WHO will I need to contact?
WHAT documents will I need to prepare?
WHEN when can I expect to complete the process?
WHERE do I find the information I need?
WHY do I need to file for permits?
HOW do I get started?

DEVELOPING PROPERTY IN COOS COUNTY AND FINDING OUT IF YOU ARE ELIGIBLE FOR TAX INCENTIVES

The purpose of land use and development regulations is to serve the public interest by protecting the health, safety and welfare of Coos County citizens. That said staff and the decision makers recognize that working through the permitting processes 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 and confer with Public Works, Community Development or their Planning Department for land development.

Please remember that land use approvals may be required before building permits can be issued. Talking with the staff at the Coos County Planning Department early in the planning process will save you time and unnecessary expense.

DISCLAIMER

The information provided is not legal advice but does provide general information to the public. You should always confer with the appropriate agency and/or department to ensure you are following the correct procedure. This document does not replace the language in the Coos County Zoning and Land Development Ordinance or the Coos County Comprehensive Plan. Updates will be made to the document when necessary.

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

Phone
541-396-7770

Fax
541-396-1022
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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 adopted a Comprehensive Plan (CCCP) that sets forth goals and policies regarding the use and conservation of land and resources in Coos County. The County has also adopted a Zoning and Land Development Ordinance that governs 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 Agency at (541) 396-2148.

A glossary has been included in this document to help understand some of the terms used in this guide; however, these are not necessarily the terms used in the Coos County Zoning and Land Development Ordinance (CCZLDO). 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 so that you might obtain more than the thumbnail sketch of the program or requirements that we have included in the guide.

For a more in-depth review of County land use regulations, log on to the County’s website and access the Zoning and Land Development Ordinance at www.co.coos.or.us. You may download Planning Applications by logging on to www.co.coos.or.us/Planning/Applications.

Many planning activities and permits require property information such as account number, map number (Township, Range, Section and Tax Lot) and the situs address. 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. Please understand when using the Assessor’s webpage to access property information that the zone shown on the property is for taxing purposes and may not be the your actual zoning for land use purposes you may verify your land use zone by using the zoning maps on-line or contacting the Planning Department.

A BRIEF 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.
**Accessory Use**
Structure or use which: (1) is subordinate to and serves a principal structure or principal use, (2) is subordinate in area, extent, or purpose to the principal structure or principal use served, (3) contributes to the comfort, convenience or the necessity of occupants of the principal structure or principal use, and (4) is located on the same lot, parcel or tract as the principal structure or principal use; unless otherwise permitted or conditionally permitted by the Coos County Zoning and Land Development Ordinance.

**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.

**CCZLDO**
Coos County Zoning and Land Development Ordinance (also referred to as LDO)

**CCCP**
Coos County Comprehensive Plan

**Conditional Use**
The term applied to a use which may be permitted by the issuance of a conditional use permit. May be required when use is not outright permitted

**Complete Application**
Application that is deemed complete when all the necessary information has been provided

**Decision-Making Body**
Coos County Planning Commission, Coos County Board of Commissioners and/or Special Hearings Officer

