



PERMIT APPLICATION INSTRUCTIONS **PIPELINE, CABLE, OR CONDUIT**

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 F: Pipeline, Cable or Conduit, 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 F, PIPELINE, CABLE OR CONDUIT**

Section 1. Department Policy

This section specifies the Department policy to prohibit the use of the ocean shore as a north-south utility corridor, and is for informational purposes only.

Section 2. Proposed Project Information

Project type: Indicate general type of project by checking the boxes provided, or by describing the project under the “other” option.

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

Description of pipeline, cable or conduit: Use the space provided, and additional pages if necessary, to describe the project in detail. Include information about the nature of the project, (such as whether it is a private or public facility), the scope of the project (who and how many it serves), its purpose, a description of the general design of the facility, and the types of materials used.

Construction methods: Provide detailed information on the project construction, including type and numbers of vehicles and equipment to be used, and techniques for excavation and placement of excavated material. If excavation will result in spoils material, explain how this material will be disposed of. Describe the placement and/or connection of pipeline, cables or conduit. Describe the areas to be used for staging equipment, daily operating hours, days of the week that construction will take place, and months of the year. Discuss any limitations caused by high tides or adverse ocean conditions, and how this may affect the construction schedule or methods of construction.

Section 3. Property Identification

Township Range and Section: 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.)

City: Indicate the name of the City or town, if applicable.

County: Check the appropriate county.

Adjacent Owners: List the names of adjacent oceanfront owners who share common boundaries with the easement or right of way where the facility crosses from upland property onto the ocean shore. Include the addresses of adjacent owners’ oceanfront property, and their mailing addresses. 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.

Beach Access: Describe the nearest public beach access, by listing the location and the distance in feet from the subject property.

Section 4. Beach and Shore Environment Description

Check the appropriate box to indicate whether the adjoining upland property is a bluff, dune, or other type of landform. Check whether there is a sand beach at the project location. If there is base rock beneath the sand, indicate the type of material, if known

Section 5. Project Need

Justify project need by describing the public benefits from the project, or adverse consequences that may occur if the project is not completed.

Section 6. Project Impacts

Discuss any impacts that the project may have to scenic, natural, recreational, and cultural resources of the ocean shore. List steps that will be taken to minimize these impacts.

Section 7. Evaluation of Hazard Alleviation Methods

Using the boxes provided, or additional pages if necessary, list alternatives to the proposed project that have been tried or considered. Alternatives may include alternate locations, alternate types of facilities, or the alternative of taking no action. Describe why each of the alternatives did not work, or was not considered feasible.

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 F.

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

PERMIT APPLICATION INSTRUCTIONS
REQUIRED ACCOMPANYING DRAWINGS (PIPELINES, CABLES AND CONDUITS)

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) using clearly legible font size
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, mean high water line, and physical landforms, including bluffs, seastacks, and nearby structures such as jetties or seawalls.
3. Length of project across ocean shore

4. All lot lines, with dimensions
5. Location of temporary access roads, or other temporary alterations

Cross Section (side view)

1. Scale of drawing
2. Depth, width and shape of trench or other excavation
3. Detail of proposed facility (diameter of pipe or cable, capping material, etc.)
4. Other information as required