



**OREGON PARKS AND RECREATION DEPARTMENT  
OCEAN SHORE PERMIT APPLICATION AND INSTRUCTIONS**

**PIPELINES, CABLES OR CONDUITS**

**In accordance with ORS 390.640, 390.715, and 390.725, no person shall make an alteration, or construct a pipeline, cable line or conduit or remove any natural product on any property that is within the ocean shore, without first obtaining a permit to do so from the Department.**

**Permit Instructions**

An application is considered complete only when all required materials are received. This includes a completed Ocean Shore Permit Application and all additional required supporting documents, reports, drawings, affidavits, and fees. Incomplete applications will not be processed and will be returned to the applicant.

An Ocean Shore Permit Application and City/County Planning Department Affidavit shall be submitted for each individual tax lot and project.

To assist in submitting a complete application, please follow these step-by-step instructions:

**Section 1. Proposed Project**

Check appropriate box(es) for the type(s) of project(s). If the type of project is not listed, provide a brief description on the line next to "Other."

Does the project utilize existing infrastructure?

Provide a brief description of the project in the box provided.

Provide estimated start and completion dates.

**Section 2. Applicant Information**

**Applicant:** Provide the name, mailing address, phone number, fax number, and email address of the person requesting ocean shore alteration.

**Agent:** An agent is a person who is authorized by the applicant to represent their interest during the permitting process with Oregon Parks and Recreation Department (OPRD). Examples of an agent may be a consultant, attorney or contractor. *Agents are optional.*

**Primary Contact:** If the applicant has chosen to include an agent, indicate which party will act as the primary contact; applicant or agent. This is the person OPRD will contact for any application questions or concerns.

**Section 3. Property Location and Information**

Provide the county, township, range, section, subsection, and tax lot number.

If the applicant is not the property owner, provide the name, mailing address, phone number, fax number, and email address of the person who legally owns the property.

In the event it is determined that the issuance of a permit hereunder will affect property not owned by the applicant, OPRD shall withhold the issuance of such permit until such time as the applicant shall have obtained an easement, license, or other written authorization from the owner(s) of such land. Such easement, license, or other written authority, shall meet the approval of OPRD.

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

Provide the names, situs and mailing addresses of oceanfront landowners with property boundaries common to those of the property or properties described in the application.

If you do not know this information, it may be obtained from the county tax assessor's office and/or local planning office.

#### **Section 4. Beach and Shore Environment**

Check the appropriate box to indicate whether the adjoining upland property is a bluff, dune, or another type of landform.

Check whether there is a sand beach at the project location.

Check if there is base rock beneath the sand, indicating the type of material if known.

#### **Section 5. Project Justification and Impacts**

There shall be adequate justification for the proposed project to occur and alter the ocean shore area.

Describe the purpose of this project, and explain why the project is necessary.

Describe all potential impacts this project may have in the short and long-term to neighboring properties, to recreation, scenic, safety, and natural resources of the ocean shore.

List the measures that will be taken to minimize those potential impacts. All projects will have some impact on the ocean shore; a "no impact" conclusion is not an appropriate answer.

#### **Section 6. Project Details**

Provide the size, design, and material details of the proposed project.

List all equipment necessary for construction and describe the method of construction.

Describe the project need and the public benefits from the project, or adverse consequences that may occur if the project is not completed.

#### **Section 7. Additional Permit Requirements**

List any additional necessary permits and/or authorizations required by local, state, or federal agencies. Additional agencies may include city/county planning departments, Oregon Department of State Lands and/or U. S. Army Corps of Engineers.

#### **Section 8. Signature Requirement**

The applicant signature is required for acknowledgment and completion of the application. If an agent has been included, check the box authorizing the agent to act on your behalf with OPRD.

If an agent has been authorized, the agent's signature is also required.

#### **Section 9. Required Drawings**

The application shall include a plot plan and a cross-section of the project, drawn to scale. Drawings shall be clear and concise and follow the format specifications outlined.

#### **Section 10. Application Fees and Calculation Worksheet**

Each application filed under ORS 390.640, for an alteration on the ocean shore shall be accompanied by a processing fee for the purpose of partial recovery to the department of its administrative cost.

