



City of Bandon

555 Hwy 101, PO Box 67
Bandon, OR 97411
(541) 347-2437

Bandon by the Sea

Residential Development Permit Packet

Please complete the attached forms for new development of single-family and duplex dwellings. This application will be routed to the Planning, Public Works, Engineering, and Electric departments for comment. In addition, the City has a Memorandum of Understanding with the Coquille Indian Tribe that requires we notify them of any proposed ground disturbance. You will receive a letter with more information before you begin construction.

Once staff have had an opportunity to review your application, we may be in touch with questions or requests for missing information. The application review process generally takes about 30 days; however, it may be longer if information is missing. If your property includes hazards, additional processing time will be required.

When your permit is ready, you will be notified by City Staff to pick up a Zoning Compliance packet. This packet will include your conditions of approval, inspection checklist, and stamped approved plan set. The City contracts with the Coos County Building Department for building permits, so you will want to submit the City approval with any request for permits with Coos County.

If you have any questions, please contact the Planning Department at planning@cityofbandon.org or 541-347-7922.

Expected Fees	Required Attachments
<ul style="list-style-type: none">• Planning: \$500-\$2,500 depending on size• Public Works: \$121• Engineering: \$960• Utilities: \$400 base new electric service, \$525 new water service• New utility accounts: \$250• System Development Charges: vary based on size	<ul style="list-style-type: none">• Site Plan, Floor Plan, Foundation Plan, Elevation Drawings• Drainage and grading plan• Survey• Title or deed showing ownership and easements• Addendum applications if hazards are present



Planning Application for Single-Family & Duplex Dwellings

OFFICIAL USE ONLY

DATE RECEIVED: _____

PLANNING FILE #: _____

TRIBE NOTIFICATION: _____

I. CONTACT INFORMATION

APPLICANT/OWNER(S) (Attach more as needed)

Name:

Mailing Address:

Email Address:

Phone Number:

APPLICANT'S REPRESENTATIVE(S)

Name:

Email Address:

Phone Number:

II. SITE INFORMATION

Property Address and/or Map and Tax Lot:

Zone: R-1 R-2 CD-1 CD-2

CD-3 CD-R1 CD-R2 Other

Check if in the
Floodplain:

Check if
Wetlands
are present:

Check if in the
Hazard Overlay:

III. APPROVAL CRITERIA

Minimum
Setbacks

Front:
Min 20'

Rear:
Min 10'

Total
Sides:
Min 13'*

Height:
**Measured from
existing grade**

Lot Size:

Lot Coverage (%):
Max 50%

Impermeable (%):
Max 65% CD Only

*A side yard shall be at least five feet.

*Corner lots require a 15' minimum on the street side.

IV. DESIGN FEATURES

Six (6) required in R zones and eight (8) required in CD zones.

- Garage constructed with exterior finish materials matching the residence
- Roof pitch at or greater than 3/12
- Hip Roof
- Gables
- Mullioned windows
- Eaves with a minimum projection of six (6) inches
- Tile or Architectural grade shingles (not composition shingles)
- Dormers
- Cupolas

- Offsets of the building face or roof (at least one foot)
- Covered porch - (minimum of 25 square feet)
- Recessed entry area (minimum depth of three feet)
- Pillars or posts
- Bay Windows
- Window Shutters
- Clerestory windows
- Combination of cedar shake and shingle siding or lap siding with stone
- Horizontal lap siding, cedar shake or shingle on 100% of the exterior

V. APPLICATION CHECKLIST

- | | |
|---|--|
| <input type="checkbox"/> Site Plan | <input type="checkbox"/> Grading Plan (showing proposed drainage) |
| <input type="checkbox"/> Elevation Drawings | <input type="checkbox"/> Evidence of ownership and easements (Title or Deed) |
| <input type="checkbox"/> Floor Plan | <input type="checkbox"/> Fee |
| <input type="checkbox"/> Foundation Plan (must be engineered in Floodplain) | <input type="checkbox"/> Survey |

VI. SIGNATURES

<u>Signature</u>	<u>Date</u>
Property Owner:	
Property Owner:	
Applicant's Representative:	

All signatures represented must have the full legal capacity and hereby authorize the filing of this application. Signing this form indicates agreement with the Planning Department's policies and disclosures.

