



City of Bandon  
Planning Department  
P.O. Box 67  
Bandon, OR 97411  
Phone: 541-347-2437  
[www.cityofbandon.org](http://www.cityofbandon.org)

July 8<sup>th</sup>, 2022

Coos Curry Consulting Group  
PO Box 1548  
Bandon, OR 97411

**Completeness Review:** ZC - ACC and GAR; Application number 22-065

Thank you for submitting a Planning Permit Application for approval to construct a new garage at 1107 6<sup>th</sup> St SE. Our completeness review process provides an opportunity to address unclear, incomplete, or missing items before your application is evaluated for consistency with our land use code. Please review the attached Completeness Review document for more details.

Based on our review of your submission, we have determined that the application is **incomplete** as of the date of this letter. Please review the enclosed Completeness Review for more details on which items are incomplete or missing.

In Oregon, an applicant has 180 days from the date an application is first submitted to make an application complete. On the 181<sup>st</sup> day, the application becomes void.

Please review and complete the **Incomplete Land Use Application Form**. If you have any questions, please let me know. I can be reached by email: [dnichols@cityofbandon.org](mailto:dnichols@cityofbandon.org) or phone: 541-347-7922.

Sincerely,

*Dana Nichols*

Dana Nichols  
Planning Manager

Attachments

- Incomplete Land Use Application Form
- Planning Completeness Review
- Geologic Assessment Review Application



## General Land Use Application Completeness Review

The City reviews land use applications for completeness according to State law (ORS 227.178). The Bandon Municipal Code requires that 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.

When you are ready to submit your application, meet with the Planning Department between 9:00 am – 3:00 PM, Monday-Thursday, located at City Hall, 555 Highway 101, Bandon, OR 97411. Be sure to include the following items in your application packet:

- Completed application form(s)
- All required materials listed in the application form
- Application fee

If you have any questions about this process, please call the Planning Department at 541-347-7922. Application forms, the Bandon Municipal Code, fee schedule, and other useful materials can be found on our website:

[www.cityofbandon.org/planning](http://www.cityofbandon.org/planning)

**City Staff will perform a counter check for you upon submittal.** This review will only look at whether the correct applications, supplementary materials, and fees have been submitted. A planner will perform a Completeness Review within 30 days of submittal.

**If City Staff determine that an application contains sufficient information for review,** staff will inform the applicant in writing and the application will be deemed "complete." Once an application is deemed "complete", City staff will begin the application review process.

**If City Staff determine that an application is "incomplete",** staff will inform the applicant in writing and provide a list of missing or incomplete materials. The City will begin the review of the "incomplete" application upon review and determination that the following items have been received:

1. All missing or incomplete materials requested by the City; or
2. Some of the missing or incomplete materials requested by the City and a written statement from the applicant that none of the other missing information will be provided; or
3. A written statement from the applicant indicating that none of the missing information will be provided.

To help ensure City staff know how to proceed with an "incomplete" application, applicants are requested to submit a form titled, "Incomplete Land Use Application".

Per State law, an applicant has 180 days from the date an application is first submitted to make the application complete. On the 181<sup>st</sup> day after a land use application is first submitted, it will be void if an applicant has not submitted the required form.



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

Please Complete and Return to:

**Bandon Planning Department**

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

File #:22-065

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).

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- 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.

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Printed Name of Applicant or Applicant’s Representative

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Signature of Applicant or Applicant’s Representative Date



**Zoning Compliance, Completeness Review Form**

<b>Application File Name (#):</b>	Berry/McGrath (22-06)	<b>Date:</b>	6/22/2022
<b>Applicant's Name:</b>	Sheri McGrath, Coos Curry Consulting	<b>Zoning:</b>	R-1
<b>Representative's Name:</b>			
<b>Reviewed by:</b>	Dana Nichols, Planning Manager	<b>Phone:</b>	541-347-7922
<b>Email:</b>	<a href="mailto:dnichols@cityofbandon.org">dnichols@cityofbandon.org</a>		

<b>General Comments:</b>	The request is for a 20 x 40 detached garage in the Residential 1 Zone. The property is also located in the Hazard Overlay Zone and is subject to a Geologic Assessment Review (see attached GAR completeness review).
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Site plan requirements				
Submitted	Missing	Incomplete	N/A	
X				Site plan is on 11 x 17 paper
X				Drawing is to-scale
X				North arrow is included
X				Property lines and setbacks clearly marked on all sides
X				All existing and proposed structures shown with setbacks
X				All existing and proposed sidewalks and driveways shown
			X	Location of all proposed equipment (utilities, mechanical, HVAC, etc.)
			X	Location of proposed water and sewer lines
			X	Required off-street parking
X				Lot calculations (impermeable surface, lot coverage, structure dimensions, lot dimensions)
			X	Native Grade determination (Site elevations at the centerline of each wall or an indication that the lot is flat)

