



CITY OF  
**West Linn**

November 3, 2017

ESCM, Inc.  
Attn: Edwin Swartz  
95 Foothills Road  
Lake Oswego, OR 97034

SUBJECT: MIP-17-05 application for 2-Lot Minor Partition at 4120 Mapleton Drive.

Dear Edwin:

You submitted this application on October 3, 2017. The Planning and Engineering Departments found that this application was incomplete on October 30, 2017. All required information was subsequently provided on November 2, 2017 and the application has now been deemed **complete**. The city has 120 days to exhaust all local review; that period ends March 3, 2018.

Please be aware that a determination of a complete application does not guarantee a recommendation of approval from staff for your proposal as submitted – it signals that staff believes you have provided the necessary information for the Planning Director to render a decision on your proposal.

A 20-day public notice will be prepared and mailed. This notice will identify the earliest potential decision date by the Planning Director.

Please contact me at 503-742-6064, or by email at [dwyss@westlinnoregon.gov](mailto:dwyss@westlinnoregon.gov) if you have any questions or comments.

Sincerely,

Darren Wyss  
Associate Planner