



LAND USE/PLANNING APPLICATION

¹**Type of Review** (Please check all that apply):

Pre-application review may be required¹

Supplemental Form Required²

- | | | |
|--|---|--|
| <input type="checkbox"/> Adjustment Review (Type II, III) ¹
<input type="checkbox"/> Annexation (Type IV) ¹
<input type="checkbox"/> Appeal and Review (Type III)
<input type="checkbox"/> Accessory Dwelling Unit-Historic (Type I) ²
<input type="checkbox"/> Code Interpretation (Type I)
<input type="checkbox"/> Comp. Plan Amendment-Map/Text (Type IV) ¹
<input type="checkbox"/> Conditional Use (Type II, III) ^{1, 2}
<input type="checkbox"/> Cultural Resources (Type II, III) ^{1, 2}
<input type="checkbox"/> Cottage Cluster (Type II, III) ¹
<input type="checkbox"/> Dev. Code Amendment-Map/Text (Type IV) ¹
<input type="checkbox"/> Estuarine Use/Activities (Type I) ² | <input type="checkbox"/> Home Occupation (Type I, II) ²
<input type="checkbox"/> Legal Lot Determination (Type I) ²
<input type="checkbox"/> Modification to Approved Permit (Type I, II)
<input type="checkbox"/> Nonresidential Development (Type I, II, III) ¹
<input type="checkbox"/> Partition (Type II) ²
<input type="checkbox"/> Property Line Adjustment (Type I, II)
<input type="checkbox"/> Planned Unit Development (Type II, III) ^{1, 2}
<input type="checkbox"/> Replat (Type II, III) ²
<input type="checkbox"/> Single Room Occupancy (Type I)
<input type="checkbox"/> Subdivision (Type II, III) ^{1, 2}
<input type="checkbox"/> Temporary Use (Type I, II) ² | <input type="checkbox"/> Tourist Habitation-Homestay (Type II) ² Tourist
<input type="checkbox"/> Habitation-Vacation Rental (Type II) ²
<input type="checkbox"/> Variance (Type I, II) ²
<input type="checkbox"/> Zone Change (Type III, IV) ^{1, 2}
<input type="checkbox"/> Other: _____
<input type="checkbox"/> General Review: _____
(Identify Type: See Table 173.130.030)
Floodplain, Sign, ADU, Accessory
Structure, Accessory Use on Separate Lot ² |
|--|---|--|

Site Location/Address _____ Assessor's Map No. & Tax Lot # _____

Zoning _____ Total Land Area _____

Applicant/Owner Name _____ Address _____

Phone _____ Email _____

Applicant's Representative Name _____ Address _____

Phone _____ Email _____

Project Description: Describe the project in detail, including what is being proposed, its size, any proposed phasing, timetable for improvements etc. Attach separate sheet with additional details as needed.

¹**Pre-Application and Appeal applications require a different application form, inquire of staff**

Your submittal must also include:

