

<b>WHY</b>	Do I need to go through all this red tape?
<b>HOW</b>	Do I get started?
<b>WHAT</b>	Documents do I need to prepare
<b>WHEN</b>	How long does it take to complete the process?
<b>WHERE</b>	Do I find the information I need?

**DEVELOPING PROPERTY IN COOS COUNTY**

The land use development process can be confusing, complicated and frustrating. However, the purpose of land use and building regulations is to serve the public interest by protecting health, safety and welfare, but working through the process can be a daunting task for anyone.

This guide applies only to those properties lying outside incorporated city boundaries. Those who live within incorporated city boundaries should call their local City Hall (Public Works, Community Development or Planning Department) for land development information.

Land use approval is needed before permits can be issued. Talking with the staff at the Coos County Planning Department early in the planning process could save you time and expense.

If you believe we have omitted something that should be contained in the guide, please let us know.

**Coos County Planning Department Contact Information**

*Physical Address*

Coos County Planning Department  
225 N Adams  
Coquille, Oregon 97423

*Mailing Address*

Coos County Planning Department  
Coos County Courthouse  
Coquille, Oregon 97423

*Webpage*

<http://www.co.coos.or.us/Planning/index.html>

*E-mail*

[Planning@co.coos.or.us](mailto:Planning@co.coos.or.us)

*Phone*

396-3121 ext. 210

*Fax*

541-756-8630

## TABLE OF CONTENTS

<b>Introduction</b>	<b>3</b>
<b>Glossary</b>	<b>4</b>
<b>Obtaining Development Permits</b>	
Coos County Planning Department	6
Building and Septic Permits/General information	8
Driveway Confirmation/Access Permit	9
Zoning Compliance Letter	10
Sewage and Sanitation Permits	11
Address	12
Building Permits	13
Placement Permits/Manufactured Homes	14
Wells	15
Home Based Business/Cottage Industries	16
History of Land Use Planning in Oregon	17
Incentives/Enterprise Zone	18
Call Before You Dig	19
Land Use Actions, Types	20
Helpful Information	
a. Application Requirements	21
b. Completeness	22
c. Timetable	23
d. Plot Plan	24
Where Do I Find...	25
Agency/Department Contact Information	26

## **INTRODUCTION**

The purpose of this guide is to provide general information regarding the land use planning process for properties in Coos County that are outside city limits.

Coos County has prepared a Coos County Zoning and Land Development Ordinance (CCZLDO) and a Coos County Comprehensive Plan (CCCP) that govern how those laws are implemented within the county, outside of incorporated city boundaries.

Coos County does not regulate building or structural codes if you need help with building codes (building permits, electrical, plumbing, etc.) please contact Oregon State Building Codes at (541) 396-2148.

If you run across a term you do not understand, a glossary is included for your assistance. Also, included is a contact list of state, federal and local agencies and Departments that you may need to contact. The phone numbers and webpage information is included for your assistance in obtaining more than the thumbnail sketch of the program or requirements that we have included in the guide.

For a more in depth review, you may log on to Coos County's website and access the Zoning and Land Development Ordinance at [www.co.coos.or.us](http://www.co.coos.or.us). You may obtain Planning Applications by logging on to [www.co.coos.or.us/Planning/applications/](http://www.co.coos.or.us/Planning/applications/).

Many planning activities/permits require property information such as account number and map number (Township, Range, Section and Tax Lot). You can readily access the information from the Coos County Assessor's webpage at <http://assessor.cooscotax.com>. From this page you can print a tax lot map and search for specific property by account number, address or the map number.

If you need copies of deeds, mortgages or other lien documents, you should contact the Office of the Coos County Clerk. The Clerk's office is housed in the Coos County Courthouse, 250 N Baxter Street, Coquille, Oregon.

If you want to check to see if surveys are available on the property, contact the Coos County Assessor's office at the Courthouse in Coquille.

If you find any glaring omissions, we would appreciate a phone call to the Board of County Commissioners, 541-396-3121 ext. 225.

## GLOSSARY

Accessory Structure	A building or structure subordinate to the primary use.
Administrative Decision	A decision on a land use permit made by county staff without a hearing.
Applicant	The person(s) who fills out an application for a permit.
Building Official	The official who administers the building code and issues building permits. In Coos County this is the Building Codes Division, not the Planning Department.
Building Permit	Required to build, alter, or place structures on property.
Conditional Use	A use that may be allowed, if it meets prescribed conditions set forth by the decision-making body.
Complete Application	Application that is deemed complete when all the necessary information has been provided.
Decision-Making Body	Coos County Planning Commission and/or the Coos County Board of Commissioners.
Easement	The right to use, for a specified purpose, a particular piece of land owned by another.
Evidentiary Hearing	A hearing in which evidence may be presented.
Findings	A written statement of the facts and conclusions used in making a decision.
Floodplain	Low areas adjacent to rivers, lakes, estuaries, and oceans that are periodically flooded at intervals of varying frequency.
Height Requirements	The maximum distance, from the ground to the highest part of the structure, which is allowed.
Land Use Application	The form on which a person requests a land use action.
Land Use Action	A final decision or determination made by a decision-making body affecting land use.
LUBA	Land Use Board of Appeals. LUBA is the only forum that can hear appeals of local land use decisions

