

City of Bandon Planning Department P.O. Box 67

Bandon, OR 97411 Phone: 541-347-2437 www.cityofbandon.org

July 7<sup>th</sup>, 2022

Completeness Review: Pollard/Reed, 22-067

Thank you for submitting a Planning Permit Application for approval to renovate an existing single-family dwelling at 1242 Wavecrest Dr. 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 <u>Incomplete Land Use Application Form</u>. If you have any questions, please let me know. I can be reached by email: <u>dnichols@cityofbanfdon.org</u> or phone: 541-347-7922.

Sincerely,

Dana Nichols

Planning Manager

## Attachments

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



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## **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 and 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: <a href="https://www.cityofbandon.org/planning">www.cityofbandon.org/planning</a>

**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, and 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 <u>void</u> if an applicant has not submitted the required form.

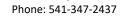


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## **Incomplete Land Use Application Form 180 Day Completeness Review Process**

Please	e Complete and Return to:	
	on Planning Department	
File #:		
PO Bo	ox 67	
	on, OR 97411	
FAX —	- (541) 347-1415	
Compl	pleteness Review Step (Check ONE Box):	
	understand that according to State law I have up to 180 provide the missing or incomplete materials and that a	O days from the date the application was submitted to after that date, if I have not submitted the missing agree to allow the City a reasonable period of time for a
	completeness review. I understand that according to St application was submitted to provide the missing or inc that date, if I have not submitted the missing information allow the City a reasonable period of time for a review	tate law I have up to 180 days from the date the complete materials that I intend to submit and that after ion, my application will be void. I also hereby agree to and determination of completeness, upon submittal of number of copies. The materials I do not intend to submit
	completeness review. I understand that the City will prosubmitted. I also understand that incomplete application	lete materials as identified by the City in the coceed with review of the application materials previously ons may not provide adequate evidence to demonstrate ase deem my application complete as of the date this form
Printed	d Name of Applicant or Applicant's Representative	
Signatur	ure of Applicant or Applicant's Representative	Date





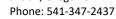
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## **Zoning Compliance, Completeness Review Form**

Application File Name (#):	Pollard/Reed (22-067)	Date:	7/7/2022
Applicant's Name:	Dave Reed		CD-1
Representative's Name:			
Reviewed by:	Dana Nichols, Planning Manager	Phone:	541-347-7922
Email:	dnichols@cityofbandon.org		

General Comments:	The request is for a renovation of an existing residence, including a first floor
	addition of 239 square feet and a second floor addition of 157 square feet.

Submitted			Jite P	lan requirements
	Missing	Incomplete	N/A	
X				Site plan is on 11 x 17 paper
Х				Drawing is to-scale
Х				North arrow is included
Х				Property lines and setbacks clearly marked on all sides
Х				All existing and proposed structures shown with setbacks
Х				All existing and proposed sidewalks and driveways shown
			Х	Location of all proposed equipment (utilities, mechanical, HVAC, etc.)
			Х	Location of proposed water and sewer lines
			Х	Required off-street parking
Х				Lot calculations (impermeable surface, lot coverage, structure dimensions, lot dimensions)
Х				Native Grade determination (Site elevations at the centerline of each wall or an indication that the lot is flat)





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Other Plan Requirements						
Submitted	Missing	Incomplete	N/A			
Х				Design Feature Requirements clearly indicated on		
				Elevation Drawings		
Х				Height clearly indicated on Elevation Drawings		
Х				Floor Plan		
			Х	Grading Plan		
			Х	Foundation Plan		
	Х			Drainage Plan		
	Х			Geotechnical Report		
Comments:	<u>'</u>	- 1	<u>'</u>	•		

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

	Wetland Information					
Submitted	Missing	Incomplete	N/A			
			X	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.		
Comments: Property is not located in wetland						

	Hazards Information					
Submitted	Missing	Incomplete	N/A			
	Х			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.
Comments: Property is located in the hazard everlay zone hessuse of high landslide suscentibility as seen				

**Comments:** Property is located in the hazard overlay zone because of high landslide susceptibility as seen on this map: <a href="https://www.coastalatlas.net/coos-all-hazards/">https://www.coastalatlas.net/coos-all-hazards/</a> Please submit materials required to process a Geologic Assessment Review.