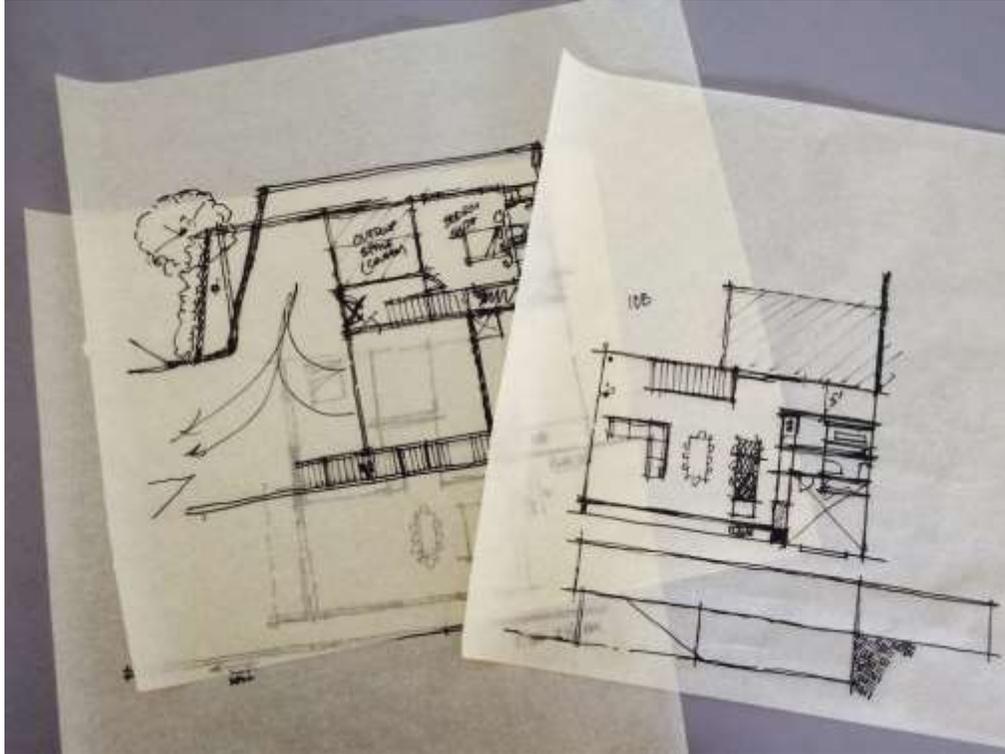




City of Bandon
Planning
Department

PRE-APPLICATION INFORMATION SHEET & SUBMITTAL REQUIREMENTS



PURPOSE

The purpose of the pre-application is to allow the applicant and the Planning Department to discuss the proposed project early in the development process. This early review helps to identify opportunities and key issues prior to preparation and submission of applications.

The Pre-Application also allows property owners or potential buyers and developers an opportunity to meet with City Staff to understand the regulations and development issues associated with a specific property and proposal.

PROCESS

Pre-applications have a review period of three weeks, depending on the project complexity and staff's workload.

Your submitted narrative and plans are routed to City Departments and other involved public agencies to review and return comments to the Planning Department. (See the attached application form and checklist.) While you do not have to be a development professional to submit a pre-application, please know that thorough, detailed information allows the City of Bandon and other agencies to provide a more complete response.

You will receive written comments from the Planning Department regarding your request, provided to you in a pre-application summary meeting. Other departments may or may not be in attendance depending on the nature of the proposal.



City of Bandon
 Planning
 Department

PRE-APPLICATION

Submittal Date: _____

File Number: _____

DESCRIPTION OF PROJECT (attach sheets of paper as needed)

Project Description _____

APPLICANT

Name _____ Phone _____ E-Mail _____

Address _____ City _____ Zip _____

PROPERTY OWNER

Name _____ Day Time Phone _____

Address _____ City _____ Zip _____

DESCRIPTION OF PROPERTY

Street Address _____ Assessor's Map No. _____ Tax Lot(s) _____

SUBMITTAL REQUIREMENTS

Submit this form with two sets of scalable plans no larger than 11"x17". Plans may be submitted by email, fax or in person to the Planning Department. Include the following information:

1. **Completed Application.**
2. **Narrative** – Provide a written description of proposal and request. (If in Old Town Bandon, provide pictures of existing structures, elevations of proposed structures and details of planned exterior design features and materials)
3. **Site Plan** – The site plan should contain all applicable elements in the Site Plan Checklist plus any other information pertinent to this proposal.
4. **Additional information** - Provide in the narrative or with the site plan:
 - 1) Number of acres in development
 - 2) Total gross square footage of all structures
 - 3) Number of stories on each structure and floor plans
 - 4) Indicate number of and square footage of:
 - a) Dwelling Units (include the units by the number of bedrooms in each unit – e.g. 10 1-bedroom, 25 2-bedroom, etc)
 - b) Office Spaces
 - c) Retail Units
 - d) Other Spaces
 - 5) Percentage of lot coverage by:

a) Structures	e) Landscaping
b) Streets & Roads	f) Number of parking spaces
c) Parking Areas/Driveways	g) Total square footage of landscaped areas.
d) Recreation Areas	h) Other pertinent information of the proposed development