Ministerial Decision	A non-discretionary decision made by staff.
Nonconforming Use	A land use not permitted by current zoning regulations.
Outright Permitted Use	A use permitted that does not require consideration of discretionary approval criteria but often requires some type of review by a planning official.
Partition	“Partition land” means to divide land into two or three parcels within a calendar year.
Pre-application Conference	A meeting between the proposed applicant and staff to discuss merits and/or possible problems with a proposed project.
Public Notice	Information about a land use decision or a hearing to be held regarding a decision. Mailed, published in a news paper or both.
Setback	The placement of a building a specified distance away from a property line, other structure, or other feature.
Site Plan	A map showing the land and buildings involved in an application for a development permit.
Structural Plan	A plan describing how a building will be constructed.
Subdivision	Dividing land into four or more lots within a calendar year.
Subsurface Facilities	Facilities installed beneath the earth’s surface, such as septic, sewer, water and electrical lines.
Urban Growth Boundary	An imaginary line around cities separating urban from rural land.
Variance	A decision to lessen or otherwise modify the requirements of a land use ordinance as it applies to a particular piece of property.
Zoning Ordinance	Identifies specific land use zones and provides regulations affecting uses within each zone.

## COOS COUNTY PLANNING DEPARTMENT

The Coos County Planning Department supports our community by promoting orderly growth while protecting and enhancing the environment; and, conserving and stabilizing the value of property. The Planning Department is an agency of County government that provides information and assistance to the public in understanding the land use process as administered through the Coos County Land and Development Ordinance and the Coos County Comprehensive Plan. The planning program is managed under the guidance of the Board of Commissioners with the advice of the Planning Commission.

Coos County Planning provides services for properties outside of the incorporated City Boundaries. We do not issue building, septic or water permits, but we do play a role in obtaining those permits. This booklet will explain who is responsible for each function of property development.

Plan ahead! Please come in, call or e-mail the Coos County Planning Department with a property description (map #, account #, owner name or address) and an explanation of the proposed development. You should do this with all agencies to understand the timelines and cost involved in your project. This step will take some of the stress out of the process and possibly save you money.

If you would like to do any preliminary research on allowable uses in your zone please visit our Coos County Zoning and Land Development Ordinance (CCZLDO) on the website <http://www.co.coos.or.us/Planning/toc.htm> (do not select the download button just let the page come up). If you need assistance with finding the document please call any planning staff member at (541) 396-3121 ext. 210. You can find your zoning on our zone maps at [http://www.co.coos.or.us/Planning/zone\\_maps/ZoneMaps\\_JPEG/](http://www.co.coos.or.us/Planning/zone_maps/ZoneMaps_JPEG/) or by contacting a planning staff member.

The Zoning Ordinance is the most important tool in the planning effort. It is used in conjunction with the zoning map. Sections of the Zoning Ordinance that will be helpful to you are:

- o USES – These will include descriptions of what land uses may occur in each zone. Some will be permitted outright and other uses will be “conditional” or “special” and require going through a land use process. The zoning classifications may also include ‘overlay zones’ which add provisions to the “base” zone, such as special considerations for floodplains, historic sites, or airports.
- o DEVELOPMENT STANDARDS: Requirements such as minimum lot sizes, yard setbacks, and height requirements are often included in the individual zone chapter. In Coos County there are also standards for development in farm and forest zones.

If you know how your property is zoned, you can access the Zoning Ordinance by logging onto [www.co.coos.or.us/Planning/toc.htm](http://www.co.coos.or.us/Planning/toc.htm) and go to Section 4.1. for more information.

## **BUILDING AND SEPTIC PERMITS**

When you are planning to build or remodel a home, place a manufactured dwelling, or construct a commercial or industrial building there are several types of permits and/or approvals that are required. The following information is intended to provide a brief summary of the basic steps involved in securing the permits and approvals required.

These steps are in the order in which they would normally be accomplished. Usually the required approvals/permits are sequential; for example, zoning approval must be secured before moving on to the next step. It is, therefore, important to proceed through the process in order, as approvals at each stage are contingent on approvals having been secured from each of the earlier steps.

### **Zoning and Land Use Development**

The first step in the development process is to determine the zoning status of the property and to verify if the use you are proposing is permitted and what, if any, types of limitations may apply to your development. For example, in much of the rural county, lands are zoned for forest and farm use and may require conditional use approval, which must be secured before any other permits may be issued. There is no guaranty a conditional use permit will be approved.

The Planning Staff will research your proposal and let you know if any type of ministerial, conditional use, site plan, variance or zone change application would be required. Planning Staff will also be able to determine if your property has any special consideration which may require additional notices to be provided to other agencies. This may require additional time.

