



City of Bandon
Planning Department
P.O. Box 67
Bandon, OR 97411
Phone: 541-347-2437
www.cityofbandon.org

July 7th, 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 181st 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 or phone: 541-347-7922.

Sincerely,

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

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 181st day after a land use application is first submitted, it will be void if an applicant has not submitted the required form.



City of Bandon
Planning Department
P.O. Box 67
Bandon, OR 97411
Phone: 541-347-2437
www.cityofbandon.org

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.

Printed Name of Applicant or Applicant’s Representative

Signature of Applicant or Applicant’s Representative

Date



Zoning Compliance, Completeness Review Form

Application File Name (#):	Pollard/Reed (22-067)	Date:	7/7/2022
Applicant's Name:	Dave Reed	Zoning:	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.
--------------------------	---

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
Comments:				

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
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	
	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



				Bandon. Applicant may also file for a GAR exemption if applicable.
Comments: Property is located in the hazard overlay zone because of high landslide susceptibility as seen on this map: https://www.coastalatlantlas.net/coos-all-hazards/ Please submit materials required to process a Geologic Assessment Review.				