



Planning Permit Application

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

Permit Number:

APPLICATION TYPE (select all that apply)		
<input type="checkbox"/> Annexation*	<input type="checkbox"/> Land Use Review*	<input type="checkbox"/> Subdivision*
<input type="checkbox"/> Certificate of Appropriateness (CoA)*	<input type="checkbox"/> Partition*	<input type="checkbox"/> Vacation*
<input type="checkbox"/> Comprehensive Plan or Zone Amendment*	<input type="checkbox"/> Plan Review (PR)	<input type="checkbox"/> Variance*
<input type="checkbox"/> Conditional Use Permit (CUP)*	<input type="checkbox"/> Planned Unit Development (PUD)*	<input type="checkbox"/> Zoning Compliance (ZC)
<input type="checkbox"/> Floodplain Development*	<input type="checkbox"/> Property Line Adjustment (PLA)*	<input type="checkbox"/> Other _____*
* Pre-application required		Total Fees: \$

I. PROJECT LOCATION			
Street Address:			
Map Number / Tax Lot(s):	/	Zone:	Floodplain: <input type="checkbox"/> Yes <input type="checkbox"/> No

II. APPLICANT'S INFORMATION (applicant is the primary party responsible for development)	
Applicant's Name:	Phone:
	E-Mail:
Applicant's Mailing Address:	

III. PROPERTY OWNER'S INFORMATION	
Property Owner's Name:	Phone:
	E-mail:
Mailing Address:	

IV. OTHER INFORMATION (APPLICANT'S REP, SURVEYOR, ENGINEER, ARCHITECT, LANDSCAPE ARCHITECT, ETC)	
Title:	Name:
Email:	Phone:
Title:	Name:
Email:	Phone:
Title:	Name:
Email:	Phone:

V. PROJECT DESCRIPTION	
Use: <input type="checkbox"/> Residential <input type="checkbox"/> Commercial <input type="checkbox"/> Other _____	
*Please attach a short narrative that describes your proposed project and indicates the proposed use.	

VI. 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 must be drawn to scale and may be submitted electronically; **printed copies must be submitted on 11x17, ledger size paper (larger or smaller paper sizes will not be accepted).**

VII. 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 all required inspections will be requested 2 business days in advance, and it is the applicant’s responsibility to ensure required inspections have been requested, completed, and approved.
- 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.

X Applicant’s Signature:	Date:
<i>Property owner’s signature required if applicant is not the property owner</i>	
X Property Owner’s Signature:	Date:

Development Disclosure

The City of Bandon is 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 and 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: proof of ownership, 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.	
X	
<i>Property Owner’s Signature (Property owner’s signature required if applicant is not the property owner)</i>	Date
X	
<i>Applicant’s Signature</i>	Date

Staff’s Signature of Intake: _____ Date: _____

Staff’s Signature of Completeness: _____ Date: _____

Staff’s Signature of Approval: _____ Date: _____

Submittal Requirements:

1. Completed Pre-Application with summary notes from the Planning Department (if applicable)
2. Complete Planning Permit application (including fees and applicable property records)
3. Signed Development Disclosure
4. Completed Submittal Requirement sheet

Site Plan Requirements (please check that you have completed each of the following)

- Setbacks on all sides of the property (must be marked from the closest structure to the property line)
- Property line must be clearly marked on all sides - if property corners cannot be determined a survey will be required.
- Location of all buildings and proposed building or addition
- Location of all mechanical equipment and proposed equipment (HVAC, propane tanks and enclosures - these cannot be located in the setback area)
- Fences, patios, sidewalks, (if being built along with the construction of a building)
- Decks, steps, porches (these cannot be located in the setback)
- All off-street parking
- Location of the front entrance and all exterior doorways
- Location & material of the driveway
- Direction of roof drainage
- Drywell, if required (must be engineered)
- Location of electric meter base (on the front or no farther than 5 feet down the side)
- Proposed water and sewer line locations
- Water shut off valve must be located beside the water meter box; 6" sewer clean out must be at the property line
- Square footage of the lot, structures including garage (1st & 2nd floors noted separately), and percentage of impermeable surface. (Impermeable surfaces must be shown on the site plan)

Design Feature Requirements (Please check your selections)