## **Driveway Confirmation/Access Permit**

If your property is undeveloped and you have completed any required applications you will need to obtain a Driveway Confirmation/Access Permit to ensure your driveway and/or access will be brought up to standard to ensure safety. If you are developing Industrial or Commercial property this step may be covered in the parking plan that will be required. The form(s) can be obtained from the Planning Department but then you will need to submit it to the Coos County Road Department for approval. The charge for the letter is currently \$150<sup>1</sup> and includes an on-site inspection. An access permit, if necessary, is also included. If your access is off a State Highway you will need to contact the Oregon Department of Transportation at 541-396-3707 before coming to the Road Department.

To move the home onto the site before finishing the driveway, a Permit Performance Bond can be issued. You may post either a cash bond or a surety bond, for the estimated amount of the driveway construction, or you can have a letter sent from your bank, indicating the bank will hold the money in trust until the driveway is built to County standards. The cost estimate of the driveway construction needs to be submitted, in writing, by a contractor before the bond can be issued.

When you are ready to obtain the permit, or have the driveway inspected, please call the Road Department Staff to make arrangements for an appointment. When you meet with the Road Department staff you will need the Driveway Confirmation Letter (with the top portion filled out) and a copy of a map showing the location of the parcel (preferably a tax lot map that may be obtained from the Assessor's website). You will need the Township, Range, Section and Tax Lot numbers of the parcel to complete the paperwork.

If you have any questions, or need any additional information, please call at 541-396-3121 ext. 368.

Minimum Driveway Standards can be obtained by contacting the Road Department or Planning Department.

### Status or Types of Public Roads

#### ➤ County Road

A county road must have been accepted into the county road system. The county's jurisdiction covers the entire right-of-way. Because the road has been accepted into the system, Coos County Road Department is responsible for maintaining it, setting standards and specifications for road work, processing permits for driveways or other road approaches, utility installations, and any other work within the right-of-way.

#### ➤ Local Access Road

A local access road is a public road that has not been accepted into the county road system or any other road system. A local access road has been dedicated to the public, but it has not been accepted as part of the publicly-maintained road system. The county still has jurisdiction within the rights-of-way of local access roads, but local landowners have the primary responsibility for maintenance.

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<sup>1</sup> You should check with the department of the website to find out the current fees.

### **Zoning Compliance Letter (ZCL)**

After completing any applications that may have been required including a driveway confirmation permit you will need to purchase your Zoning Compliance Letter from the Coos County Planning Department. The ZCL is only valid for one year from the date it is issued so make sure you are ready to start the project. Upon completion of your planning process and obtaining you ZCL you will need to submit your ZCL to all other appropriate agencies to obtain your permits. The ZCL is way to ensure other agencies that you have complied with all land use regulations.

## **Sewage and Sanitation Permits (DEQ)**

Once your zoning requirements have been completed you will need to visit your local Department of Environmental Quality office for the appropriate permits and sign off on any sanitation or septic approval(s) that might be necessary. However, if you are located within a sanitation district then you will need contacted that agency for hook-ups. Even if you are not proposing any type of sanitation the Oregon State Building Codes may require you to obtain a plot plan of your septic to ensure you do not build any type of structure over your septic or drain field lines.

Most of the paper work and permits associated with installing a new septic system are handled by the Oregon Department of Environmental Quality. The local office is located at 381 N Second Street, Coos Bay, Oregon 97420. Phone is (541) 269-2721.

A Construction-Installation Permit is usually what is needed to install a septic system that has a projected sewage flow less than 2,500 gallons per day. The permit is valid for one year. For an additional fee it may be renewed or reinstated if it takes longer to complete construction or installation.

Each step of the two-step process has separate applications and fees that are determined by the type of system and the amount of proposed sewage flow. The local DEQ office can give you specific fee information for a particular application.

- **Step One:**  
**Site Evaluation Application form:** Obtain this form from the local DEQ office. Once the completed application form has been submitted to DEQ it will normally take 3 to 5 weeks before you receive a response. There is an application fee required.
- **Step Two**  
**The permit Application form:** Include your favorable Site Evaluation Report; a Land Use Compatibility Statement signed by the Coos County Planning Department; a vicinity/locator map; a detailed Site Development Plan and directions to the property; detailed plans and specs for the installation of the system.

A Construction-Installation Permit will usually be issued within 20 days of receiving a completed application.

A “pre-cover” inspection (before it is covered with soil) of the installation is normally required and requires completed As-Built Drawing and Materials List form. The form is included in the permit packet you will receive from DEQ. Within seven days of receipt of this completed form, the local DEQ agent will either waive or conduct the inspection.

NOTE: A septic system must be installed and constructed by the owner or a DEQ-licensed installer using DEQ-approved materials and equipment that meet minimum standards. If you have questions about installers or approved materials and equipment contact the local DEQ office.

