. It is important to determine the impact of SDC fees as early as possible in the process.



**Community Development Dept.
Planning Division**

503-588-6213

planning@cityofsalem.net

For

Zoning, Overlay Districts, Historic Districts, Annexations, Land Divisions (Tentative Plans)

Public Works--Development Services

publicworks@cityofsalem.net

503-588-6211

For

Floodplains, Landslide Hazards, Land Divisions (Final Plat Approval, Recording) Utility Capacity (Water, Wastewater, Stormwater), Street Classification, and Systems Development Charges.

**Community Development Dept.
Planning Division**

503-588-6213

planning@cityofsalem.net

For

Site Plan Review, Design Review, Historic Review, Annexation, Land Division

Public Works--Development Services

publicworks@cityofsalem.net

503-588-6211

For

Land Divisions (Final Plat approval and Recording), Water, Wastewater, Stormwater, and Transportation Infrastructure.

**Community Development Dept.
Building and Safety Division**

(503) 588-6256, Option 1

www.cityofsalem.net/bas

For

Development/Permit Application Information, Construction Plans Examination, Building Permits, Inspection Services

Public Works--Development Services

publicworks@cityofsalem.net

503-588-6211

For

Public Improvement Plans, Systems Development Charges, Post Construction Bonds, Water, Wastewater, Stormwater, and Transportation Infrastructure.

Schedule a Pre-Application Conference to discuss development details by calling 503-588-6213