**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 is 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.
<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Land Use Action</td>
<td>A final decision or determination made by a decision-making body affecting land use.</td>
</tr>
<tr>
<td>LUBA</td>
<td>Land Use Board of Appeals. LUBA is the only forum that can hear appeals of local land use decisions.</td>
</tr>
<tr>
<td>Ministerial Decision</td>
<td>A non-discretionary decision made by staff.</td>
</tr>
<tr>
<td>Nonconforming Use</td>
<td>A land use not permitted by current zoning regulations.</td>
</tr>
<tr>
<td>Outright Permitted Use</td>
<td>A use permitted that does not require consideration of discretionary approval criteria but often requires some type of review by a planning official.</td>
</tr>
<tr>
<td>Partition</td>
<td>“Partition land” means to divide land into two or three parcels within a calendar year.</td>
</tr>
<tr>
<td>Pre-application Conference</td>
<td>A meeting between the proposed applicant and staff to discuss merits and/or possible problems with a proposed project.</td>
</tr>
<tr>
<td>Public Notice</td>
<td>Information about a land use decision or a hearing to be held regarding a decision. Mailed, published in a newspaper or both.</td>
</tr>
<tr>
<td>Setback</td>
<td>The required distance between structures and all lot, parcel or tract lines. Structures for the purpose of setbacks do not include uncovered patios, decks, driveways, fences, signs, vegetative screenings, or similar amenities.</td>
</tr>
<tr>
<td>Structural Plan</td>
<td>A plan describing how a building will be constructed.</td>
</tr>
<tr>
<td>Subdivision</td>
<td>Dividing land into four or more lots within a calendar year.</td>
</tr>
<tr>
<td>Subsurface Facilities</td>
<td>Facilities installed beneath the earth’s surface, such as septic, sewer, water and electrical lines.</td>
</tr>
<tr>
<td>Urban Growth Boundary</td>
<td>Established areas to identify and separate urbanizable land from rural land.</td>
</tr>
<tr>
<td>Variance</td>
<td>A device which may grant a property owner relief from certain provisions of the Coos County Zoning and Land Development Ordinance when because of the particular physical surroundings, shape or topographical conditions of the property, compliance would result in a particular hardship upon the owner, as distinguished from a mere inconvenience.</td>
</tr>
<tr>
<td>Zoning Ordinance</td>
<td>Identifies specific land use zones and provides regulations affecting uses within each zone.</td>
</tr>
</tbody>
</table>
STEP 1
UNDERSTANDING AND OBTAINING COUNTY PERMITS

COOS COUNTY PLANNING DEPARTMENT

The Coos County Planning Department supports our community by promoting orderly growth, protecting the environment and stabilizing the property values. The Planning Department is charged with administering 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. One role of the Planning Department is to provide information and assistance that will help citizens better understand the land use process.

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 which agencies are responsible for land use approvals and permitting.

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 regulatory agencies to understand the timelines and cost involved in your project. Planning ahead will take some of the stress out of the process and possibly save you money.

You can do preliminary research on allowable uses in your zone by referencing the Coos County Zoning and Land Development Ordinance (CCZLDO) on the County website http://www.co.coos.or.us/Planning/toc.htm (Tip: 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 zoning information on the zone maps at http://www.co.coos.or.us/Planning/zone_maps/ZoneMaps_JPEG/ or by contacting a planning staff member.

It is very important to understand land use and development regulations in the Zoning Ordinance. The Zoning Ordinance describes zoning districts on the County zoning map and sets forth allowable uses and development standards. Sections of the Zoning Ordinance that will be helpful to you include:

- **USES** – This section lists the land uses that are authorized in each zoning district. Some will be permitted outright and other uses will be “conditional” or “special” and require land use approval. 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.

- **DEVELOPMENT STANDARDS**: In this section, requirements such as minimum lot sizes, yard setbacks, and height requirements are indicated. You will often find development standards included in the chapters that describe individual zoning districts. In Coos County there are special 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 and go to Section 4.1. for more information.
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 is reviewed by the Planning Director or Planning Staff 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, Department of State Lands 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 or denied by the Planning Department and provides for public notice. The burden of proof rest with the applicant and the application must meet the applicable criteria before it can be approved. 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.
FLOW CHART FOR DEVELOPMENT PERMITS

STEPS TO OBTAIN SEPTIC AND BUILDING PERMITS IN COOS COUNTY
(OUTSIDE CITY LIMITS)

START HERE
STEP #1
Planning Dept
541-396-7770

WHAT DO YOU GET?
Zoning Information

Step #2
Obtain Sanitation permits or sign off.
DEQ
(541) 269-2721
State Department

Step #3
Obtain building permits. Oregon State Building Codes
(541) 266-1098

What do you need to bring to the department to obtain information about property in Coos County?

Property Identification such as Township, Range, Section Tax Lot Number, Account #, or Address of Property

What your proposal or questions are. A plot plan would be helpful

Beginning obtaining permits

Obtain Driveway Confirmation from County Road Dept.
541-396-7660
If replacement of structure may not be required

Obtain Zoning Compliance letter if there are no conditional use permits required.