**Just Compensation:** OPRD may issue permits under ORS 390.650 to 390.659 for pipelines, cable lines and other conduits across and under the Ocean Shore State Recreation Areas (OSSRA) and the submerged lands adjacent to the ocean shore, upon payment of just compensation of \$10,000.00 by the applicant.

For projects that do not cross over or under the ocean shore state recreation area, the fee shall be determined according to the construction value of the project. Evidence the Department may consider in establishing the construction value of a project shall include: Itemized estimates from a licensed and bonded contractor; construction values accepted by the city or county for purposes of issuing local permits; itemized costs of equipment rental and other such charges if the project is completed by the property owner; estimates that reflect unit costs typically associated with the type, quality and standards of construction proposed in the application.

Complete the calculation worksheet based on construction value.

Additionally, the Department may require a cash bond or other security acceptable to the Department, to ensure that the permittee complies with the terms of the permit.

**City/County Planning Department Affidavit**

**Applicant and Property Details:** The applicant shall complete all information in this section before submitting the affidavit to the appropriate city or county planning department for review and signature.

**Planning Department Certification:** This section is to be taken to the appropriate city or county Planning Department for completion and signature.



**OREGON PARKS AND RECREATION DEPARTMENT  
OCEAN SHORE PERMIT APPLICATION**

**PIPELINE, CABLE, OR CONDUIT**

**FOR OFFICIAL USE ONLY**

OPRD PERMIT #: \_\_\_\_\_  
 APPLICATION DATE: \_\_\_\_\_  
 DATE POSTED: \_\_\_\_\_  
 COORDINATOR: \_\_\_\_\_  
 60 DAY DUE DATE: \_\_\_\_\_

**Section 1. Proposed Project**

**Project type:** (Check all that apply)

<input type="checkbox"/> Installation of pipeline	<input type="checkbox"/> Installation of conduit
<input type="checkbox"/> Installation of cable	<input type="checkbox"/> Other

Does the project utilize existing infrastructure?  Yes  No

Provide a brief description of the project:

Estimated project start date	Estimated project completion date
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**Section 2. Applicant Information**

Applicant			Agent		
Mailing Address			Mailing Address		
City	State	Zip	City	State	Zip
Phone	Fax		Phone	Fax	
Email			Email		
Primary Contact	<input type="checkbox"/> Applicant	<input type="checkbox"/> Agent			

**Section 3. Property Location and Information**

County	Township	Range
Section	Subsection	Tax Lot
Is the Applicant the legal owner of the property/properties? <input type="checkbox"/> Yes <input type="checkbox"/> No (If no, provide legal owner/owners information)		
Name		Name
Mailing address		Mailing address
City	State	Zip
Current use		
<input type="checkbox"/> Residential	<input type="checkbox"/> Commercial/Industrial	<input type="checkbox"/> Public
<input type="checkbox"/> Vacant (unbuilt)	<input type="checkbox"/> Other (Explain)	

List the names, situs and mailing addresses of oceanfront landowners with property boundaries common to those of the property or properties described in the application.

Name	Property situs address	Mailing address

**Section 4. Beach and Shore Environment**

Bluff                       Dune                       Sandy Beach                       Base Rock

Other type of landform (Specify)

**Section 5. Project Justification and Impacts**

*Describe the purpose of the project and why it is necessary:*

*Attach additional pages as necessary*

*Describe all potential impacts:*

*Attach additional pages as necessary*

*List the measures that will be taken to minimize the impacts identified above:*

*Attach additional pages as necessary*

**Section 6. Project Details**

*Provide the size, design and material details of the proposed project:*

*Attach additional pages as necessary*

*List all equipment necessary for the construction of and the method of construction:*

*Attach additional pages as necessary*

*Describe why the project is necessary, and the public benefits from the project, or adverse consequences that may occur if the project is not constructed:*

*Attach additional pages as necessary*

**Section 7. Additional Permit Requirements**

*List the agency and type of permit required:*

**No additional agency permit required**

**Section 8. Signature Requirement**

The application is hereby made for the ocean shore alteration described within this application. I certify that I am familiar with the information contained in this application, and, to the best of my knowledge and belief, this information is true, complete and accurate. I further certify that I possess the authority to undertake the proposed alteration.

