



**PERMIT APPLICATION INSTRUCTIONS**  
**ACCESS WAYS/OTHER MISCELLANEOUS IMPROVEMENTS**

In order to be evaluated, a permit application must include a completed application forms, 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 B: Access Ways/Other Miscellaneous Projects, 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 B, ACCESS WAYS / OTHER MISCELLANEOUS PROJECTS**

**Section 1. Proposed Project Information**

Indicate the type of project you are proposing by checking the appropriate box. If the project is not listed, write in a brief description of the project on the line next to “other”. Then provide a more detailed description on the lines below. Fill in the estimated starting and completion dates.

**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, if fill material is being placed in conjunction with the project. Indicate the type of construction material used for the project.

**Section 3. 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.

Indicate whether there is currently beach access from the property. If yes, check which kind of access improvements exist, or check “other” and describe, if the type of access is not listed. Indicate the location of the nearest public beach access, and the distance, in feet, from the subject property.

#### **Section 4. 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 5. Project Need**

Use the space provided to explain why the proposed beach access is necessary. If the proposed access is private, explain why the use of the nearest public beach access is not practical. For other types of miscellaneous projects, use the space provided to explain why an alteration to the ocean shore is necessary, and whether any alternatives are possible that have less impact on the ocean shore.

In the table provided, list any potential impacts that you can think of, which may affect adjoining properties, or the scenic, recreational, and natural attributes of the ocean shore. Describe the steps that will be taken to minimize impacts.

#### **Section 6. 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 7. 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 8. Signature**

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

### **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.
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. Existing structures and improvements
7. Location of proposed structures and improvements
8. Location of temporary access roads, or other temporary alterations
9. Other information, as required

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 foundation or footing
7. Slope of the project
8. Overall height of the project
9. Other information, as required