



Utility Service Request for Property Located Outside City Limits
(Water and/or Sewer Service)

City of Bandon
PO Box 67
555 Hwy 101
Bandon, OR 97411
T: (541) 347-2437

Requirements:

- **Completed Form**
- **Site Plan** – showing the existing and/or proposed structures in relation to the property boundaries and location of City services.
- **Narrative** – A written document, describing your project as shown in your site plan. Please state your specific request(s).
- **Other Documentation** – Please include any documentation of previous agreement(s) made in perpetuity between you (your specific property) and the City of Bandon. *(if applicable)*

Property Description

Map Number and Tax Lot(s): _____ / TL _____ (Please list all relevant tax lots)

Physical Address: _____

Property Location: Urban Growth Boundary (UGB) Coos County (outside the UGB)

Property Use:	<input type="checkbox"/> Single Family Residential Use	<input type="checkbox"/> Multi-Family Residential Use	<input type="checkbox"/> Commercial Use <input type="checkbox"/> Industrial <input type="checkbox"/> General <input type="checkbox"/> Agricultural
Services Requested:	<input type="checkbox"/> Water		<input type="checkbox"/> Waste water (sewer)

Please describe the proposed use as indicated above: _____

Property Owner's Name: _____

Phone Number: _____ Email: _____

Mailing Address: _____

Contact Information

Requester's Name: _____

Phone Number: _____ Email: _____

Property Owner Prospective Buyer Other: _____

Pursuant to Chapter 13.10 of the Bandon Municipal Code

****If your property is eligible for City utility services, additional applications, fees and requirements will apply.****

CITY OF BANDON - Official Use Only		
Intake Signature:		Date:
PW Review Signature:		Date:
Planning Review Signature:		Date:
City Manager Signature:		Date:
<input type="checkbox"/> Approved	<input type="checkbox"/> Approved w/ Conditions (attached)	<input type="checkbox"/> Denied
Letter Issued: <input type="checkbox"/> YES (attached) <input type="checkbox"/> NO		Date:



What's the process to get City water/sewer to my property located outside Bandon City Limits?

Pursuant to Bandon Municipal Code, Chapter 13.10

1. Submit a **Utility Service Request for Property Located Outside City Limits** form:

This is a free service the City provides to help property owners or interested parties determine whether their property is eligible to connect to City of Bandon utility services (water and/or sewer). Forms are available in the front office and Public Works Department at Bandon City Hall. The more information provided to the City, the quicker the review process is to determine eligibility. The City Manager will determine a property's service connection eligibility.

If your property is eligible for City utility service(s)

2. Submit a **Planning Permit Application** for Zoning Compliance:

Applications are available in the city offices or may be downloaded from the City's website. In addition to the requirements of the Planning permit Application, you must also submit a copy of your property's deed. Once your application has been reviewed, if your request is approvable you must then:

(a) Sign and record an **Anti-Remonstrance Agreement**:

An anti-remonstrance agreement is a legal contract that documents the property owner's consent to the annexation of a property or the formation of a Local Improvement District (LID) without further action. Signing this document forfeits the property owner's ability to vote against the future annexation of the property into Bandon City Limits or the formation of an LID, it does not waive the property owner's right to participate in public hearings related to the property's annexation or formation of LID. The City of Bandon will provide this document to you; it must be signed and recorded by the Coos County Clerk's Office before Zoning Compliance will be released. Recording costs are determined by the Coos County Clerk's Office and are payable to the Coos County Clerk.

(b) Pay all applicable **fees**:

Fees vary depending on the type of service(s) involved. You are responsible for paying all costs associated with actual installation, as well as the utility service fee which is calculated during the review process for Zoning Compliance. All fees must be paid in full, prior to the installation of your new utility service. The City does not accept pre-payment of impact or development fees.

(c) Pick up your Zoning Compliance Permit packet from the City to submit to the State of Oregon for building permits. (Zoning compliance review may take up to 120 days)

3. Schedule **installation**: (may take up to 30 days)

Submit a work order request with the Account Clerk at the front desk of City Hall. Pre-payment for water installation is due at the time of the work order request. You will be billed upon completion of the service installation for any remaining balance.

- Account set-up and applicable deposit fees will also apply.

4. Call for **inspections**:

Throughout your installation you will be required to schedule inspections with the City of Bandon to ensure proper service connection and completion of your project. Call (541)347-2437 to request an inspection. Inspections must be requested at least 2-business days in advance.

It is the property owner/applicant's responsibility to determine if additional permits from other agencies will be required. If additional permits are required, it is the responsibility of the property owner/applicant to obtain those permits and adhere to all conditions of approval.

If you have any questions, please contact the Planning Department at (541) 347-2437 or email planning@cityofbandon.org

Chapter 13.10

WATER AND SEWER SERVICE EXTENSION OUTSIDE CITY LIMITS

Sections:

13.10.010 Policy declared.

13.10.020 Requirements.

Ordinance History: #1473, 1529, 1536

13.10.010 Policy declared.

- A. Out-of-city connections to the water and sewer system shall only be allowed in cases where a pre-existing agreement exists which specifically allows such connections with or without a main line extension, and in cases where the subject property can be directly connected to an existing main line by way of a lateral connection without a main line extension.
- B. In no case shall out-of-city connections to the water and/or sewer system be allowed for properties from which the easement or right-of-way, in which the subject main line is located, was acquired through condemnation, monetary payment, or any means other than voluntary contributions.
- C. All other water and sewer connections will be allowed only to property annexed into the city.

13.10.020 Requirements.

As a condition of allowing out-of-city water and/or sewer service, property owners shall be required to sign a consent for annexation of property owner's property without further action and an anti-remonstrance agreements regarding annexation and local improvement districts, shall be subject to the same fees, charges, street and drainage construction standards, utility installation standards and development review processes as would apply to in-city property, except that county zoning regulations and out-of-city utility rates would apply.