- Nonrefundable application fee. Applications subject to a pre-application conference may be eligible to apply the nonrefundable pre-application conference fee to a Type III or IV application.
- Most recent conveyance deed showing current ownership and legal description (trust deeds are not acceptable).
- If you are not the property owner, a written statement from the owner that you are authorized to represent him/her. When there is more than one owner, all owners must authorize the application.
- A copy of the pre-application conference summary, if the application was subject to pre-application review, which shall include all information required by the director to address issues, comments, and concerns in the summary.
- Detailed written statement of findings (description/narrative). With all land use applications, the “burden of proof” is on the applicant. A written statement of findings **must** be provided with your application that clearly describes the nature of the request with an explanation as to how the proposal complies, or can comply, with **all** applicable Chapters of the Coos Bay Development Code (CBDC). If a section/item in an applicable Chapter is not applicable to your request, provide that statement and include an explanation as to why it is not applicable to your proposal. You must address each of the criteria on a point-by-point basis in order for your application to be deemed complete. A supplementary development/use application may be available for this purpose. The application should also evidence how the proposal complies, or can comply, with each applicable section of the Coos Bay Municipal Code (CBMC) and other city and state policies and regulations applicable to the proposal. **If you need help with findings please contact a land use attorney or consultant.**
- A detailed project site plan identifying existing conditions and the proposed development and/or land use.
 - Type I – IV Reviews, the site plan shall include all relevant information from [Table 17.130.040\(2\)](#) – Site Plan Requirements.
 - General Review – the site plan shall include at a minimum (*as applicable*)
 - Graphic scale of the drawing and the direction of true north.
 - Vicinity map showing location of subject site within the city of Coos Bay and the surrounding existing street system.
 - Zoning and uses of subject site.
 - Property boundaries, dimensions, and size of the subject site.
 - Location, scaled dimensions of structures, setbacks between buildings and property lines, parking areas, drive aisles, walkways and height of proposed structures.
 - Location of underground utilities.
 - Location of public and private easements
 - Calculations indicating:
 - Total site area.
 - The total square footage of existing and proposed structures including percentage of total site area.
 - The total square footage amount of existing and proposed pervious area and landscaping area, including percentage of total site area.
 - The total area dedicated to parking, including percentage of total site area; and
 - The required and proposed number of parking spaces, including the number of standard parking spaces, compact parking spaces and handicapped-accessible parking spaces.
- Supplementary information required by virtue of the application type, including but not limited to (if required) storm drainage report, traffic impact study/analysis or other studies/reports related to the project.

Any additional information including but not limited to [Table 17.130.040\(3\)](#) – Additional Contents required by the director to demonstrate the proposed development and/or land use complies, or can be conditioned to comply, with each applicable CBCP, this title, and other city and state policies, regulations, and approval criteria applicable to the application.

Additional application contents associated with a specific application required for the proposed development and/or land use. See [Table 17.130.040\(4\)](#) for specific permit/review applications and applicable code sections with additional application contents and process requirements.

Under Oregon law, it is illegal to excavate or alter an archaeological site without a permit, remove an archaeological object on public or private lands without a permit, or injure or destroy any Native American cairn, burial, human remains, funerary object, sacred object, or object of cultural patrimony.

If a suspected archaeological object or site is discovered during construction, stop all work and contact the State Historic Preservation Office (SHPO) by calling #(503) 986-0690. If the discovery includes potential human remains, also call Oregon State Police (OSP) dispatch at #(503) 731-3030. Do not resume work until the proper contacts have been made and you have permission from SHPO and/or OSP to continue. For more information on laws and best practices that apply to archaeological sites on private land, see: [Archaeological Bulletin 1 – Archaeological Sites on Private Lands](#) and [Archaeological Bulletin 3 – Archaeological Sites on Public Lands](#).

Confidentiality of Archaeological Information: A Tribe must clearly and expressly identify any archaeological site location data, cultural resource survey results, traditional cultural property information, oral history, sacred site information, or other cultural or spiritual knowledge as "CONFIDENTIAL — TRIBAL CULTURAL RESOURCE INFORMATION" at the time the information is submitted to the local government or applicant. Information not so designated at the time of submission may be treated as non-confidential for purposes of public records disclosure laws.

The processing of your application does not begin until your application is deemed complete. An incomplete application will postpone the decision, or may result in denial of the request.

Land use approval is required prior to authorization of any other required permits/licenses.

I am the owner, applicant, or representative of the property/site and am authorized to complete this land use/planning application. I completed this land use/planning application; its contents are true and correct. I understand: 1) City application acceptance does not infer a complete submittal; 2) the information herewith submitted is true and correct; 3) the application processing and fee payment does not obligate City authorization and City authorization does not give authority to violate or cancel the provisions of any other applicable law. I will pay the City land use/planning application fees and additional expenses incurred by the City for professional services should such services, at City discretion, be required. I understand that the application fees submitted are non-refundable.

Where there are multiple property owners, all owners must authorize/sign the permit application.

SIGNATURE of Owner

Print Name

DATE

SIGNATURE of Owner

Print Name

DATE

SIGNATURE of Applicant/Representative

Print Name

DATE