



September 10, 2020

Larry & Tommi Cox  
P.O. Box 1908  
Bandon, OR 97411

**RE: Partition Application**  
**Application #: PA 20-060**

Thank you for submitting your Planning Permit Application for Partition of tax lot 100 of map 28S-15W-36DD on July 9<sup>th</sup>, 2020. We apologize for the delay in reviewing your application and appreciate your patience as we work through our backlog of applications due to the Coronavirus. This letter will serve as notice that the application as currently submitted is incomplete. In order to assist in our scheduling of your project, please address the issues with your application as outlined below before resubmittal.

The City reviews land use applications for completeness according to State law (ORS 227.178). Per Bandon Municipal Code 17.120.040, the City shall notify the applicant if an application is incomplete. Once notified, the applicant has 180 days to submit the requested information.

Further, a land use application must address each of the criteria and standards applicable to the proposed use, including any adjustments to standards requested in the application. It is the applicant's responsibility to provide persuasive evidence that the application complies with the approval criteria and applicable standards. Supplying the information requested by the City will provide the necessary documentation for an informed decision. Refusal to submit all or some of the missing information could result in a denial of the application.

**Information Requested:**

The applicant has proposed to partition an existing 2.26 acre lot on Highway 101 that contains a Tire/Lube Shop and a Carwash. The partition will separate the two structures into separate tax lots, with parcel 1 containing the car wash at 76,967 square feet and parcel 2 containing the tire/lube shop at 24,733 square feet. In order to process the partition application as presented, the applicant shall establish separate water and sewer service for each lot and indicate where the utilities will be located. The applicant must also submit approval from DEQ for separation of the two structures, ensuring that any sediment or run-off from each structure is taken care of before entering the drainage system. Please contact Tim Lakey, Public Works Supervisor for more information. [Publicworks@cityofbandon.org](mailto:Publicworks@cityofbandon.org) or 541-347-2437.

This application was also sent to the County Surveyor and County Assessor for review and their comments have been attached to this letter. Please address these issues and resubmit the tentative partition plat.

Should you require further assistance, please schedule a phone call with a planner to review the requirements of the General Commercial (C-2) zone and the City of Bandon Planning Permit Application. You will need to address these issues and possibly others before the Planning Department can move forward.



**City of Bandon Planning Department**

Bandon, Oregon 97411

Phone: 541-347-7922

[www.cityofbandon.org/general/page/planning-department](http://www.cityofbandon.org/general/page/planning-department)

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We look forward to receiving this information and moving forward with your application. Please use the form provided to let us know how you would like to proceed with this application. If you have any questions or would like to make an appointment to review the plans, please feel free to the Planning Department at 541-347-7922.

Sincerely,

A handwritten signature in cursive script, appearing to read "Dana Nichols".

Dana Nichols

Planning Manager, City of Bandon



## Incomplete Land Use Application Form – 180 Day Completeness Review Process

Please Complete and Return to:

**Bandon Planning Department**

Attn: \_\_\_\_\_

File #: \_\_\_\_\_

PO Box 67

Bandon, OR 97411

FAX – (541) 347-1415

### Completeness Review Step (Check ONE Box):

- I intend to submit all of the missing or incomplete materials as identified by the City in completeness review. I understand that according to State law I have up to 180 days from the date the application was submitted to provide the missing or incomplete materials and that after that date, if I have not submitted the missing information, my application will be void. I also hereby agree to allow the City a reasonable period of time for a review and determination of completeness upon submittal of the missing or incomplete materials and the required number of copies.
- I intend to submit some, but not all, of the missing or incomplete materials as identified by the City in completeness review. I understand that according to State law I have up to 180 days from the date the application was submitted to provide the missing or incomplete materials that I intend to submit and that after that date, if I have not submitted the missing information, my application will be void. I also hereby agree to allow the City a reasonable period of time for a review and determination of completeness, upon submittal of the missing or incomplete materials and the required number of copies. The materials I do not intend to submit are those items I have listed on the lines below (attach additional sheets of necessary).
- I do not intend to submit any of the missing or incomplete materials as identified by the City in the completeness review. I understand that the City will proceed with review of the application materials previously submitted. I also understand that incomplete applications may not provide adequate evidence to demonstrate compliance with applicable criteria and standards. Please deem my application complete as of the date this form is received by the Bandon Planning Department.

Larry D. Cox  
Printed Name of Applicant or Applicant's Representative

Larry D. Cox 12-9-20  
Signature of Applicant or Applicant's Representative Date