Coos County will obtain comments from the local tribe(s) and ODF&W if required, if not skip this step
ZONING AND LAND USE DEVELOPMENT

The first step in the development process is to determine the zoning of the property and to verify if the use you are proposing is permitted and what, if any, types of limitations or approvals may apply to your project. 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 can be issued. There is no guarantee that a conditional use permit will be approved. Approval is based on compliance with the criteria applicable to a particular land use proposal.

The Planning Staff will research your proposal and let you know if conditional use permits, site plan, variance or zone change is required. Planning Staff will also be able to determine if your property has any special features such as wetlands which may require additional notices to other agencies (e.g. Department of State Lands). Additional notices may extend the processing time of your land use application.

DRIVEWAY CONFIRMATION/ACCESS PERMIT

If your property is undeveloped but you have obtained the required land use approvals for your project, you will probably need to obtain a Driveway Confirmation or Access Permit to ensure that your driveway and access will be up to current safety standards. If you are developing Industrial or Commercial property this step may be covered in the parking plan. The form(s) for driveways and road access can be obtained from the Planning Department but then you will need to submit the completed form to the Coos County Road Department for approval. The charge for the letter is currently $150\(^1\) and includes an on-site inspection. An access permit, if necessary, is also included. If your access is from 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 a manufactured home onto the site before finishing the driveway, a Permit Performance Bond or Letter of Security must 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 541-396-7660.

Construction Standards for driveways are available at the County Road Department or County Planning Department.

\(^1\) You should check with the department or the website to find out the current fees.
Status or Types of Public Roads

- **County Road**
  A “county road” is a road that 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.

**ARCHAEOLOGICAL SITE IDENTIFICATION**

Archaeological resources in Coos County have been inventoried. Properties which have been an archaeological site and properties that are likely to contain archaeological materials must comply with the following steps prior to issuance of a “Zoning Compliance Letter” for building permits and/or septic systems.

The County Planning Department will make initial contact with the appropriate Indian Tribe(s) to determine whether the project site contains a known archaeological site(s) or archaeological materials. The following information shall be provided by the property owner/agent:

1. Plot plan showing exact location of excavation, clearing and development and where the access to the property is located; and
2. Township, range, section and tax lot(s) number; and
3. Specific directions to the property.

The Planning Department will forward the above information including a request for response to the appropriate Tribe(s).

The Tribe(s) will review the proposal and respond in writing within 30 days to the Planning Department with a copy to the property owner/agent.

It is the responsibility of the property owner/agent to contact the Planning Department to obtain a “Zoning Compliance Letter” or obtain further instruction regarding issues pertaining to the specific request.

**ZONING COMPLIANCE LETTER (ZCL)**

After acquiring a driveway confirmation permit and any necessary land use application approvals you will need to obtain a 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 your ZCL you will need to submit your ZCL to all other appropriate agencies to obtain your permits. The ZCL indicates to other agencies that you have complied with the local land use regulations.
ADDRESS

If you are developing vacant land, you will need an address. You will need to obtain an address before 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. This step can be done at anytime during the permitting process.

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 affect your project.

a. 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:

<table>
<thead>
<tr>
<th>Review</th>
<th>Copies</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amendment/Rezone</td>
<td>19</td>
</tr>
<tr>
<td>Planning Commission (including appeals)</td>
<td>14</td>
</tr>
<tr>
<td>Board of Commissioner (including appeals)</td>
<td>6</td>
</tr>
<tr>
<td>Administrative</td>
<td>1</td>
</tr>
</tbody>
</table>

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.
b. 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 181st 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 31st 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 31st day.

c. 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.
d. Appeals

Administrative appeals (Planning Director’s Decisions)

Appeals of Administrative Decisions must be filed on a Notice of Appeal (NOA) form provided by the County along with the required filing fee. Upon receipt of an appeal the Planning Department staff will schedule a public hearing before the Hearings Body and provide public notice. The hearing on appeal of an administrative decision will be de novo.