## **Address**

If you are developing bare property most likely the property does not have an address. If your property does not have an address you must purchase one prior to hooking up any utilities to your new structure or dwelling. Application forms are available at the Coos County Planning Department or on-line at [www.co.coos.or.us](http://www.co.coos.or.us). This can be done at anytime in the process.

## **Building Permits**

Coos County recognizes the State of Oregon Building Codes Agency as the official building permit issuing and enforcing authority, responsible for receiving applications and examining the plans and specifications for proposed construction.

The last step in the development process is to obtain the required building and/or manufactured dwelling placement process. Note: If you happen to visit the Oregon State Building Codes office first, their packet will contain material pertaining to sewage disposal and also land use compatibility forms. Upon submittal of a complete application to the State Building Codes Agency, your plans will then be routed and reviewed. Residential plans will either be done in house or sent to the Salem Plan Review Section. All commercial plans are sent to Salem for review. A plan review for residential construction can take up to two weeks (always allow more time) and up to four weeks for commercial projects. Review times vary, depending on the complexity of the project and the level of information you submit with your application.

Once you have the Zoning Compliance Letter and the Driveway Confirmation/Access permit you are ready to file your Building Permit application. The Building Codes Agency will not consider your application complete without:

- o Two sets of complete structural plans (Three complete sets if commercial plans)
- o A Plot/site plan (See section on Plot Plan) indicating the north arrow, setbacks for all existing and proposed structures, all public and/or private easements, the structure dimensions, site elevation at corners or contour information (for drainage review), all existing public and private utilities located on property and the names of all adjacent streets.
- o The Building Permit Application itself
- o And if you are in a floodplain your zoning compliance letter must be accompanied with a floodplain map and information.
- o The appropriate fee which is based upon the square footage or dollar valuation of the proposed construction project.

In addition to the process of obtaining a Building Permit, you may need to apply for the Electrical Permit, Plumbing Permit and Mechanical Permit. These forms are available at the Building Codes Agency. If you have a contractor, ordinarily they will make the application for these permits if they are necessary.

## **Placement Permits/Manufactured Homes**

The Coquille office of Building Codes does not issue Manufactured Dwelling Placement permits inside the city limits of Coos Bay, Lakeside, North Bend or Bandon.

If your property is outside the city limits of Coos Bay, Lakeside, North Bend or Bandon, contact the Coquille Office of Building Codes to obtain a copy of the Permit Procedures for Manufactured Dwellings.

If you are placing a new manufactured dwelling on private property, or replacing one, you will need a Placement Permit. The Permit will require a Zoning Compliance Letter.

If you have not installed your septic system yet, you must apply for a site evaluation and a permit from DEQ. Take your Zoning Compliance Letter and an Application for a Manufactured Dwelling Placement Permit when applying. After the authorization notice is issued, DEQ will sign off in the sanitation section of the Application (See Sanitation and Septic System section).

It is the responsibility of the applicant to notify the Building Codes Department when the home is ready for each inspection (site, set-up and final). When your permit is issued, you will be given a sheet by the Building Codes Department that explains the inspection requirements and how to request an inspection.

## WELLS

New rules regulating well construction are underway at the Oregon Water Resources Department. If you are located within a water district you should contact them for hook-up information.

The following uses do not require a water right permit to use groundwater:

- o Group and single family domestic use up to 15,000 gallons per day
- o Commercial or industrial use up to 5,000 gallons per day
- o Livestock watering
- o Watering any lawn and or non-commercial garden totaling less than ½ acre in area
- o Down hole heat exchangers; and
- o Irrigation of up to 10 acres of school grounds within established critical ground water areas.

However, landowners must submit the following information and recording fee to the Oregon Water Resources Department no later than 30 days after well completion.

A map showing the location of the completed well, that includes:

- o Tax lot map with map reference number or Department approved electronic mapping program.
- o Location of the well(s) with distances indicated from an identified property or survey corner.
- o The direction of north marked on the map.
- o Identify each well by Well identification Number.
- o Location of well(s) in relation to driveways, access roads and nearest structures.
- o Street address of well site, if available.

You must also submit a recording fee in the amount established under ORS 537.545. (Currently this fee is \$300.00.)

Send to: Oregon Water Resources Department  
725 Summer Street NE, Suite A  
Salem, Oregon 97301.....Phone: 503-986-0900

If you have questions, you may contact the District Watermaster in the Coquille Annex (Owen Building) 60 E Second St., Coquille, Oregon 97423

Phone: 541-396-1905

Fax: 541-396-1906

### **HOME BASED BUSINESS – (Home Occupation)**

A home based business would be a business that is operated entirely within a dwelling by a member of the family residing in the dwelling. These businesses shall not employ more than five (5) full or part-time persons.

Home occupations must not interfere with existing uses on nearby land or with other uses permitted in the zone in which the property is located. Home occupations shall not involve the retail sale of a product on the premises. Home occupations shall not occupy more than 30% of the usable floor area of the dwelling, nor shall home occupations use any detached accessory building. On premise signs advertising home occupations shall not exceed six (6) square feet of copy area.