**Comments:**



Other Plan Requirements				
Submitted	Missing	Incomplete	N/A	
			X	Design Feature Requirements clearly indicated on Elevation Drawings
X				Height clearly indicated on Elevation Drawings
X				Floor Plan
			X	Grading Plan
X				Foundation Plan
X				Drainage Plan
X				Geotechnical Report
<b>Comments:</b>				

Floodplain Information				
Submitted	Missing	Incomplete	N/A	
			X	If application is in the floodplain, it must be accompanied by a Floodplain Development Permit furnished by the City of Bandon
			X	Plans showing elevation, in relation to mean sea level, of the lowest floor of all structures.
			X	Elevation in relation to mean sea level to which any structure has been floodproofed
<b>Comments:</b> Property is not located in floodplain				

Wetland Information				
Submitted	Missing	Incomplete	N/A	
				If application requires notification to Oregon Division of State Lands concerning potential wetland permit requirements (Shown on Bandon Local Wetlands Inventory), notification has been prepared and attached.
<b>Comments:</b> Property does not contain wetlands				

Hazards Information				
Submitted	Missing	Incomplete	N/A	
X				If application requires a Geologic Assessment Report (GAR) due to high or very high likelihood of landslide or liquefaction, or because it is an oceanfront property, the required application has been filed with the City of



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				Bandon. Applicant may also file for a GAR exemption if applicable.
<b>Comments:</b> Geologic Report Submitted				



**Geologic Assessment Review, Completeness Review Form**

<b>Application File Name (#):</b>	Berry/McGrath, 22-065	<b>Date:</b>	7/8/2022
<b>Applicant's Name:</b>	Coos Curry Consulting	<b>Zoning:</b>	R-1
<b>Representative's Name:</b>			
<b>Reviewed by:</b>	Dana Nichols, Planning Manager	<b>Phone:</b>	541-347-7922
<b>Email:</b>	<a href="mailto:dnichols@cityofbandon.org">dnichols@cityofbandon.org</a>		

<b>General Comments:</b>	Applicant is requesting to construct a new 20 x 40 stick framed detached garage. Concurrent application submitted for zoning compliance. Property is subject to Hazards Overlay Lay zone, per the findings of <a href="https://www.coastalatlantlas.net/coos-all-hazards/">https://www.coastalatlantlas.net/coos-all-hazards/</a> which show high and very high landslide susceptibility along north property line.
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Geologic Report				
Submitted	Missing	Incomplete	N/A	
X				Statement regarding development (can be accomplished without measures, poses an elevated risk, or no high or very high geologic hazards present).
	X			Prepared consistent with standard geologic practices, containing the applicable provisions of "Guideline for Preparing Engineering Geologic Reports", 5/30/2014.
			X	For oceanfront properties, addresses "Geologic Report Guidelines for New Development on Oceanfront Properties."
	X			Statement from the preparer that all criteria have either been addressed or are not applicable to the review.
X				Description of the qualification of the licensed professional or professionals that prepare the report.
	X			Report must be valid for five years.

**Comments:** Geologic Report was prepared by Lynn D. Green, C.E.G, Principal Engineering Geologist and Paul M. Tron, R.G. Principal Geologist. Section 5.0, Recommendations, lists the measures required for construction to mitigate or control the risk of geologic hazard. Report does not cite "Guideline for Preparing Engineering Geologic Reports – statement should be submitted from firm regarding use of document. Report does not cite specific criteria required in 17.78 – statement should be submitted from firm regarding applicable criteria. Report must be valid for five years.



Development Standards				
Submitted	Missing	Incomplete	N/A	
			X	Historical, Cultural, and Archeological Resources: proof of consultation
	X			Hazard Disclosure Statement
			X	Minimum oceanfront setbacks: if required, must be shown on site plan
	X			Erosion Control Measures: plan must be submitted to address 17.78.060(F)
<b>Comments:</b> Hazard disclosure statement must be submitted as part of application. See attached. Erosion control measures must be addressed as part of application.				