



Urban Renewal Areas – Small Project Review

All development projects proposed in the Urban Renewal Area are required to undergo a review process by the Salem Redevelopment Authority (SRA) prior to any work being started. Development projects begin and end the review process before the SRA.

The Small Project Review is intended for projects that **do not include** (1) a change to the existing structure's footprint, or (2) the addition of square footage to the structure.

Small Project Review Process

1. SRA Concept Review

The SRA will review the overall concept for the proposal. The SRA may vote to refer the project to the Design Review Board (DRB) for focused review of the proposal's design. The SRA may offer comments and request the applicant to adjust the proposal and return to the Board at a subsequent meeting.

2. DRB Review and Recommendation

The DRB reviews the proposal's design and offers comments and suggestions. The Board may vote to recommend approval of the design (1) as presented or (2) with conditions/suggestions for design modifications. The Board may find that there are design details that need to be further examined and request the applicant return to the Board with additional information at a subsequent meeting before recommending approval of the design to the SRA.

3. SRA Final Review and Approval

Upon receipt of the DRB recommendation, the SRA will review the final iteration of the project and the DRB comments, deliberates, and votes to (1) approve the project, (2) refer the project back to the DRB for additional design review, or (3) not approve the project. Upon receiving Final Approval, applicants will receive written notification outlining the final decision and conditions as determined by the SRA.

Applicants, or their designee, are required to attend all SRA and Design Review Board (DRB) meetings in which the project is being discussed. **No application will be reviewed without representation by the applicant.**

Design Guidelines and Standards: Design Guidelines and Standards may be found in the Downtown Renewal Plan (found [here](#)). For proposals to modify structures less than 50-years old or for new construction, guidelines and standards may be found section 3.3 of the Plan as well as in the City's Commercial Design Guidelines (found [here](#)). For proposals to modify existing structures that are more than 50-years old, designs must comply with the Salem Historical Commission's Guidelines Notebook

(found [here](#)) and the Secretary of Interior's Standards for the Treatment of Historic Properties, appendix VII of the Downtown Renewal Plan.

Applying for a Small Projects Review

The City of Salem uses an online system for permit applications, which has streamlined the application process for both the applicants and the department staff.

Applicants can take out permit applications at a time and location of their convenience; payment by credit card or check is also securely integrated into the process via Stripe. An e-mail address is required to access this system.

Please navigate to <https://salem.viewpointcloud.com/categories/1087/record-types/6507> for the Small Project Review application.

Before beginning the online application process, please review the following list of items that are required, as applicable, for your Small Project Review submission. If you have questions as to the applicability of some of these items to your specific project, please contact the Principal Planner at 978-619-5685.

1. **Site Plan:** The site plan must include the following information, as applicable to your project:

- Site and Building Lighting:** Indicate location(s) on site and/or on building(s)
- Landscaping:** Location of existing and proposed landscaping features, including but not limited to plantings, trees, and hardscape.
 - Private Property:** Location, type, dimensions, and quantities of landscaping with the size of the planting identified.
 - Public Property:** Location, type, and dimensions of existing street trees
 - Public Art:** Areas and opportunities to incorporate public art
- Locations and Dimensions:**
 - Utilities – both at grade and on rooftops
 - On-site parking – existing and proposed
 - Bike storage/parking
 - On-site walking pathways/circulation throughout the site
 - Proposed curb cuts and/or driveways
 - Loading and service areas
 - Snow removal
- Screening:** Location, type, and dimensions of screening including:
 - Retaining walls and fences
 - Vegetative screening
 - Screening of utilities at grade and on rooftops

2. **Building Elevations**

- Plans showing all four existing elevations of the building
- Plans showing proposed improvements on elevations

3. **Specification Sheets:** Please include spec sheets for the following information, as applicable:
 - Light Fixtures: Photometric intensity, color temperature, and fixture type
 - Windows: Manufacturer, style, model number, and materials
 - Façade Materials: Manufacturer, style, model number
 - Paint Colors: Manufacturer, pantone number, finish (glossy, matte, etc.)

4. **Photographs:** Photos must be in color but can be printed on regular paper
 - Existing building, all elevations
 - Contextual photograph showing the surrounding buildings

5. **Material Samples:** Only one sample is required; applicant may bring the samples to the meeting.
 - Façade materials
 - Paint chips

Please note that the SRA and/or the DRB may request additional information to be provided to ensure that their review of the project is complete.