### **COTTAGE INDUSTRIES**

Cottage industries are home occupations that are operated by a resident of the subject property, occupying a detached accessory building. Cottage industries should not employ more than five (5) full or part-time persons. Cottage industries must not interfere with existing uses on nearby land or with other uses permitted

## **HISTORY OF LAND USE PLANNING IN OREGON**

Oregon's statewide planning goals grew out of Senate bill 10 in 1969. That bill established a basic program for statewide planning. It required local governments to draw up comprehensive plans, and it set forth 10 goals to guide cities and counties in their planning. The Coastal Zone Management Act was established in 1972 and the Oregon Statewide Land Use Planning Act (LUPA) in 1973 (SB 100). The LUPA program elements that were created by the 1973 legislature were Land Conservation and Development Commissioner (LCDC) seven members appointed by the Governor; Department of Land Conservation and Development (DLCD) the State agency; Statewide Planning Goals that serves as a guide for local plans; City and Counties were required to adopt land use plans and implementing ordinance consistent with statewide goals; and State agencies were required to comply with statewide goals and coordinate with local land use plans. In 1974 Statewide Planning Goals 1 – 14 were adopted then by end of 1976 Statewide Planning Goals 15 – 19.

Guidance for applying goals to local needs is found in Administrative Rules (adopted by LCDC); case law (e.g. State Supreme Court decisions; and Oregon Revised Statute (ORS) Chapter 197 Land Use Planning, Coordination; Chapter 195 Local Land Use Coordination; Chapter 92 Subdivisions and Partitions; Chapter 215 County Planning and Zoning.

## **ENTERPRISE ZONES, INCENTIVES**

### **Contacts:**

CCD Business Development Corporation 1-800-452-6010 ext. 303. 744 SE Rose Street, Roseburg, Oregon 97470.

Coos County Assessor's Office – 541-396-3121 ext. \_\_\_\_\_. Coos County Courthouse, 250 N Baxter Street, Coquille, OR 97423.

**IMPORTANT REMINDER::** Check to see if your property/project is located within in an Enterprise Zone and qualifies for zone benefits. If the property qualifies, you must contact CCD Business Development Corporation at 1-800-452-6010 ext. 303 for assistance with the paperwork that is involved. Be sure to submit your Enterprise Zone application BEFORE any project is started, any dirt is moved or any equipment is purchased.

### **Qualifying Types of Businesses:**

- o Conventional manufacturing and industrial activities
- o Processing plants
- o Distribution centers
- o Maintenance Facilities
- o Warehouses
- o Operations that handle bulk clerical tasks or after-sale technical support

In exchange for locating or expanding into an enterprise zone, eligible businesses receive total exemption from property taxes normally assessed on new plant and equipment for at least three years (but it could be up to five years) in the standard program. The Coquille Valley Enterprise Zone includes properties located both within and outside the city boundaries of the cities of Myrtle Point, Coquille and Bandon.

Oregon's Enterprise Zones are intended to create new jobs for which there are two basic requirements that an authorized business firm must satisfy to receive the standard exemption on the property.

1<sup>st</sup>, the firm must increase its employment within the Enterprise Zone by the greater of one person or 10% whichever is greater.

2<sup>nd</sup>, for each assessment year of the exemption period, the firm's average employment must be 110% or greater, compared to pre-existing, authorized annual average.

You may also want to check <http://www.oregon4biz.com/>.

## **CALL BEFORE YOU DIG – PUT SAFETY FIRST!**

When considering what you'll need to make your project a success, don't forget the most important first step for any outdoor home improvement or construction project: Calling 811 before you dig.

Homeowners often make risky assumptions about whether or not they should get their utility lines marked, but every digging job requires a call – even small jobs like planting trees and shrubs.

If you have a local “Call before you dig” number 811 does not replace it. With more than 62 local one call numbers across the country, 811 eliminates the confusion of multiple “Call before you dig” numbers by providing one national number you can call to get your lines marked.

One call to 811 will get your underground utility lines marked for free:

The colors of the paint and flags indicate:

- o Red – Electric
- o Orange – Communications, Telephone/CATV
- o Blue – Potable Water
- o Green – Sewer/Drainage
- o Yellow – Gas/Petroleum Pipe Line
- o Purple – Reclaimed Water
- o White – Premark site of intended excavation

## **LAND USE ACTIONS, TYPES**

There are a variety of land use actions and it would help you to know which type covers your particular project because of the differing time frames from application to completion.

**Permitted Use:** A use allowed as of right by and within the primary zoning district.

**Ministerial Action:** An application under the Land Development Ordinance which can be approved by the Planning Director on a routine basis. Little or no discretion applies to ministerial actions. Ministerial actions do not provide for contested case proceedings or notice. The basis for these actions is clearly set out in the Land Development Ordinance. Ministerial actions include but are not limited to Floodplain, DSL and Corp of Engineering sign offs, Family Hardships in Residential Zoned Property, Zoning Compliance Letters, Pre-Eligibility, Single Property Line Adjustments, Road Names and Vacations.

