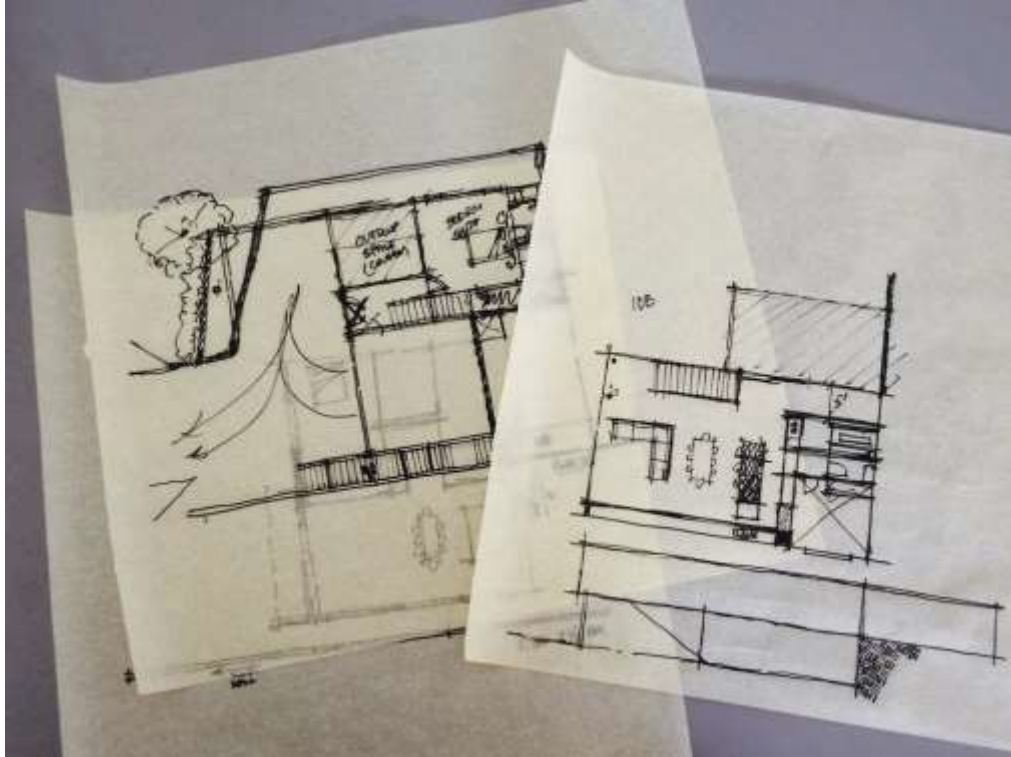




City of Bandon  
Planning  
Department

## **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.

Once your pre-application has been reviewed, you will receive notice from the Planning Department, to schedule your pre-application meeting. Other departments may or may not be in attendance depending on the nature of the proposal.

The pre-application meeting provides the applicant the necessary information to make an informed decision regarding a land use proposal. Pre-Application information expires six (6) months from the meeting date.



**PLANNING PRE-APPLICATION FORM**

**Submittal Date:**

**File Number:**

**DESCRIPTION OF PROJECT** (attached sheets of paper as needed)

Project Description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**APPLICANT**

Name \_\_\_\_\_  
Phone \_\_\_\_\_ E-Mail \_\_\_\_\_  
Mailing Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

**PROPERTY OWNER**

Name \_\_\_\_\_  
Phone \_\_\_\_\_ E-Mail \_\_\_\_\_  
Mailing Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

**PROPERTY DESCRIPTION**

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

**ROUTING - OFFICIAL USE ONLY**

- |  |  |
|--|--|
| <input type="checkbox"/> Public Works          | <input type="checkbox"/> Electric                |
| <input type="checkbox"/> Planning              | <input type="checkbox"/> City Code Compliance    |
| <input type="checkbox"/> City Manager          | <input type="checkbox"/> City Finance Department |
| <input type="checkbox"/> Fire                  | <input type="checkbox"/> Police Department       |
| <input type="checkbox"/> Coquille Indian Tribe | <input type="checkbox"/> Coos County Planning    |
| <input type="checkbox"/> ODOT                  | <input type="checkbox"/> Other:                  |

**Pre-Application Checklist:**

Failure to submit a complete application may require additional pre-application meetings.

Minimum Pre-Application Requirements

- Narrative: A detailed description of your proposal and any specific questions you have
- Site Plan (11" x 17")
- Proposed elevations
- Parking layout

Additional Subdivision / Partition Requirements

- Slope map
- Significant Tree Locations
- Utility layout
- Proposed detention system with topographic contours
- Location of on-site water resources
- Connectivity analysis that includes shadow plats of all adjacent properties demonstrating how they can be developed meeting existing code.