Hearings Body appeals (Planning Commission Decisions)

Appeals of a Hearings Body decision must be filed on the same form as an appeal of administrative appeal and submitted with the appropriate fee. The process for this type of appeal is different from an administrative appeal. The Planning Staff shall notify the Board of Commissioners of the NOA within ten days of receipt. The Planning staff will provide the record to the Board of Commissioners for review. Provided there has been an initial evidentiary hearing, the Board of Commissioners may:

a) Decline to hear the matter and enter an order affirming the lower decision; or
b) Accept the appeal and:
   1) Make a decision on the record without argument; or
   2) Make a decision on the record with argument; or
   3) Conduct a hearing de novo; or
   4) Conduct a hearing limited to specific issues.

In the decision, the Board may affirm, modify, or reverse the lower decision and accept any or all of the findings and conditions in the Hearings Body decision. The Board may modify or adopt new findings and conditions on a permit.

If there hasn’t been an initial evidentiary hearing then the hearing will be de novo.

Filling out your NOA form

When filling out the NOA, the appellant must state the reasons for the appeal, citing the specific comprehensive plan or land development ordinance provisions which are alleged to be violated. The form also requires the appellant to make a statement of the standing of the appeal. Please be aware if the form is not filled out correctly it may invalidate your appeal. Your form should be accompanied by any evidence, written testimony and/or legal argument to substantiate your position and the required fee. Please read the criteria under Article 5.8 to ensure that you have satisfied the criteria.

The necessary forms for an appeal can be found on the website and in the Coos County Zoning and Land Development Ordinance (LDO) Article 5.8 Appeals of Discretionary Decision. [http://www.co.coos.or.us/Planning/index.html](http://www.co.coos.or.us/Planning/index.html).

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 Surveyor’s office at the Courthouse in Coquille.
e. Plot Plan

FAILURE TO INCLUDE ALL INFORMATION IN THIS CHECKLIST WILL RESULT IN A DELAY OF YOUR PERMIT OR APPLICATION REVIEW.

The following information and elements must be on your plot plan map. The Plot Plan MUST be drawn on white paper that is 8½” x 11”. Multiple pages may be used. Please verify that your plot plan contains each of the following elements listed below.

**General Information**

1. [ ] Owner’s name, address and phone number
2. [ ] Assessor’s map and tax lot number
3. [ ] North arrow
4. [ ] Scale – **Standard Engineering Scale** – Divisible by 10 (ie. 1”= 10’, 20’, 30’, 40’, 50’, 60’ or 1”= 100’, 200’, 300’, 400’)
5. [ ] Accurate shape and dimensions of parcel or development site. Draw the property lines in a solid black line
6. [ ] Lengths of all property lines
7. [ ] Any adjacent public or private roads, all easements and/or driveway locations – including road names
8. [ ] All natural features on the entire property. Natural features include: creeks, rivers, ponds, lakes, wetlands, ravines, and slopes.
9. [ ] Driveway location and parking areas – including the distance from at least one property line to the intersection of the driveway and the road (apron area)

**Existing Structure(s)**

1. [ ] Clearly label all existing structures on the property and indicate if these structures to remain or are being removed. Existing Structures include: all commercial and non-commercial buildings, dwellings, shops, garages, barns, porches, barns, equine facilities, sheds, propane tanks, pump houses, etc.
2. [ ] Show distances to all property lines. If you have a large property you may want to submit a insert map.
3. [ ] Location of existing water source (ie. well, lake, pond, etc.) and distance from property lines and development.
4. [ ] Location of existing sewage facility (ie. tank, lines, replacement area, etc.) and distance from property lines and development.
5. [ ] Show the distances from all Natural Features to the existing development.

**Proposed Structure(s)**

1. [ ] Location of proposed structure showing distances to property lines and Natural Features. These proposed structures can be shown by dashed lines. Indicate dimensions of structures.
2. [ ] Distance of proposed development from roadways, water sources and sewage facilities.
3. [ ] Location of the proposed structure from existing development.
4. [ ] Direction and location of all slopes.
5. [ ] Location and dimension of all proposed water sources and sewage facilities.
6. [ ] Confirm that all setbacks have been met for the proposed development and project
Other Departments that may have documents that you need when filling out applications.