**Administrative Review:** An action under the Land Development Ordinance which can be approved by the Planning Department and provides for public. Typically the Planning Director will review conditional use reviews which is a term applied to a use which may be permitted by the issuance of a conditional use permit. There is several administrative review processes such as: Administrative Conditional Use (ACU), Administrative Project Review (APR), Family Hardship Dwelling (FHD), Partition (P), Subdivision (SUB), Site Plan Review (SP), and Variance (V).

**Quasi-Judicial Action:** Any application that requires review by the Planning Commission or the Board of Commissioners. These applications require public hearings and place the burden of proof for approval on the applicant. Quasi-Judicial Actions include: Appeals (AP) to Planning Commission and the Board of Commissioners, Hearings Body Conditional Use (HBCU) including applications that the Planning Director defers to the Hearings Body or are called up by the Board of Commissioners, and amendment/rezone (AM/RZ), and Remands.

**Legislative Action:** An action generated by the County in the interest of the general public. Legislative actions are regulated by Oregon State Statute.

**Hearings Body Conditional Review:** An action that is reviewed by person or persons appointed by the Board of County Commissioners to conduct administrative or quasi-judicial public hearings. Most of these actions are heard by the Planning Commission.

## ***Helpful Application Information about land use applications and timelines***

**This information is helpful if a use is not an outright permitted use on the property and you are required to submit an application. Again, plan ahead and look at the timelines that may effect your project.**

### **Application Requirements:**

(Article 5.6 of this ordinance Site Plan Review Requirements and Chapter 6 Land Divisions have additional submittal requirements)

Applications for development or land use action shall be filed on forms prescribed by the County and shall include sufficient information and evidence necessary to demonstrate compliance with the applicable criteria and standards of this Ordinance and be accompanied by the appropriate fee. An application shall not be considered to have been filed until all application fees have been paid. All applications shall include the following:

Applications shall be submitted by the property owner or a purchaser under a recorded land sale contract. "Property owner" means the owner of record, including a contract purchaser. The application shall include the signature of all owners of the property. A legal representative may sign on behalf of an owner upon providing evidence of formal legal authority to sign.

An application for a variance to the requirements of the Airport Surfaces Overlay zone may not be considered unless a copy of the application has been furnished to the airport owner for advice as to the aeronautical effects of the variance. If the airport owner does not respond to the application within twenty (20) days after receipt, the Planning Director may act to grant or deny said application.

One original and exact copies of the application shall be provided at the time of submittal for the following reviews:

Amendment/Rezone	19 copies
Planning Commission (including appeals)	14 copies
Board of Commissioner (including appeals)	6 copies
Administrative	1 copy

The County may, at its sole discretion, reject materials that do not contain the requisite number of copies. It may be requested that the County make the requisite number of copies subject to the submitter paying applicable copy charges.

The burden of proof in showing that an application complies with all applicable criteria and standards lies with the applicant.

**Application Completeness (ORS 215.427)**

An application will not be acted upon until it has been deemed complete by the Planning Department. In order to be deemed complete, the application must comply with the requirements of Section 5.0.150, and all applicable criteria or standards must be adequately addressed in the application.

If the County Road Department recommends a traffic impact analysis (TIA) the application will not be deemed complete until it is submitted.

Within 30 days of the date the application is filed, the Planning Department will notify the applicant, in writing, specifying the information that is missing. The application will be deemed complete upon receipt of the missing information.

An applicant will have 180 days from the date of filing of the application to provide the Planning Department any information requested to make an application complete. When an applicant fails to submit the requested information, the application will be deemed withdrawn on the 181<sup>st</sup> day after the application was filed.

If the applicant who receives notice of an incomplete application refuses to submit the missing information, the application will be deemed complete on the 31<sup>st</sup> day after the Planning Department first received the application.

In the event the Planning Department fails to notify the applicant within 30 days of the date the application was filed, the application will be deemed complete on the 31<sup>st</sup> day.

**Timetable for Decisions (ORS 215.427)**

(Legislative decisions are not subject to the time frames in this section)

For lands located within an urban growth boundary, and all applications for mineral or aggregate extraction, the County will take final action within 120 days after the application is deemed complete.

For all other applications, the County will take final action within 150 days after the application is deemed complete.

These time frames may be extended upon written request by the applicant.

Time periods specified in this Section shall be computed by excluding the first day and including the last day. If the last day is a Saturday, Sunday, legal holiday or any day on which the County is not open for business, the time deadline is the next working day. [OAR 661-010-0075]

Land use permits that have been approved by the county shall be held in abeyance until the decision is final and all fees are paid: That is, until the appeal period has expired and no appeals have been filed, or all appeals have been exhausted and final judgments are effective.