Planning Approval: _____ **DATE:** _____
(Signature)



Public Works Application for Single-Family & Duplex Dwellings

OFFICIAL USE ONLY

DATE RECEIVED: _____

PLANNING FILE #: _____

TRIBE NOTIFICATION: _____

I. SITE INFORMATION	
JOB LOCATION:	
PROPERTY OWNER(S):	
APPLICANT'S REPRESENTATIVE(S):	
CONTRACTOR:	CCB #
PHONE:	EMAIL:

II. SITE IMPROVEMENTS
BRIEF DESCRIPTION OF PROPOSED WORK:

SITE DEVELOPMENT (must attach a grading and drainage plan)	
CHECK ALL THAT APPLY: <input type="checkbox"/> Excavation <input type="checkbox"/> Grading <input type="checkbox"/> Fill <input type="checkbox"/> Clearing/Grubbing <input type="checkbox"/> Paving <input type="checkbox"/> Retaining Wall	<p>EXCAVATION</p> <p>Volume of Excavation: _____ cubic yards</p> <p>Depth of Excavation: _____ feet/inches</p> <hr/> <p>FILL</p> <p>Volume of Fill: _____ cubic yards</p> <p>Depth of Fill: _____ feet/inches</p> <p>Type of Fill: _____</p>

RIGHT OF WAY		
CHECK ALL THAT APPLY: <input type="checkbox"/> Driveway/Approach* <input type="checkbox"/> Sidewalk installation or repair* <input type="checkbox"/> Tree Removal** <small>*Requires a Public Works Permit prior to construction ** Requires a Tree Removal Permit</small>	<p>DRIVEWAY</p> <p>Proposed Width:</p> <p>Proposed Access Surface:</p>	<p>CURB CUTS</p> <p><input type="checkbox"/> Adding or removing curb cuts</p>

III. UTILITIES	
SEWER	<input type="checkbox"/> Check if a new Sewer connection is required. <input type="checkbox"/> Check if asphalt or concrete will be cut.
WATER	<input type="checkbox"/> Check if a new Water connection is required. <input type="checkbox"/> Check if asphalt or concrete will be cut.
STORM DRAINAGE	Storm drainage (provide drainage plan) will be mitigated by: <input type="checkbox"/> Connecting to street drains or city infrastructure <input type="checkbox"/> On-site containment (bioswales) <input type="checkbox"/> Engineered Drywell

IV. APPLICATION CHECKLIST	
<input type="checkbox"/> Site Plan	<input type="checkbox"/> Public Works Permit Fee - \$121
<input type="checkbox"/> Grading and Drainage Plan	<input type="checkbox"/> Engineering Review Fee - \$960
<input type="checkbox"/> Performance Bond (if applicable)	<input type="checkbox"/> Liability Insurance

V. SIGNATURES	
<u>Signature</u>	<u>Date</u>
Property Owner:	
Property Owner:	
Applicant's Representative:	

All signatures represented must have the full legal capacity and hereby authorize the filing of this application. Signing this form indicates agreement with the Public Works Department's policies and disclosures.

Public Works Approval: _____ (Signature)	DATE: _____
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How to create a Site Plan

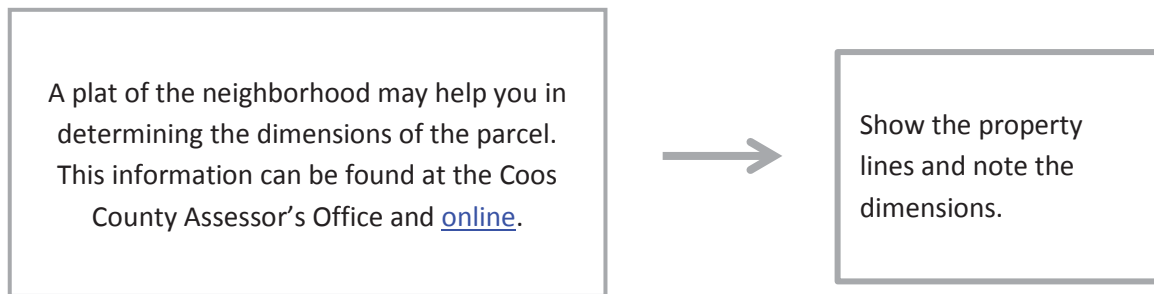
A **Site Plan** is a drawing of your property as seen from above that shows key information about your project. Listed below are key components of a site plan that must be included when applicable. Please draw clearly and accurately using 8.5" x 11" size paper at minimum and 11" x 17" paper at maximum.

1. Use a Scale

Choose a standard scale (Engineering or Architectural) and note the numeric scale used on plan (i.e. 1 inch = 20 feet).

2. Draw Property Lines

Label all dimensions in feet. Show surrounding streets.



3. Draw all Buildings and Structures on the Plan

Show existing buildings and structures as a solid line and all additions as a dashed line. Be sure to also show the precise footprint of all buildings or structures including, but not limited to steps, decks, porches, fences, eaves, gutters, and any meter boxes, propane tanks and HVAC platforms. Dashed lines should also be used to indicate changes above (roof) or below (septic) grade.

