



**CITY OF COOS BAY**  
 Public Works & Community Development Department  
 500 Central Avenue, Coos Bay, Oregon 97420  
 Phone 541-269-8918 Fax 541-269-8916

Permit No. **187-** \_\_\_\_ - \_\_\_\_\_

Date Received: \_\_\_\_\_

## PRE-APPLICATION REVIEW

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Site Location/Address \_\_\_\_\_ Assessor's Map No./Tax Lot(s) \_\_\_\_\_

Zoning \_\_\_\_\_ Total Land Area \_\_\_\_\_

Current use of the property \_\_\_\_\_ Proposed Use of the Property \_\_\_\_\_

Applicant Name \_\_\_\_\_ Address \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Applicant's Representative Name \_\_\_\_\_ Address \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

**Project Description Summary:**

**A pre-application submittal shall include a nonrefundable pre-application fee, this completed pre-application review form, and three paper copies to fit on an eight-and-one-half-inch by 11-inch page and one electronic copy on a flash drive of the following information:**

- A preliminary site plan which shall include, where applicable, a north arrow, date, graphic scale, existing and proposed lots, tracts, easements, rights-of-way, development, access, parking, maneuvering, structures and landscaping on the site; existing and proposed natural features on the site, including vegetation, topography and grades; existing and proposed utilities (water, sewer, drainage, fire hydrants); and existing lots, tracts, easements, rights-of-way and structures abutting the site; provided, information about off-site structures and other features may be approximate if such information is not in the public record. Principal features of the plan shall be dimensioned by architectural scale;
- Drawings showing proposed elevations or a likeness of the proposed structures;
- Proposed dedications to the city or other agency, if applicable;
- A written description of the proposed use or development. The descriptions shall identify any variances, adjustments or exceptions needed for approval of the plan;
- List of questions for staff;

The more information you are able to provide the better information you will receive from staff.

Additional information regarding pre-application reviews can be found in [CBDC Section 17.130.035](#). A pre-application conference is valid for one year. A portion of the pre-application fee can be credited to the subsequent land use application if submitted within 120 days of issuance of the pre-application conference notes.

**I completed this pre-application review request; its contents are true and correct. I understand:** 1) City application acceptance does not infer a complete submittal; 2) The comments provided by staff at the pre-application conference are preliminary in nature, and that additional concerns may be raised and additional information may be required after a development application has been submitted. The pre-application review is intended to be informational only and is not an approval of your proposed development; 3) A pre-application review is not intended to be an exhaustive review of all potential issues; 4) All adopted regulations in effect at the time the official land use/development application is received will be enforced; 5) A pre-application review does not bind or preclude the City from enforcing all applicable regulations or from applying regulations in a manner different that may have been indicated in the pre-application review; 6) 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 pre-application review 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.

\_\_\_\_\_  
SIGNATURE of Applicant

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE of Applicant's Representative

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
DATE