PRE-APPLICATION SITE PLAN CHECKLIST

		YES	NO	N/A
1.	Project Name			
2.	Owner Name			
3.	Site Address and Map & Taxlot Number			
4.	Vicinity Map - with street names and locations of all existing and proposed streets within or on the boundary of the proposed development			
5.	Scale & North Arrow			
6.	Lot Layout with approximate dimensions for all lot lines			
7.	Zoning Designations in proposed development and surrounding properties			
8.	Location & Use of all proposed and existing building, fences and structures			
9.	Indicate which buildings are to remain and which are to be removed			
10.	Location of all landscaped areas. Indicate existing trees, size, species, and approximate drip line (outer branch location). Identify trees to be removed.			
11.	Location and size of all public utilities in and adjacent to the proposed development including water line and meter size, sewer lines, storm drain lines, nearest fire hydrant.			
12.	Locations of drainage ways or public utility easements in and adjacent to proposed development.			
13.	Location, size and use of all contemplated and existing public areas			
14.	Approximate topography (slope) of the site			
15.	Location of all parking areas and individual and handicap parking spaces, ingress and egress on the site and on-site circulation			
16.	Use designation for the areas not covered by buildings (e.g. loading, storage, vacant, open space, etc.)			
17.	Elevations of the building(s)			
18.	Construction materials – wood frame, masonry, etc. (If project is in Old Town Bandon provide pictures of existing structures and indicate proposed exterior materials for siding, windows, trim and roofing)			

*Any questions regarding the pre-application process can be directed to the City of Bandon Planning Department at 555 Hwy 101, Bandon, OR 97411
T: (541) 347-2437 F: (541) 347-1415
planning@cityofbandon.org*

The City of Bandon Municipal Code can be found online at
www.cityofbandon.org

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 using 8.5" x 11" size paper at minimum and 11" x 17" paper at maximum.

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.

A plat of the neighborhood may help you in determining the dimensions of the parcel. This information can be found at the Coos County Assessor's Office and [online](#).



Show the property lines and note the dimensions.

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.

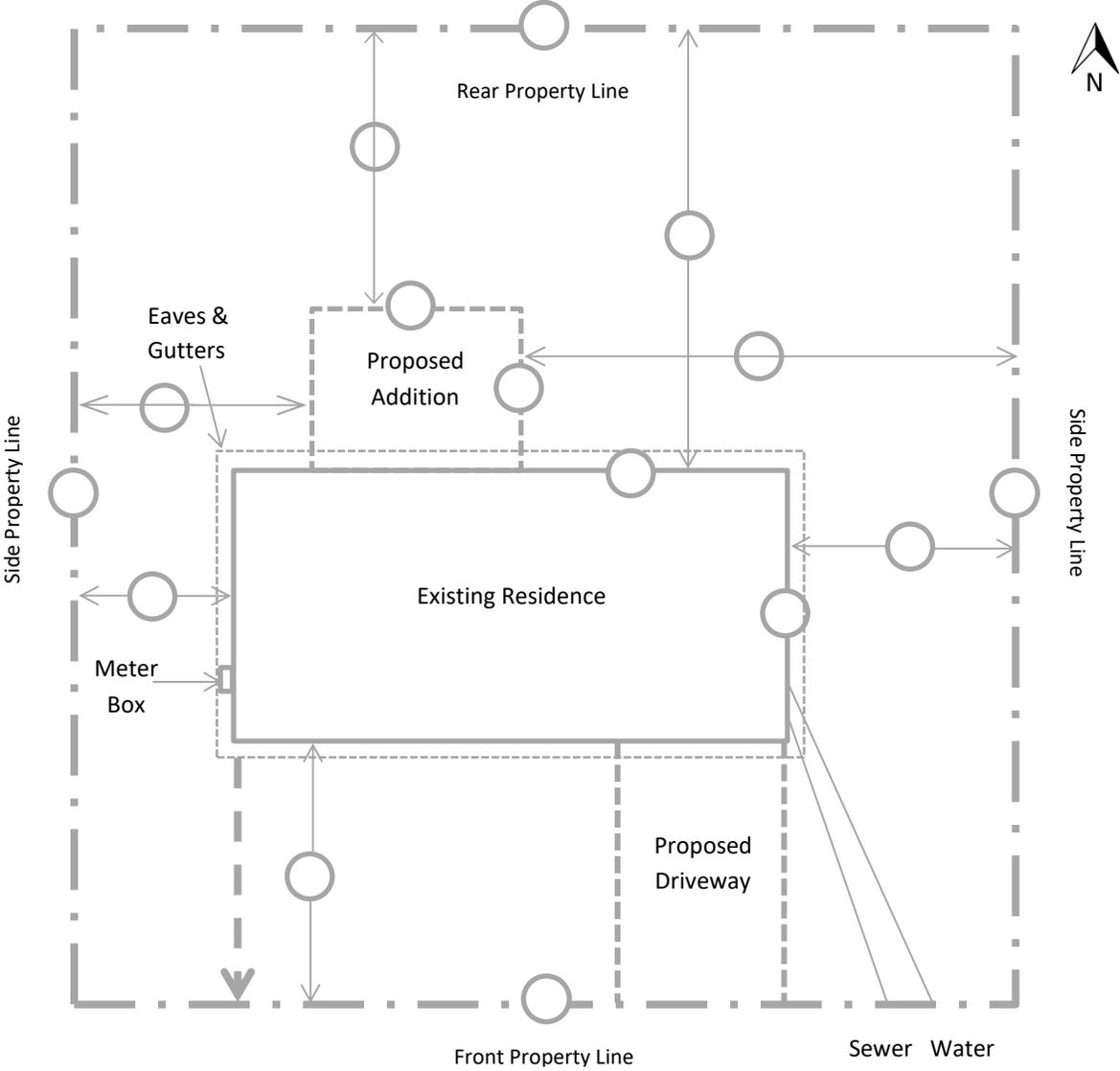
4. Draw Driveway and Parking on the Plan

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



Street Name and House Number
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.