



## **PERMIT APPLICATION INSTRUCTIONS** **SHORELINE PROTECTIVE STRUCTURES**

In order to be evaluated, a permit application must include a completed application form, supporting documents, and accompanying drawings. If these materials are not complete, the application will be returned to the applicant with a request for more information. Included below are step-by-step instructions on completing 1) The Main Permit Application form, 2) Addendum A: Shoreline Protective Structures, and 3) Supplemental Property Owners Information Form, if applicable. Requirements for accompanying drawings are also provided.

### **MAIN PERMIT APPLICATION FORM**

1. Applicant/Property Owner: List property owner's name, mailing address, telephone numbers, fax, and email address, if applicable.
2. Supplemental Applicant(s)/Property Owner(s): Check the "yes" box if there are additional properties constituting separate tax lots that are part of the proposed project. If yes, then a Supplemental Application will be required for each tax lot included in the proposed project. If there is only one tax lot involved in the proposed project, check the "no" box.
3. Contractor/Agent: If a contractor or agent is assisting you with the permit application, list the name, phone, fax, and email of this person.
4. Primary Contact: Indicate whether the primary contact person during the permit review should be the applicant/property owner, or the contractor/agent.
5. Project Description Summary: Provide a brief description of the project in the box provided,
6. Addendums Required: Check the appropriate addendum(s) required to be attached to the main application form.

**PERMIT APPLICATION INSTRUCTIONS**  
**ADDENDUM A, SHORELINE PROTECTION STRUCTURES**

**Section 1. Proposed Project Information**

Project type: Indicate the type of shoreline protective structure by checking the appropriate box, or by describing the project under the “other” option.

Estimated project start date: Indicate the estimated start and completion date for the project.

**Section 2. All Projects**

Structural Dimensions: In the spaces provided, list measurements for the length of the project along the shoreline, the height, slope, width, and total volume of material. In addition, identify the average rock or material size.

Geologist’s Report: Structural shoreline protection projects 50 feet or greater in length require a geologist report. Indicate whether a geologist’s report is attached to the application, and provide the information in the spaces provided.

For all shore protection projects of 50 feet in length or greater, review the information required in the report, and check the boxes to indicate that this information has been included.

NOTE: Potential impacts from the proposed project on sand source, supply and movement on the affected beach and littoral cell: The geologist report should examine the amount of sand or bluff material that could be potentially “locked up” by the shore protection structure, and briefly describe how this will affect the overall sand supply of the affected beach and the littoral cell.

**Section 3. Riprap Revetments Only**

If the project being proposed is a riprap revetment, complete this section with the following information. NOTE: Your contractor, geologist, or engineer should assist with these questions.

If the toe of the riprap will be dug into bedrock, check the “yes” box. If not, check the “no” box. If no, indicate the elevation above sea level that the lowest toe rocks will be placed.

Indicate the size of armor stone (average diameter in feet), the amount of armor stone, the type of backing fill material (i.e.: 12"- basalt pit run), the amount of backing fill material, and the type of filter fabric, if used.

**Section 4. Property Identification**

Indicate the township, range, section, subsection (if applicable), and tax lot number for the property. If you don’t know this information, you can obtain it from the county assessors office. Do not list multiple tax lots in this space. If the project involves multiple tax lots, fill out a Supplemental Application form for each additional tax lot. (Exceptions may be made for certain large projects.)

Indicate the street address, city, zip code of the subject property. Identify the current city of county zoning designation applied to the subject property. If not known, this information can be obtained from your local planning office.

Check the appropriate county.

If there is a residence or other building on the property, indicate what year it was built.

Check the appropriate box to indicate the current use of the property.

List the names of adjacent oceanfront owners who share a common boundary with the subject property, the address of their oceanfront property, and their mailing address. If there are more than 3 adjacent oceanfront owners, use separate sheets as needed. OPRD is required to notify adjacent oceanfront owners of the permit application. Incomplete information will result in processing delays. The county assessors office may be able to assist you with this information.

Fill in the lot dimensions on the lines provided. Indicate the setback distance from the eastern, or landward property line to the nearest building. Indicate the setback distance form the edge of the bluff or seaward dune crest to the nearest building.

Indicate if there is access to the beach from the property. Check the type of access. Describe the nearest public beach access, by listing the location and the distance in feet from the subject property.

### **Section 5. Beach and Shore Environment Description**

Check the appropriate box to indicate whether the property is a bluff, dune, or other type of landform. Check whether there is a sand beach fronting the property. If there is base rock beneath the sand, indicate the type of material, if known. Indicate the height of the upland property above the beach.