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
STEP 2 & 3
OBTAINING DEVELOPMENT PERMITS FROM OTHER AGENCIES

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 and permits are obtained sequentially. 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.

SEWAGE AND SANITATION PERMITS (DEQ)

Once your zoning requirement approvals have been acquired you will need to visit the local Department of Environmental Quality office or sanitation provider 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 sewer district or city service area then you will need contacted that agency for hook-ups. If you are using an existing, approved septic system the Oregon State Building Codes may require you to obtain a plot plan of your septic to ensure you do not build or place any structures over your septic tank or drain field lines.

Permits associated with septic system repair or installations 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 the 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.

BUILDING PERMITS

The State of Oregon Building Codes Agency issues building permits and enforces building codes in Coos County. The Building Codes Agency is responsible for reviewing and approving all construction applications and plans.

The last step in the development process is to obtain the required building and/or manufactured dwelling placement permits. The Oregon State Building Codes permit 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 may be sent to the Salem Plan Review Section. All commercial plans are sent to Salem for review. A plan review for residential construction requires up to approximately two weeks and may require up to four weeks for commercial projects. Review times can vary, depending on the complexity of the project and the adequacy of information you submit with your application.

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

- Two sets of complete structural plans (Three complete sets if commercial plans)
- 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.
- The Building Permit Application itself
- And if you are in a floodplain your zoning compliance letter must be accompanied with a floodplain map and information.
- 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 Agency will review your construction plans or manufactured home placement application. The Coquille office issues Building Permits for properties 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 your property is inside the city limits, you will need to go to city hall to submit your plans.

If you are placing a new manufactured dwelling on private property, or replacing an existing 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.

Changing Ownership/Manufactured Homes

Coos County Assessor’s Office

Owner(s) must sign off on the Title or sign off on the Notice of Sale/Change of Ownership and also provide a Bill Of Sale that includes the make, year & serial number of the manufactured structure, signed and dated by the owner.

All buyers must sign the Notice of Sale/Change of Ownership form.

The cost for transferring a manufactured structure is $140.00 (note costs may change so be sure to check with the Assessor’s office) payable by cash, cashier’s check or money order made out to the Coos County Assessor.

You must mail or bring the forms to the Coos County Assessor’s Office at 250 N Baxter Street, Coquille, Oregon 97423. Please include your phone number on the top of the form so we can contact you if we have any problems concerning the application.
YOU MUST HAVE A TRIP PERMIT ISSUED BY THE COOS COUNTY ASSESSOR’S OFFICE WHENEVER YOU MOVE A MANUFACTURED STRUCTURE

You must have a Placement Permit when moving a manufactured structure unless you are moving the structure to a Mobile Home Park.

Your first step will be to call or go to the Planning Department to see if they will give you the authorization to place your manufactured structure on the property. If you find that it is approved, you will receive a Zoning Compliance Letter that you will need to take to State Building Codes to get your placement permit. After you receive your Placement Permit you will need to bring it to the Assessor’s Office to get your Trip Permit.

Check each department for current fees:

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<td>250 N Baxter</td>
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WELLS

In general, the use of surface or groundwater in Oregon requires a water use authorization from the Oregon Water Resources Department (OWRD).

There are a few uses of groundwater that do not require a permit from OWRD. These include:
- Group and single family domestic use up to 15,000 gallons per day;
- Commercial or industrial use up to 5,000 gallons per day;
- Livestock watering;
- Watering any lawn and or non-commercial garden totaling less than ½ acre in size;
- Down hole heat exchangers; and
- Irrigation of up to 10 acres of school grounds within established critical ground water areas.

Landowners constructing exempt use wells after July 22, 2009 are required to submit the following map and a $300 recording fee to OWRD no later than 30 days after well completion.

Under current rules (OAR Chapter 690, Division 180), the map must show the location of the completed well, that includes:
- Tax lot map with map reference number or Department approved electronic mapping program.
- Location of the well(s) with distances indicated from an identified property or survey corner.
The direction of north marked on the map.
Identify each well by Well identification Number.
Location of well(s) in relation to driveways, access roads and nearest structures.
Street address of well site, if available.

