

October 18, 2022

John Fouch
FBC Properties LLC
PO Box 575
Troutdale, OR 97060

RE: NOTICE REGARDING INCOMPLETION OF SUBMISSION
FILE NUMBER: 22-040 ADU/ADJ
PROJECT NAME: 15226 Birch Ave ADU and Rear Yard Setback Adjustment

- Application accepted as complete on: _____
- Application incomplete. The additional information necessary to consider your application is listed below. The application will be deemed complete upon submission of one of the following options:
1. All of the missing information;
 2. Some of the missing information and written notice that no other information will be provided; or
 3. Written notice that none of the missing information will be provided.

If one of the above listed options is not received by the city by the 180th day following submittal of your application, the application will be void per state law (ORS 227.178 (4)).

- Requested additional information filed on: _____

Following submission of your land use application on September 28, 2022, staff finds the application incomplete. Please submit the following to planning@ci.sandy.or.us:

1. *List of property owners and two (2) sets of mailing labels for all properties within 300 feet of the subject property. A title company can provide this for you.*
2. *Narrative responding to the Type II adjustment criteria in Section 17.66.40.*

Please email me at emeharg@ci.sandy.or.us or call (503) 783-2585 if you have any questions.

Sincerely,



Emily Meharg
Senior Planner