Homes in the R-1 and R-2 zones require a minimum of 6 (at least 3 on the face of the home)

Homes in the CD zones require a minimum of 8 (at least 4 on the face of the home)

- | | |
|---|---|
| <input type="checkbox"/> Roof pitch at or greater than 3/12 | <input type="checkbox"/> Bay windows |
| <input type="checkbox"/> Covered porch - (minimum of 25 square feet) | <input type="checkbox"/> Cupolas |
| <input type="checkbox"/> Tile or Architectural grade shingles (not composition shingle) | <input type="checkbox"/> Hip roof |
| <input type="checkbox"/> Off set of the building face or roof (at least one foot, minimum of 2 feet in cd-1 & cd-2 zones) | <input type="checkbox"/> Pillars or posts |
| <input type="checkbox"/> Eaves with a minimum projection of six (6) inches | <input type="checkbox"/> Mullioned windows |
| <input type="checkbox"/> Horizontal lap siding, cedar shake or shingle on 100% of the exterior | <input type="checkbox"/> Window shutters |
| <input type="checkbox"/> Recessed entry area (minimum depth of three feet) | <input type="checkbox"/> Clerestory windows |
| <input type="checkbox"/> Garage (constructed with exterior finish materials matching the residence) | <input type="checkbox"/> Dormers |
| <input type="checkbox"/> Combination of cedar shake and shingle siding or lap siding with stone | <input type="checkbox"/> Gables |

Additional Required Plans

- Floor plan - Including garage (before and after drawings must be included for remodel/additions)
- Elevation of all structures - All sides must show direction, dimensions, height, design features and depth of eaves/gutters.
- Grade of property and/or grading plan
- Foundation plan for all construction - (for a manufactured home the slab & runner system)
- DEQ septic system permit & plan drawings - (if applicable)
- Geotechnical report - (if applicable)
- Drainage plan – (with engineered drawings if applicable)
- Engineered foundation - (if applicable)

YOUR APPLICATION WILL BE DEEMED INCOMPLETE IF YOUR SITE PLAN FAILS TO LIST ALL REQUIRED INFORMATION, INCLUDING DESIGN FEATURE REQUIREMENTS WHICH MUST ALSO BE SHOWN IN YOUR SUBMITTED ELEVATION PLANS.

INSPECTION SCHEDULE: All city inspections must be requested at least 2 business days in advance. Failure to schedule or complete required inspections may delay the final approval of your project.

Code Compliance Inspection List:

Inspection # 1: Compliance with approved site plan Inspection required prior to pouring foundation footings.

Inspection # 2: Compliance with approved floor plans and elevation drawings - Inspection required after the roof trusses are placed but prior to any cover being installed.

Inspection # 3: Compliance with approved plans for drainage, utility service, off-street parking, any required street improvements, house numbering and authorized land use approvals. - Inspection required upon completion of structure and related site work, prior to occupancy. This inspection is done **AFTER** the State Building Codes inspectors have approved a final inspection for the project.

Public Works Inspection List:

Inspection # 1: Lot Drainage; Compliance with approved drainage plan - Inspection required prior to any drainage work.

Inspection # 2: Culvert; Compliance with approved plan - Inspection required prior to covering.

Inspection # 3: Water shut off control valve; per APWA Standards - Inspection required prior to covering.

Inspection # 4: Sewer lateral and clean out (6" at property line per Compliance with APWA Standards); Compliance with City requirements - Inspection required prior to covering.

Inspection # 5: Driveway: Per APWA Standards - Inspection required prior to pouring paving material.

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. A pre-application may be required prior to the submittal of an application. Please visit the City's website for submittal requirements <http://www.cityofbandon.org/general/page/welcome-planning-department>. Incomplete applications will not be scheduled for public hearing or plan review, until all of the required materials are submitted.