Note that OWRD anticipates new rules effective late in 2009 that may adjust these mapping standards. The new rules will be OAR Chapter 690, Division 190 and will be available at http://www.wrd.state.or.us/OWRD/LAW/oar.shtml.

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

OBTAINING OTHER TYPES OF PERMITS AND INCENTIVES

HOME BASED BUSINESS – (Home Occupation)

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

Home occupations must be operated in a manner that does not interfere with existing uses on nearby land or with other uses permitted in the zone where the property is located. Home occupations do not involve retail sales on the premises. Home occupations can 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

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 – 541-396-7900. Coos County Courthouse, 250 N Baxter Street, Coquille, OR 97423.
**IMPORTANT REMINDER:** Check to see if your property/project is located within 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:**
- Conventional manufacturing and industrial activities
- Processing plants
- Distribution centers
- Maintenance Facilities
- Warehouses
- 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\textsuperscript{st}, the firm must increase its employment within the Enterprise Zone by the greater of one person or 10\% whichever is greater.

2\textsuperscript{nd}, 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 www.Oregon4biz.com/incentives.htm.
The following maps are showing the Enterprise Areas but for detailed location information you may contact the Coos County Planning Department or Coos County Assessor’s Office.
WHERE DO I FIND…

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:

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

AGENCY/DEPARTMENT CONTACT INFORMATION

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

**Coos County Departments:**

Assessor’s Office
Coos County Courthouse
Coquille, Or 97423

Phone: 541-396-7900
Web: [www.co.coos.or.us](http://www.co.coos.or.us)

Clerk’s Office
Coos County Courthouse
Coquille, OR 97423

Phone: 541-396-7600
Fax: 541-396-6551
Web: [www.co.coos.or.us](http://www.co.coos.or.us)

Health Department
1975 McPherson
North Bend, OR 97420

Phone: 541-756-2400
Fax: 541-756-2653
Web: [www.co.coos.or.us](http://www.co.coos.or.us)
Planning Department  
225 N. Adams  
Coquille, OR 97423  
Phone: 541-396-7770  
Fax: 541-396-1022  
Web: www.co.coos.or.us

Road Department  
1281 W. Central  
Coquille, OR 97423  
Phone: 541-396-7660  
Fax: 541-396-4011  
Web: www.co.coos.or.us

Other:

CCD Business Development Corporation  
744 SE Rose Street  
Roseburg, OR 97470  
Phone: 800-452-6010  
Fax: 541-756-7011  
Web: www.ccdbusiness.com

Coos Soil and Water  
382 N. Central Blvd.  
Coquille OR 97423  
Phone: 541-396-6879  
Fax: 541-396-5106  
Web: www.coosswd.oacd.org

State and Federal Agencies:

Building Codes Division (Local)  
500 Central Ave., Suite # 135  
Coos Bay, OR 97420  
Phone: 541-266-1098  
Fax: 541-266-1146  
Web: 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

Bureau of Land Management (BLM)  
PO Box 2965  
Portland, OR 97201  
Phone: 503-952-6418  
Fax: 503-952-6021

Environmental Protection Agency (EPA)  
3rd Floor, 811 SW Sixth Ave  
Portland, OR 97204  
Phone: 503-326-2716  
Fax: 503-326-3399  
Web: 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

Department of Environmental Quality  
750 Front St. NE #120  
Salem, OR 97301  
Phone: 503-378-8240  
Web: www.deq.state.or.us

Federal Emergency Management Agency (FEMA)  
U.S. Department of Homeland Security  
500 C Street SW  
Washington, D.C. 20472  
Phone: 202-646-2500

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

US Army Corps of Engineers
North Bend Office
2201 N. Broadway, Suite C
North Bend, OR 97459

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

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

Cities:

City of Bandon
PO Box 67
Bandon, OR 97411

City of Coos Bay
500 Central
Coos Bay, OR 97420

City of Coquille
851 N. Central
Coquille, OR 97423

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

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

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

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