## **WHERE DO I FIND**

### Deeds/Mortgages/Other Property Documents:

Coos County Clerk  
Coos County Courthouse  
Coquille, OR 97423

### Property Information/Account numbers/Map Numbers:

Coos County Assessor  
Coos County Courthouse  
Coquille, OR 97423

### Property Surveys:

Coos County Surveyor  
Coos County Courthouse  
Coquille, OR 97423

## PLOT PLAN

Some land use applications require a detailed Plot Plan. In Coos County, the following information is required to be included:

- o Your map must be on white paper which is 8.5" x 11" or 8.5" x 14" in size, with the information **drawn** in black ink.
- o Township, range, section and tax lot number of property must be noted on the map.
- o Northpoint, date and scale used (1" = 50' or 1" = 100') must be noted on the map.
- o Shape and dimensions of your property must be drawn accurately. Show the acreage of the parcel.
- o Illustrate all existing and proposed structures, septic systems and wells on your map. Label the uses of these structures and their distances from property lines.
- o Identify irrigation ditches and canals, if any.
- o Show all water courses, drainageways, and water bodies (lake, pond, bogs, marshes, seeps, springs and year-round to intermittent streams on the property). Show the location of any dikes or revetments. Show the location of the 100-year floodplain, if applicable.
- o Include the name of the person who prepared your map.
- o Title the map.

**AGENCY/DEPARTMENT**  
**CONTACT INFORMATION:**

Different uses will require different information and/or permits. Listed below is contact information:

**Coos County Departments:**

Assessor's Office  
Adam Colby, County Assessor  
Coos County Courthouse  
Coquille, Or 97423

Phone: 541-396-3121 ext. 268  
Fax:  
Web: [www.co.coos.or.us](http://www.co.coos.or.us)

Clerk's Office  
Terry Turi, County Clerk  
Coos County Courthouse  
Coquille, OR 97423

Phone: 541-396-3121 ext. 228  
Fax: 541-396-6551  
Web: [www.co.coos.or.us](http://www.co.coos.or.us)

Health Department  
Frances Smith, Administrator  
1975 McPherson  
North Bend, OR 97420

Phone: 541-756-2020 ext. 510  
Fax: 541-756-5466  
Web: [www.co.coos.or.us](http://www.co.coos.or.us)

Planning Department  
Patty Evernden, Planning Director  
225 N Adams  
Coquille, OR 97423

Phone: 541-396-3121 ext. 210  
Fax: 541-756-8630  
Web: [www.co.coos.or.us](http://www.co.coos.or.us)

Road Department  
John Rowe, Roadmaster  
1281 W Central  
Coquille, OR 97423

Phone: 541-396-3121 ext. 367  
Fax: 541-396-4011  
Web: [www.co.coos.or.us](http://www.co.coos.or.us)

**Other:**

CC Business Development Corporation  
744 SE Rose Street  
Roseburg, OR 97470

Phone: 800-452-6010  
Fax: 541-756-7011  
Web: [www.ccdbusiness.com](http://www.ccdbusiness.com)

Coos Soil and Water  
382 N. Central Blvd.  
Coquille OR 97423

Phone: 541-396-6879  
Fax: 541-396-5106  
Web: [www.coosswcd.oacd.org](http://www.coosswcd.oacd.org)

### **State and Federal Agencies:**

Building Codes Division (Local)  
749 Riverside Drive  
P.O. Box 398  
Coquille, OR 97423

Phone: 541-396-2148  
Fax: 541-396-3974  
Web: [www.cbs.state.or.us](http://www.cbs.state.or.us)

Building Codes Division (State)  
1535 Edgewater St. NW  
Salem, OR 97304

Phone: 503-378-4133  
Fax: 503-378-2322  
Web: [www.cbs.state.or.us](http://www.cbs.state.or.us)

Bureau of Land Management (BLM)  
PO Box 2965  
Portland, OR 97201

Phone: 503-952-6418  
Fax: 503-952-6021

Environmental Protection Agency (EPA)  
3<sup>rd</sup> Floor, 811 SW Sixth Ave  
Portland, OR 97204

Phone: 503-326-2716  
Fax: 503-326-3399  
Web: [www.epa.gov/region10](http://www.epa.gov/region10)

Department of Environmental Quality  
381 N Second Street  
Coos Bay, OR 97420

Phone: 541-269-2721  
Fax: 541-269-7984  
Web: [www.deq.state.or.us](http://www.deq.state.or.us)

Department of Environmental Quality  
750 Front St. NE #120  
Salem, OR 97301

Phone: 503-378-8240  
Web: [www.deq.state.or.us](http://www.deq.state.or.us)

Fish & Wildlife, Dept. of  
63538 Boat Basin Drive  
Charleston, OR 97420

Phone: 541-888-5515  
Fax: 541-888-6860  
web: [www.dfw.state.or.us](http://www.dfw.state.or.us)

Fish & Wildlife, Dept. of  
3406 Cherry Avenue N.E.  
Salem, OR 97303

Phone: 503-947-6000  
Fax: 503-947-6202  
Web: [www.dfw.state.or.us](http://www.dfw.state.or.us)

