

**SITE DEVELOPMENT APPLICATION**

**APPLICANT/AGENT shall provide the following information:** (Please Print)

**Type of Application** (Please check all that apply):

Residential  Commercial

Excavation  Grading  Resurfacing  Clearing/Grubbing  
 Fill  Paving  Other \_\_\_\_\_

1. \_\_\_\_\_  
Address Lot/Parcel # Current Zoning

2. \_\_\_\_\_  
Applicant Address Phone Email

**Check if Applicant is Property Owner** (if applicant is not property owner provide proof that applicant is the duly authorized representative)

3. \_\_\_\_\_  
Property Owner (if different) Address Phone Email

4. \_\_\_\_\_  
Contractor (if applicable) Address Phone Email CCB#

5. \_\_\_\_\_  
Engineer (if applicable) Address Phone Email

**Detailed Description**

Include specific location, materials, and size/dimensions. Attach additional page if needed.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Project Site Plan**

Attach additional page with the project site plan. Plan must be drawn to scale and include the following:

north arrow  property lines  structures  sewer lines  
 topography/contour lines  erosion control (temporary)  erosion control (permanent)  drainage  
 limits of grading  cross-section(s)  project limits

**Grading/Paving/Resurfacing**

Material Type/Composition \_\_\_\_\_ Quantity \_\_\_\_\_

**Excavation**

Volume of Excavation \_\_\_\_\_ cubic yards Maximum Depth \_\_\_\_\_ feet / inches

Will all material be redistributed on the property?  YES  NO

If no, site receiving excavated material \_\_\_\_\_

Route to site receiving excavated material \_\_\_\_\_

Attach map if needed. A heavy haul permit may be required, including a bond listing the City of Coos Bay as the recipient.

**Fill**

Volume of Fill \_\_\_\_\_ cubic yards                      Maximum Depth \_\_\_\_\_ feet / inches  
*Any fill over 12" in depth requires a Geotechnical Engineering report prior to approval of permit application.*

Type of Fill \_\_\_\_\_

Start Date \_\_\_\_\_ Expected Completion Date \_\_\_\_\_

Site providing fill material \_\_\_\_\_

Route from site providing fill material. *Attach map if needed. A heavy haul permit may be required, including a bond listing the City of Coos Bay as the recipient.*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Floodplain**

Are any of the above sites located in the floodplain?  YES  NO. If yes, the project must comply with Coos Bay Municipal Code Chapter 17.195, Flood Damage Prevention. A pre-elevation certificate is required prior to placing any fill material, and a post-elevation certification is required prior to the final inspection. Elevation certifications may also be required during construction.

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**EXCAVATION, GRADING, AND FILL REQUIREMENTS**

The following conditions must be adhered to:

**CONDITIONS:**

Each application for a grading permit shall be accompanied by a plan in sufficient clarity to indicate the nature and extent of the work.

