



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

January 27<sup>th</sup>, 2022

Malloy, Michael  
820 Seabird Drive SW  
Bandon, OR 97411

**Completeness Review:** PAR; Application number 22-003

Thank you for submitting a Planning Permit Application for a partition of your property at 28S-15W-36DC, tax lot 1300. 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. Application materials were submitted to our office on January 4, 2022. The application will become void on July 4, 2022 unless additional information is received.

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



## 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 #:22-003

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