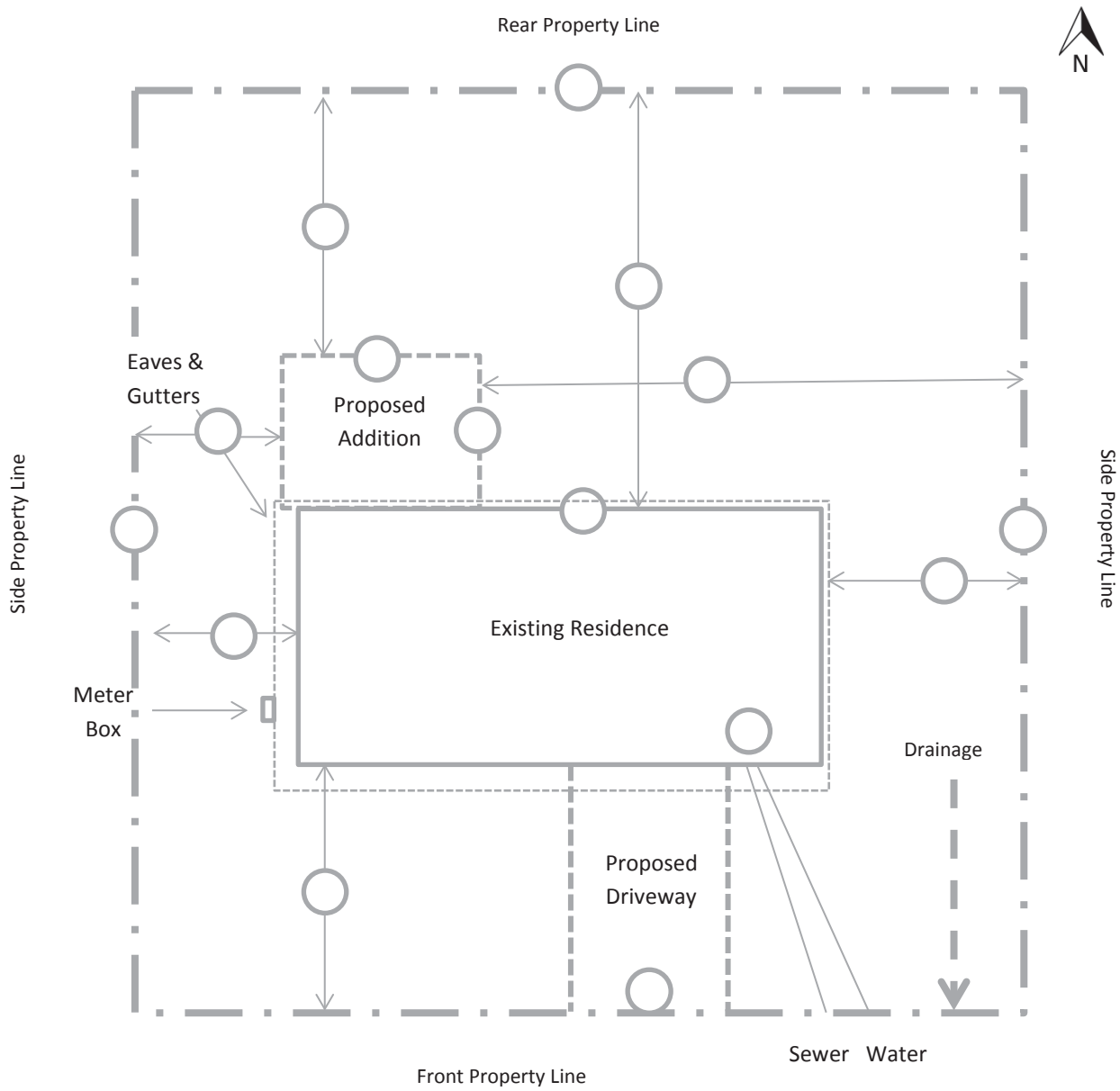
4. Draw Driveway and Parking on the Plan

Show all impermeable surfaces including parking areas, driveways, walkways, and patios in their precise locations in relation to your property lines and with their accurate footprint. Show proposed paved areas with a dashed line. You must also show the percent of your land that contains impermeable surfaces.

5. Other Items that must be on the Plan

- Tax Map #, Address, Property Owner, and north arrow. Drainage, meter box location, and required landscape buffers such as vision clearance.
- Required setbacks, any known easements, and water and sewer connection.
- Materials list for any hard surfaces may also be necessary
- Topographic information, including elevations and direction of slope.

Sample Site Plan



Street Name and House Number
Applicant's Name

- Additional information including: materials list for hard surfaces, location of meter box, known easements, applicable vision clearance, etc.

Note: On the site plan you create, please show distances in feet where you see circles shown on the Sample Site Plan above.