



Urban Renewal Areas – Small Project Review Requirements

All development projects proposed in the Urban Renewal Areas (see attached map) 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. Applicants or their designated developers 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.**

Materials for the SRA and DRB are required to be submitted two Fridays before the meetings. Submittals to the **SRA require 7 copies** and the **DRB requires 8 copies**. All copies should include the entire application packet and photographs or photographic representations must be in color.

The SRA and DRB meet monthly, with the SRA typically meeting the second Wednesday of each month and the DRB typically meeting the fourth Wednesday of each month.

The following items are required for a submission for Small Project Review:

1. Letter requesting to be placed on the meeting agenda signed by the applicant and accompanied by letter of permission by the property owner.
2. Written statement of proposal, including the proposed land use.
3. Proposed time schedule for completing the improvements.
4. Outline specifications and samples, as applicable, of all materials for site improvements, exterior facades, roofscape and interior public spaces.
5. Scaled Colored Drawing (1/4" = 1') denoting the proposed improvements
6. Building Elevation denoting proposed improvements
7. Sample or Description of Actual Materials and Colors being used
8. Photograph of existing building front and contextual photograph showing the surrounding buildings

Applicants should note that it takes approximately 2-3 months before permission will be granted; from the time the application is submitted to the SRA. Every effort will be made to expedite complete applications.

For more information please contact the Department of Planning and Community Development at 978/619-5685.