Forest Service  
PO Box 3623  
Portland OR 97204

Phone: 541-750-7181  
Fax: 541-750-7234  
Web: [www.fs.fed.us](http://www.fs.fed.us)

Department of Forestry, Local  
63612 Fifth Road  
Coos Bay, OR 97420

Phone: 541-267-4136  
Fax: 541-269-2027  
Web: [www.oregon.gov/ODF](http://www.oregon.gov/ODF)

Department of Forestry, State  
2600 State Street  
Salem, OR 97310

Phone: 503-945-7200  
Fax: 503-945-7212  
Web: [www.oregon.gov/ODF](http://www.oregon.gov/ODF)

Historic Preservation Office, State  
Oregon Parks & Recreation Dept  
725 Summer St. NE Suite C

Phone: 503-986-0671  
Fax: 503-986-0793  
Web: [www.oregon.gov/OPRD/HCD/SHPO](http://www.oregon.gov/OPRD/HCD/SHPO)

Land Conservation & Development, Dept. of  
635 Capitol St. NE #150  
Salem, OR 97301

Phone: 503-373-0050  
Fax: 503-378-5518  
Web: [www.lcd.state.or.us](http://www.lcd.state.or.us)

Natural Resources Conservation Service (NRCS)  
101 SW Main, Suite 1300  
Portland OR 97424

Phone: 503-414-3252  
Fax: 503-414-3103  
Web: [www.or.nrcs.usda.gov](http://www.or.nrcs.usda.gov)

State Lands, Dept. of  
775 Summer St. NE Suite 100  
Salem, OR 97301.503-986-5200

Phone: 503-986-5200  
Fax: 503-378-4844  
Web: [www.dsl.state.or.us](http://www.dsl.state.or.us)

Parks & Recreation, Oregon  
725 Summer St. NE Suite C  
Salem, OR 97301

Phone: 503-986-0707  
Fax: 503-986-0792  
Web: [www.oregonstateparks.org](http://www.oregonstateparks.org)

Transportation, Dept of (Local)  
307 Highway 42 E  
Coquille, OR 97423

Phone: 541-396-3707  
Fax: 541-396-5321  
Web: [www.oregon.gov/ODOT/](http://www.oregon.gov/ODOT/)

Transportation, Dept. of Region 3  
THOMAS GUEVARA JR., Review Planner  
3500 NW Stewart Parkway  
Roseburg, OR 97470

Phone (541) 957-3692  
Fax (541) 957-3547

Transportation, Dept. of  
355 Capitol St. NE  
Salem, OR 97301503-

Phone: 888-275-6368  
Fax: 503-986-3432  
Web: [www.oregon.gov/ODOT](http://www.oregon.gov/ODOT)

US Army Corps of Engineers  
P.O. Box 2946  
Portland, OR 97208

Phone: 503-808-5150  
Fax: 503-808-4375  
Web: [www.nwp.usace.army.mil](http://www.nwp.usace.army.mil)

US Army Corps of Engineers  
Coos Bay Office  
1460 N Bayshore Drive  
Coos Bay, OR 97420

Phone: 541-269-2556  
Fax:  
web:

Water Resources (Local)  
225 N Adams  
Coquille, OR 97423.

Phone: 541-396-3121 ext. 253  
Fax: 541-396-6233  
Web: [www.wrd.state.or.us](http://www.wrd.state.or.us)

Water Resources Department, State  
725 Summer Street NE, Suite A  
Salem, OR 97301

Phone: 503-986-0900  
Fax: 503-986-0904  
Web: [www.wrd.state.or.us](http://www.wrd.state.or.us)

**Cities:**

City of Bandon  
PO Box 67  
Bandon, OR 97411

Phone: 541-347-2437  
Fax: 541-347-1415  
Web: [www.ci.bandon.or.us](http://www.ci.bandon.or.us)

City of Coos Bay  
500 Central  
Coos Bay, OR 97420

Phone: 541-269-1181  
Fax:  
Web: [www.coosbay.org](http://www.coosbay.org)

City of Coquille  
851 N. Central  
Coquille, OR 97423

Phone: 541-396-2115  
Fax: 541-396-5125  
Web: [www.cityofcoquille.org](http://www.cityofcoquille.org)

City of Lakeside  
915 North Lake Road  
PO Box L  
Lakeside, OR 97449

Phone: 541-759-3011  
Fax: 541-759-3711

City of Myrtle Point  
424 Fifth Street  
Myrtle Point, OR 97458

Phone: 541-572-2626  
Fax: 541-572-3838

City of North Bend  
835 California Street  
PO Box B  
North Bend, OR 97459

Phone: 541-756-8500  
Fax: 541-756-8527  
Web: [www.northbendcity.org](http://www.northbendcity.org)

City of Powers  
275 Fir Street  
PO Box 250  
Powers, OR 97466

Phone: 541-439-3331  
Fax: 541-439-5555  
Web: [CityOfPowers@msn.com](mailto:CityOfPowers@msn.com)