



# Fence Permit Application

All fences subject to Chapter 17.104.025 of the Bandon Municipal Code

CITY OF BANDON PLANNING  
P.O. BOX 67  
555 HWY 101  
BANDON, OR 97411  
P:(541) 347-2437  
F:(541)347-1415

Oregon Law allows the City up to 30 days to review an application to determine whether or not the application is “complete” or “incomplete.” Planning staff strives to be responsive and minimize this review period. However, careful and thorough reviews lay a foundation for smoother and quicker subsequent review processes.

Permits are required for fences in all zones. If you are considering installing a fence on a common property line please make contact with your neighbor for cooperation on the construction of the fence. In some cases it may be necessary to have your property surveyed by a licensed surveyor to positively identify and mark your property lines to avoid dispute. The City of Bandon does not mediate disagreements between owners of private property.

SUBMITTAL DATE: \_\_\_\_\_

Application # \_\_\_\_\_ - \_\_\_\_\_

### I. PROJECT LOCATION:

Street Address:	HAVE PERMITS BEEN OBTAINED FOR OTHER WORK RELATED TO THIS PROJECT? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Required		
	Please describe:		
Map Number / Tax Lot(s): ____ - ____ - ____ / _____	Zone:	Floodplain: <input type="checkbox"/> Yes <input type="checkbox"/> No	Lot Size:

### II. PROPERTY OWNER INFORMATION:

Property Owner's Name:	Daytime Phone:	E-mail:
		Fax:
Mailing Address:		

### III. PROJECT DESCRIPTION:

(Please check all that apply) <input type="checkbox"/> Change of Use <input type="checkbox"/> New Construction <input type="checkbox"/> Alterations <input type="checkbox"/> Other:	Additions to Building: <input type="checkbox"/> Rear <input type="checkbox"/> Front <input type="checkbox"/> Height <input type="checkbox"/> Side Yard	Materials: <input type="checkbox"/> Wood <input type="checkbox"/> Metal <input type="checkbox"/> Vinyl <input type="checkbox"/> Other: _____
Present Use:		
Proposed Use (Please describe, include a drawing with exact dimensions, attach sheets of paper as needed):		

**IV. SITE PLAN:** Please see our “How to Create a Site Plan” and sample site plan document for requirements and tips on how to create your site plan. Plans may be submitted electronically; printed copies submitted on paper larger than ledger size (11x17) will not be accepted.

**V. PROPERTY OWNER SIGNATURE/AUTHORIZATION:**

- I have read the application and the attached documentation and I understand that my application may be delayed or deemed incomplete if I have provided insufficient information and documentation to allow for approval.
- I certify that the information provided in this application, including all submittals and attachments, is true and correct to the best of my knowledge.
- I understand and agree that it is the applicant’s responsibility to ensure the project is completed as approved. Further, I understand and acknowledge that failure to complete the project as approved may result in the City of Bandon taking enforcement action against the property, as described in section “I. Project Location”, including but not limited to the removal of all approved structures herein, at the expense of the property owner.
- I authorize the City of Bandon or its acting agent, to enter onto the subject property, as described in section “I. Project location”.
- I authorize the following party(s) to act as applicant in regard to the attached application for the subject property described above.

<b>X</b> Property Owner’s Signature:	<b>Date:</b>
--------------------------------------	--------------

*Applicant’s Contact information: (If applicant is not the property owner)*

Name:	Phone:	Email:
-------	--------	--------

Mailing Address:

<b>X</b> Applicant’s Signature:	<b>Date:</b>
---------------------------------	--------------

**VI. DISCLOSURE:**

- The City of Bandon is legally obligated to report all ground disturbances within the City of Bandon to the Coquille Indian Tribe. Property owners and applicants must adhere to all conditions and requirements set out by the Coquille Indian Tribe, State Historic Preservation Office (SHPO) or both if required. Please be aware that state statutes and federal law govern how archaeological sites are to be managed. ORS 97.745 prohibits the willful removal, mutilation, defacing, injury, or destruction of any cairn, burial, human remains, funerary objects, or objects of cultural patrimony of a Native Indian. ORS 358.920 prohibits excavation, injury, destruction, or alteration of an archaeological site or object, or removal of an archaeological object from public or private lands.
- It is the property owner/applicant’s responsibility to determine if additional permits from other agencies will be required, including but not limited to: Oregon State Building Codes, Oregon State Department of Environmental Quality, FEMA, Oregon State Fish and Wildlife and U.S. Fish and Wildlife. If additional permits are required, it is the responsibility of the property owner/applicant to obtain such permits and comply with their conditions of approval.
- It is the property owner/applicant’s responsibility to provide the City of Bandon all necessary legal documentation related to the property, including but not limited to: receipts, deed restrictions, vacation records, easement records, etc.

**I acknowledge, understand, and agree, that all relevant documentation will be provided to the City of Bandon, and that all required permits and consent will be obtained prior to the start of construction, with all conditions of approval adhered to.**

<b>X</b>	
<i>Property Owner</i>	<i>Date</i>
<b>X</b>	
<i>Applicant’s Signature</i>	<i>Date</i>

AN ELECTRONIC COPY OF THIS FORM IS ACCEPTABLE FOR THE PURPOSE OF FILING AN APPLICATION. HOWEVER, THE ORIGINAL WILL BE REQUIRED PRIOR TO FINAL APPROVAL.

Staff’s Signature of Approval: \_\_\_\_\_ Date: \_\_\_\_\_