Other agency contacts:

City of Bandon	http://www.cityofbandon.org/	(541) 347-2437
State Building Codes (coos bay)	http://www.oregon.gov/bcd/permit-services/Pages/coos-county.aspx	(541) 266-1098
State Fire Marshall	http://www.oregon.gov/osp/sfm/Pages/index.aspx	(541) 618-7951
State Department of Environmental Quality (DEQ)	http://www.oregon.gov/DEQ/Pages/index.aspx	(541) 269-2721
U.S. Fish and Wildlife	https://www.fws.gov/	(541) 888-1470
Oregon Fish and Wildlife	http://www.dfw.state.or.us/	(541) 888-5515
Coquille Indian Tribe	http://www.coquilletribe.org/	(541) 756-0904
Coos County Planning Department	http://www.co.coos.or.us/Departments/Planning.aspx	(541) 396-7770
Coos County Assessor's Office	http://www.co.coos.or.us/Departments/Assessors.aspx	(541) 396-7900
FEMA (floodplain issues)	https://www.fema.gov/	
Department of State Lands (DSL)	http://www.oregon.gov/dsl/pages/index.aspx	

How to create a Site Plan

A **Site Plan** is a drawing of your property as seen from above that shows key information about your project. Listed below are key components of a site plan that must be included when applicable. Please draw clearly and accurately on 11" x 17" paper. No other paper size will be accepted.

1. Use a Scale

Choose a standard scale (Engineering or Architectural) and note the numeric scale used on plan (i.e. 1 inch = 20 feet).

2. Draw Property Lines

Label all dimensions in feet. Show surrounding streets.



3. Draw all Buildings and Structures on the Plan

Show existing buildings and structures as a solid line and all additions as a dashed line. Be sure to also show the precise footprint of all buildings or structures including, but not limited to steps, decks, porches, fences, eaves, gutters, and any meter boxes, propane tanks and HVAC platforms. Dashed lines should also be used to indicate changes above (roof) or below (septic) grade.

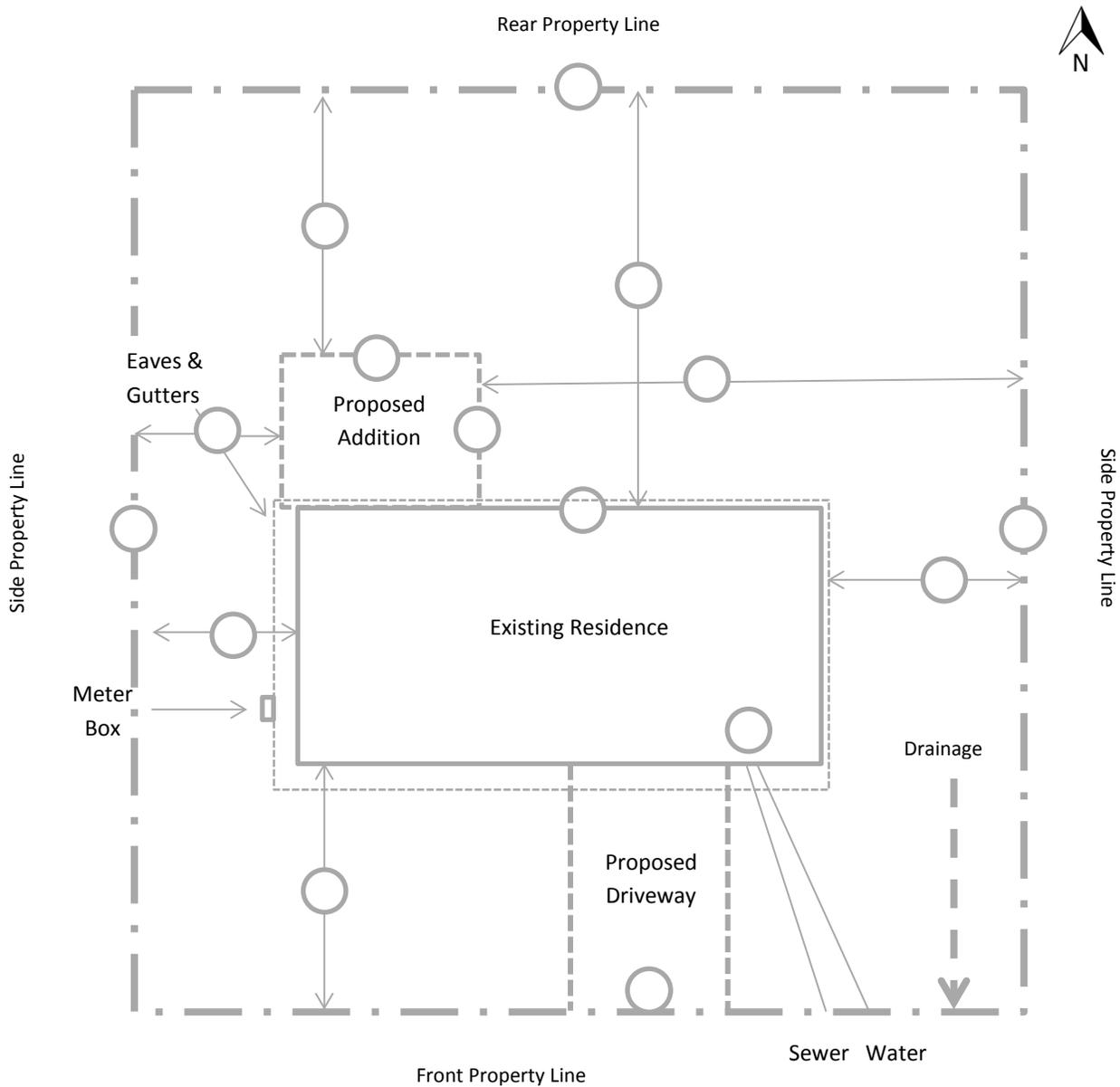
4. Draw Driveway and Parking on the Plan