### **Section 6. Project Need**

Fill in the boxes with brief information on the type of hazards that may be affecting the property, the estimated rate of erosion, landslide, etc., the time span over which the observed change has occurred, and the evidence of the hazard and its effects. Evidence could include land-based photographs, aerial photographs, periodic measurements, and loss of structures or vegetation, or other infrastructure.

In the next table, indicate the kind of property or improvements that are threatened, and briefly describe the threat.

Next, describe the impacts that your project might have on adjacent property or the surrounding area, and the steps that will be taken to minimize impacts. Examples of some impacts that OPRD takes into consideration include: flank scour on the sides of riprap revetments that might increase erosion on adjoining properties, redirection of wave energy, loose rocks collapsing on the beach, visual degradation of the area, loss of public beach access, and narrowing of public beach area.

## **Section 7. Evaluation of Hazard Alleviation Methods**

Describe the structural alternatives that were considered as potential solutions to the current hazard by checking the applicable boxes. For each of these, indicate which alternatives were tried and failed, and which were judged not to be feasible. Include a description of why the solution was unfeasible.

NOTE: Hazard avoidance must always be considered as an alternative to structural shoreline protection. If relocation of existing buildings or other infrastructure is not feasible due to cost, an estimate must be provided from a contractor specializing in house or infrastructure relocation.

## **Section 8. Coastal Zone Certification**

Sign this section to indicate compliance with the approved Oregon Coastal Zone Management Program. Large-scale projects below mean high water may require a federal permit from the U.S. Army Corps of Engineers. During application review, the Oregon Department of Land Conservation and Development will review the application for concurrence with coastal management goals. For additional information on the Oregon Coastal Zone Management Program, contact the Land Conservation and Development Department at 635 Capitol Street NE, Suite 150, Salem, OR 97301-2540, or call (503)373-0050.

## **Section 9. City/County Planning Department Affidavit**

This section is to be completed by the local planning office. The application will not be accepted as complete without signature from the local planning official.

## **Section 10. Signature**

Signature by the property owner and the agent are required. Please read carefully before signing.

### **PERMIT APPLICATION INSTRUCTIONS** **SUPPLEMENTAL PROPERTY INFORMATION FORM**

For shoreline protective structures or other projects that encompass more than one tax lot, a Supplemental Property Information form must be completed for each additional tax lot, and signed by the property owner. For projects with multiple tax lots, one tax lot will be listed on the main application form, and each additional tax lot is listed on a separate Supplemental Property Information form. Any one of the tax lots can be listed on the main application form. The Supplemental Property Information Form asks for property owner information, property information, and beach and shore environment description, similar to the information provided in the main Ocean Shore Permit Application form and in Addendum A.

Note: The information provided about the proposed project, project need, hazard alleviation methods (alternatives), and adverse impacts is only required in the Addendum A., Shoreline Protective Structures, and pertains to the entire project (all tax lots).

**PERMIT APPLICATION INSTRUCTIONS**  
**REQUIRED ACCOMPANYING DRAWINGS**

Each application submitted to OPRD must be accompanied by a plot plan and a cross section of the proposed project, at minimum. Neatness and accuracy is important, in order for those reviewing the application to clearly understand the proposal. In order to provide consistency and quality of project drawings the following format guidelines are required:

1. Drawings must be on 8.5 X 11 inch white paper.
2. Drawings must be in black ink or clear, readable photocopy.
3. Lettering must be printed or typed (no cursive) minimum size 10 point font.
4. All straight lines shall be drawn with a straight-edge, and not freehanded.
5. Drawing must be drawn accurately to scale.
6. All required features must be labeled appropriately.
7. Buildings and structures shall be drawn accurately, showing the existing footprint or shape.
8. Copies of county assessors maps may not be used as site plan maps.

**Required information includes:**

Plot Plan (aerial view)

1. Scale of drawing and north arrow
2. Location of proposed project in relation to property boundaries
3. Number of feet the project will occupy along the shorefront
4. Location of the proposed project in relation to the top of the beach bank and the existing toe of bluff
5. All lot lines, with dimensions
6. Setback distance from road to nearest building
7. Setback distance from nearest structure or infrastructure to edge of bluff or dune edge
8. Existing structures and improvements
9. Roads, driveways, etc. (existing and/or proposed)
10. Location of proposed structures and improvements
11. Location of temporary access roads, or other temporary alterations

Cross Section (side view)

1. Scale of drawing
2. Location of the existing toe of bluff
3. Location of top of bluff or dune
4. Proposed Project
5. Approximate number of feet the project will occupy beyond the existing toe of bluff
6. Depth of toe trench or footing
7. Slope of the project
8. Overall height of the project

For riprap cross sections only:

1. Armor stone layer, with rock size accurately depicted; amount of armor stone and rock size
2. Backing fill layer, with thickness accurately depicted; amount and type of backing fill; filter fabric, if applicable