



Community Development · 500 Central Avenue · Coos Bay, Oregon 97420  
 Telephone 541.269.1181 · Fax 541.269.8916 · coosbay.org

## LAND USE PRE-APPLICATION

**For Office Use Only**

STAFF CONTACT	PROJECT NO(S).
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<b>Site Location/Address:</b>	Zoning Designation:
	Tax Lot(s)Numbers:
	Total Land Area:

**Current and/or prior use of the property:**

**Detailed Description of Proposal:**

I understand that the comments provided by staff at the Pre-Application Conference are preliminary in nature, and that additional concerns may be raised, and additional information may be required after a development application has been submitted.

<b>Applicant/Owner Name:</b> <small>(please print)</small>	Phone:
Address:	Email:
City State Zip:	

<b>Applicant's Representative:</b> <small>(please print)</small>	Phone:
Address:	Email:
City State Zip:	

1. The owner/applicant or their representative should be present at the pre-application conference.
2. Complete applications include: A completed application form, application fee, plan drawings, and a list of questions for staff. Incomplete applications will not be accepted.
3. **Five (5) complete hard-copy sets (single sided) and one electronic copy of application materials must be submitted with this application.**

The undersigned property owner(s) hereby authorizes the filing of this application, and authorizes on site review by authorized staff. I hereby agree to comply with all code requirements applicable to my application. Acceptance of this application does not infer a complete submittal. All amendments to the Coos Bay Development Code and to other regulations adopted after the application is approved shall be enforced where applicable. Approved applications and subsequent development is not vested under the provisions in place at the time of the initial application.

Applicant's signature	Date	Owner's signature <b>(required)</b>	Date
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# PRE - APPLICATION CONFERENCE INTRODUCTION

## When is a Pre-Application Conference Required?

Pursuant to the Coos Bay Development Code, Pre-Application Conferences are required for all proposals that require a Type II, III or IV application.

## What is the Purpose of a Pre-Application Conference?

1. To acquaint the City, neighborhoods, and service providers with a potential application, and to acquaint the potential applicant with the requirements of the Code, the Comprehensive Plan, and other relevant criteria and procedures.
2. A pre-application conference is not intended to be an exhaustive review of all potential issues.
3. A pre-application conference does not bind or preclude the City from enforcing all applicable regulations or from applying regulations in a manner differently than may have been indicated in the pre-application conference.
4. Intended to be informational only, and is not an approval in any manner of your proposal.

## What is the Application Procedure?

1. Submit a complete Pre-Application Conference application form together with the required Pre-Application Conference Submittal Checklist form, the written and plan information identified in the Pre-Application Conference Submittal Checklist form, and the required fee.
2. The City will schedule and conduct a Pre-Application Conference on a predetermined date set aside each month for pre-application meetings after receipt of a request for a pre-application conference.
3. At the conference you will meet with representatives of the City's Community Development Department and affected agencies that wish to attend, who will discuss the proposal with you. Depending upon the type and complexity of your proposal, representatives from other City Departments and other agencies including but not limited to Engineering, Public Works, and Fire Prevention Divisions, may also attend.
4. After the Pre-Application Conference, staff will provide you with a summary report responding to your proposal and identify applicable Development Code regulations, and Comprehensive Plan policies, key issues, and requirements for special studies and information including but not limited to traffic studies and soil studies.

## Some Key Things to Remember:

As you prepare for the pre-application conference, keep in mind the following key things:

1. The property you are investigating may have private obligations, such as covenants, conditions and restrictions (CC&R's) to which the City is not a party and does not consider in its review.
2. The more detailed the information submitted for review, the more information staff can provide you on the required type(s) of land use review, more explicit the response can be provided.
3. The Pre-Application Conference is not intended to approve specific site plan proposals. This is accomplished only through formal filing, review, and notice (as required) of the land use application per prescribed procedures of the City Code.
4. You are required to submit the pre-application conference report as part of your formal land use application.

**QUESTIONS? PHONE (541) 269-1181**

# PRE-APPLICATION CONFERENCE SUBMITTAL CHECKLIST APPLICATIONS REQUIRED

Applications shall include: Total of five (5) copies, unless otherwise noted.

**A. APPLICATION FORM.** Provide with original signature(s). (One Copy)

**B. CHECKLIST.** Provide copy of this three (3) page checklist. (One Copy)

**C. WRITTEN STATEMENT.** Provide a detailed description of the proposed project including, but not limited to, the changes to the site, structure, landscaping, parking, and land use. (Five Copies)

**D. PRE-APPLICATION FEE.**

**E. PLANS & GRAPHICS REQUIREMENTS** – (five Copies and one electronic copy)

All plans, except architectural elevations, shall be to scale (engineering scale) and shall have a maximum sheet size of 24" x 36" and a minimum sheet size of 11" x 17". Architectural elevations may be drawn to an architectural scale and shall have a maximum sheet size of 24" x 36" and a minimum sheet size of **11" x 17"**. **All plans shall be folded to fit a legal size file jacket.**

The following specifies the plan information that is **requested** for a pre-application conference. The more information that you are able to provide the better information you will receive from staff. This information can be shown on one (1) sheet, or multiple sheets can be submitted, provided that each sheet is broken down by the bolded subject matter on the next page (for example, Existing Conditions, Land Use and Transportation). If the size of the project requires the use of match line sets, each set of match line sets must include a sheet (at a scale to fit a 24" x 36" sheet) depicting the entire site, including match lines, as a cover sheet.

## PROPOSED PLAN:

### 1. GENERAL INFORMATION:

- A. Proposed name of project (e.g., subdivision or business).
- B. Vicinity map covering 1/4-mile radius from the development site.
- C. Area of the site (acres or square feet).

### 2. EXISTING CONDITIONS:

- A. Existing unstable slopes and landslide hazard areas.
- B. Existing topographical information, showing 2 ft. contours.
- C. Location of existing public and private utilities, easements, and 100-year floodplain.

### 3. LAND USE AND TRANSPORTATION; IF APPLICABLE.

- A. Layout of existing parcels.
- B. Configuration and dimensions of all proposed lots and tracts, including proposed park, open space, and or drainage tracts or easements. Include the maximum and minimum density calculations.
- C. Location and dimensions of existing and proposed buildings, structures, off-street parking, internal circulation, and off-street loading.
- D. Name and location of existing and proposed roadways and roadway easements (private and public), and surface material of these roads (e.g., gravel, asphalt or concrete pavement, etc.).
- E. Location of existing and proposed on-site driveways, and existing off-site driveways across the street.
- F. Location and width of existing and proposed on-site pedestrian and bicycle facilities on-site and existing pedestrian and bicycle facilities within one 100 feet of the site.
- G. Location and width of existing and proposed easement for access, drainage, etc.
- H. Location and width of proposed on-site public and private streets.
- I. Location and width of existing and proposed off-site right-of-ways and roadways that will provide access to the site.
- J. Location and species of proposed trees and other landscaping to be planted at the site.

**PLEASE PROVIDE A LIST OF SPECIFIC QUESTIONS AND ISSUES YOU WISH TO HAVE DISCUSSED AT THE PRE-APPLICATION CONFERENCE.**