Show all impermeable surfaces including parking areas, driveways, walkways, and patios in their precise locations in relation to your property lines and with their accurate footprint. Show proposed paved areas with a dashed line. You must also show the percent of your land that contains impermeable surfaces.

5. Other Items that must be on the Plan

- Tax Map #, Address, Property Owner, and north arrow. Drainage, meter box location, and required landscape buffers such as vision clearance.
- Required setbacks, any known easements, and water and sewer connection.
- Materials list for any hard surfaces may also be necessary
- Topographic information, including elevations and direction of slope.

Sample Site Plan



House Number and Street Name
Applicant's Name

- Additional information including: materials list for hard surfaces, location of meter box, known easements, applicable vision clearance, etc.

Note: On the site plan you create, please show distances in feet where you see circles shown on the Sample Site Plan above.

City of Bandon Development Fact Sheet

- System Development Charges (**SDCs**) must be paid in full or bonded prior to the release of your Zoning Compliance permit. SDCs may be bonded over 10 years at a 6% interest rate and are recorded as a lien against the subject property. *Please contact the Finance Department for more information about SDC Lien Agreements.*
- Water service may be applied for by requesting a Work Order. Water service requires a **\$500.00** deposit.
- If your building is over **2,500** square feet, 3" electrical conduit will be required.
- The City charges **actual** costs for water service installation. Your \$500.00 deposit is applied to the cost of installation, with any remaining balance being refunded or billed upon completion of the work.
- Sewer service requires inspection upon connection. Call the City to arrange a Work Order for the inspection.
- Electric service may be applied for by requesting a Work Order. Utility Department staff will inform you of the cost for your electric service. The City charges **actual** costs for electric service. You will be billed for those costs on your utility billing, or by a miscellaneous billing.
- All utilities are considered temporary until the City's final inspection has been completed and approved, and a Certificate of Occupancy has been issued
- A **Public Works Permit** must be completed for any construction activity in the City's right-of-way. Any damage done to the City's right-of-way must be repaired to the level of the improvement prior to the damage.
- The City will bill the property owner or contractor for engineering required by the City (drainage, streets, subdivisions etc.).
- The City may require a property survey prior to the #1 Code Compliance inspection.
- If the contractor or the applicant owes the City for utilities, engineering, service fees, etc. for any project, the Certificate of Occupancy will **not** be issued until payment has been made in full.
- Zoning Compliance permits **expire** one year after the date of issue. A one-time, six month extension may be requested. If an extension is not requested prior to expiration of your Zoning Compliance permit, you will be required to re-apply for a new permit.
- Ingress/egress at the construction site must be **graveled** so that dirt, mud, and debris from the construction site do not get on the sidewalk or street.
- The Utility Department requires a **legal description** (map & tax lot number or tax account number) in order to process an application for water and/or sewer service.
- All subdivisions, commercial developments, and residential developments **must** provide the City with as-built plans showing public improvements and utilities including but not limited to streets, signage, sidewalks, water, sewer, street drainage, street lights & electric.

Please remember to post your Zoning Compliance permit card on site