**PRE-APPLICATION SITE PLAN CHECKLIST**

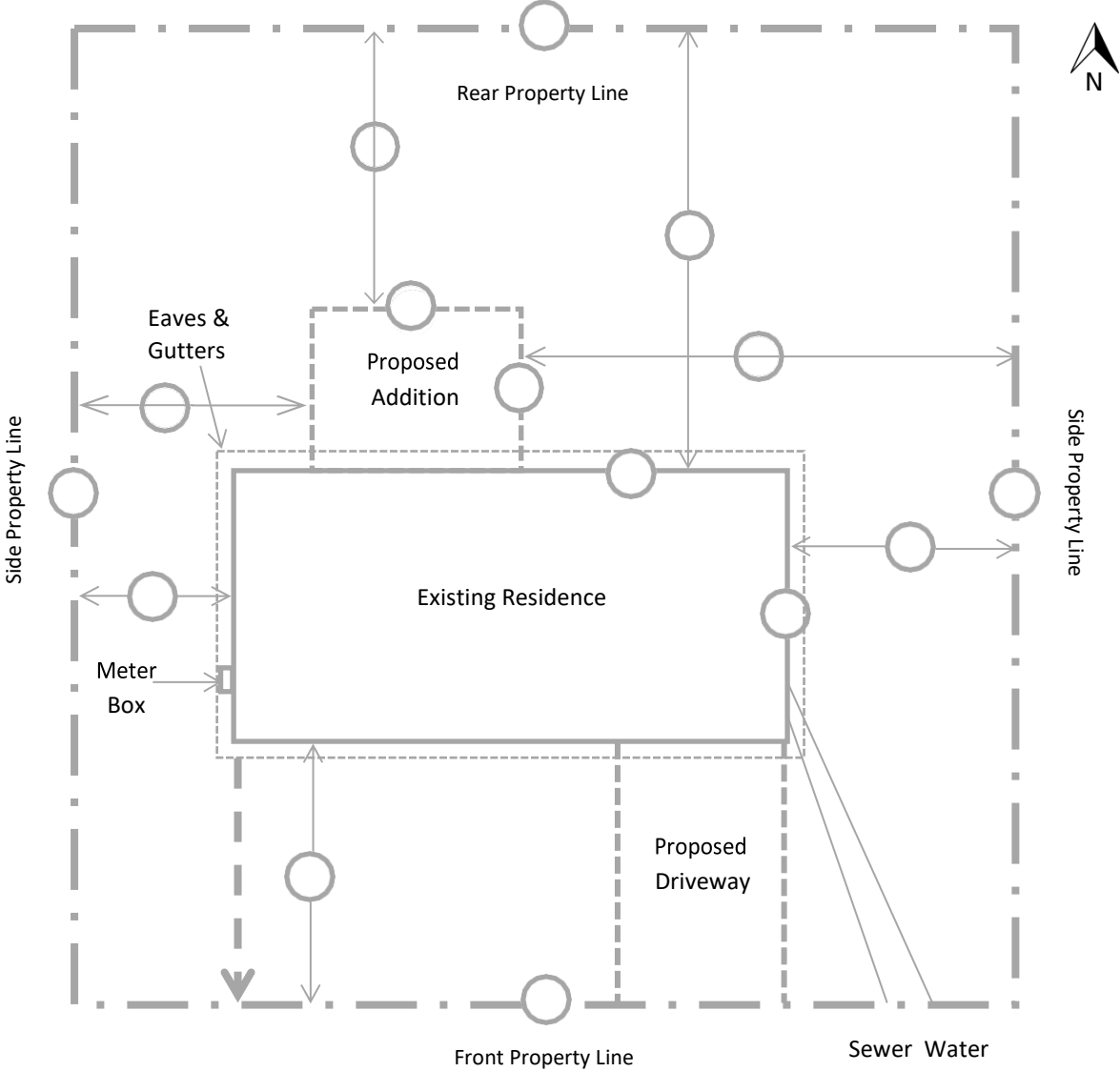
		YES	NO	N/A
1.	Project Name			
2.	Owner Name			
3.	Site Address and Map & Tax lot Number			
4.	Vicinity Map - with street names and locations of all existing and proposed streets within or on the boundary of the proposed development			
5.	Scale & North Arrow			
6.	Lot Layout with approximate dimensions 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 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)			

Questions regarding the pre-application process can be directed to:

**City of Bandon Planning Department at 555 Hwy 101, Bandon, OR 97411 T: (541) 347-7922 [planning@cityofbandon.org](mailto:planning@cityofbandon.org)**

The City of Bandon Municipal Code can be found online at [www.cityofbandon.org](http://www.cityofbandon.org)

# 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.