1. Any proposed change in the approved plans for the excavation and fill must be reviewed and approved by the Public Works and Development Department prior to implementation.
2. All fill slopes must be maintained so as not to exceed one unit vertical in two units horizontal (2:1). The toe of a fill must be setback from property boundaries at least one-half the height of the fill with a minimum of 2 feet and a maximum of 20 feet. Where a fill slope is to be located near the site boundary and the adjacent off-site property is developed, special precautions shall be incorporated in the work as the Public Works Director deems necessary to protect the adjoining property from damage as a result of such grading. These precautions may include but are not limited to: a) Additional setbacks, b) Provision for retaining or slough walls, c) Mechanical or chemical treatment of the fill slope surface to minimize erosion, and d) Provisions for the control of stormwater runoff.
3. All cut slopes shall be no steeper than 1 unit vertical in 2 units horizontal (50% slope) unless a geotechnical engineering report is submitted which justifies a steeper slope can be safely constructed and will not create a hazard to adjoining public or private property. The top of cut slopes shall not be made nearer to a site boundary line than one fifth of the vertical height of cut with a minimum of 2 feet and a maximum of 10 feet . The setback may need to be increased for any required interceptor drains.
4. Surface vegetation and topsoil must be grubbed to a depth of approximately six inches (6") prior to placement of fill material.
5. All existing vegetation must be removed from areas designated to receive fill prior to placing the fill.
6. All material used as fill shall be free of organic material in an amount which could be detrimental to the stability of the fill. The fill material must also be free of any rock or similar irreducible material with a maximum dimension greater than twelve inches (12").
7. The fill material shall be graded and compacted to at least 90% of maximum density as determined by the ASTM D1557 (Modified Proctor) test method in lifts which do not exceed one foot in depth.
8. The disturbed area shall be stabilized to prevent erosion of the site once the project is completed. Stabilization of the disturbed area can be accomplished by utilizing vegetative plantings, seeding, or other city approved measures. The planting or seeding shall be completed within 30 days from the date the filling is finished. Said stabilization must be approved by the City and 75% established as part of the final inspection.
9. Temporary stabilization measures are required prior to the final inspection until permanent stabilization measures are established.
10. In order to avoid creating unreasonable noise in the residential zone, work may only be done between the hours of 7:00 a.m. and 6:00 p.m.; however, at no time should noise be allowed to unreasonably annoy, disturb, injure, or endanger the comfort, repose, health, safety or peace of others.

11. It is the responsibility of the applicant to obtain all required environmental permits from the appropriate regulatory agency prior to commencement of construction. City approval of the site development permit does not authorize applicant to proceed forward with permitted actively without regulatory approval. Regulatory agency approval can include but is not limited to Department of State Lands, Department of Environmental Quality, Army Corps of Engineers, Fish and Wildlife, etc..
12. A heavy hauling permit will / will not be required. **If a heavy hauling permit will be required, a bond listing the City of Coos Bay as the recipient is required. The amount of bond required for this project BEFORE work is permitted to begin is \$\_\_\_\_\_.** The bond is to cover any damage to the existing infrastructure in the right of way.
13. This permit does not include or authorizes any work performed in the right of way. A separate permit and prior approval is required before work can be performed in the right of way.

**RESPONSIBILITY**

This permit becomes null and void if work or construction authorized is not commenced within 180 days, or if construction or work is suspended or abandoned for a period of 180 days at any time after work is commenced.

I / We hereby certify that I / we have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction. The undersigned agrees to execute the work in conformity to the above description of work, the accompanying plans, Engineering standards and specifications, of the City of Coos Bay, Oregon.

**As the owner/authorized agent, I state that I have read and understand the conditions for this permit. I further agree to comply with the City's standards and ordinance requirements. I further state that this permit is for the purpose stated and no other. I understand that I am responsible for the quality of work and the liability resulting for said work.**

\_\_\_\_\_  
SIGNATURE of OWNER / AUTHORIZED AGENT

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PRINT NAME

**\*\*Owner/authorized agent must sign that the conditions and requirements have been read and understood.**

**FEE CALCULATION**

		<b>Permit Fee</b>	
_____ total cubic yards		50 cu yd or less	\$25.58
		51 -100 cu yd	\$64.11
		101 -1,000 cu yd	\$77.07 for the first 100 cu yd & \$18.07 for each additional 100 cu yd or fraction thereof
Permit fee	\$_____	1,001 -10,000 cu yd	\$239.70 for the first 1,000 cu yd & \$15.35 for each additional 1,000 cu yd or fraction thereof
Plan check fee (65% of permit fee)	\$_____	10,001 - 100,000 cu yd	\$377.85 for the first 10,000 cu yd & \$49.79 for each additional 10,000 cu yd or fraction thereof
TOTAL	\$_____	More than 100,000 cu yd	\$825.96 for the first 100,000 cu yd & \$4.27 for each additional 100,000 cu yd or fraction thereof