I understand that the granting of an OPRD permit does not release me from obtaining any additional permits from any/all local, state, and/or federal agencies that may be required before commencing the project.

I understand that the payment of required OPRD processing fee does not guarantee the issuance of an approved permit.

Applicant Signature

Date

*I authorize the Agent included in this application to act on my behalf during this application process.*

Agent Signature

Date

***If the applicant is not the legal property owner, is appropriate authorization included?***  **Yes**  **No**

## Section 9. Required Drawings

The submitted application shall be accompanied by a plan view and a cross-section of the proposed project. Neatness and accuracy are important in order for those reviewing the application to clearly understand the proposal. Copies of county assessor's maps may not be used as site plan maps.

*For consistency and quality please follow these format specifications:*

- **All drawings shall be:**

- On 8.5 X 11 inch white paper
- In black ink or clear legible photocopy of plan(s)
- Printed or typed (no cursive) minimum size 10 point font
- Drawn with a straight-edge and not freehanded
- Drawn accurately to scale
- Be labeled appropriately

- **Plan view shall include:**

- Scale of drawing and north arrow
- Existing structures
- Roads, driveways, etc. (existing, proposed, or temporary access roads)
- Location of the proposed project in relation to property boundaries, the mean high water line, physical landforms such as bluffs and sea stacks, and nearby structures.
- Location of proposed improvements in relation to Statutory Vegetation Line and Actual Vegetation Line
- Length of project across ocean shore
- Location of proposed project in relation to all property lines
- Location of the proposed project in relation to the top of the bluff or dune and the existing toe of bluff or dune
- Equipment staging and materials storage areas

- **Cross-section (side view) drawing shall include:**

- Scale of drawing
- Location of the existing base of bluff or dune
- Location of top of bluff or dune
- Location of proposed project in relation to base and top of bluff or dune
- Substrate data to reduce the likelihood of a frack-out

**Section 10. Application Fees and Calculation Worksheet** (to be submitted with application)

Each application filed under ORS 390.640, for an alteration on the ocean shore shall be accompanied by a processing fee for the purpose of partial recovery to the Department of its administrative costs.

For projects crossing over or under the OSSRA, a \$10,000.00 “Just Compensation” fee is required.

For projects NOT crossing over or under the OSSRA, the fee shall be determined according to the construction value of the project.

The application processing fee shall be:

(a) \$400 for projects with a construction value less than \$2,500; or

(b) \$400 plus three percent of the construction value over \$2,500 for projects with a construction value equal to or greater than \$2,500.

**Please use the formula below to determine total application fees.**

Total construction value of project	\$	
Base construction value (Subtractable allowance)	-	\$ 2500.00
Subtotal (construction value minus base fee)	=	\$ _____ (x .03 = _____ )
3% of subtotal	\$	
Add Base Fee	+	\$ 400.00
TOTAL APPLICATION FEE	=	\$ _____

## EXAMPLE

Total construction value of project	\$	10,000.00
Base construction value (Subtractable allowance)	-	\$ 2,500.00
Subtotal (construction value minus base fee)	=	\$ 7,500.00 (x .03 = 225.00)
3% of subtotal	\$	225.00
Add Base Fee	+	\$ 400.00
TOTAL APPLICATION FEE	=	\$ 625.00

**Submitted Ocean Shore Permit Application shall include this completed fee worksheet, as well as, evidence of construction value**



**CITY/COUNTY PLANNING DEPARTMENT AFFIDAVIT**

**Applicant**

Last	First	MI
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**Property Details**

Township	Range	Section	Subsection
Tax Lot			

**County**

<input type="checkbox"/> Clatsop	<input type="checkbox"/> Tillamook	<input type="checkbox"/> Lincoln	<input type="checkbox"/> Lane
<input type="checkbox"/> Douglas	<input type="checkbox"/> Coos	<input type="checkbox"/> Curry	

**Project Type**

<input type="checkbox"/> Shorefront Protection	<input type="checkbox"/> Access/Other Misc.	<input type="checkbox"/> Sand Alteration
<input type="checkbox"/> Pipeline/Cable/Conduit	<input type="checkbox"/> Natural Product Removal	

**Planning Department Certification**  
*(To be completed by local planning official)*

**Part I**

**In accordance with Statewide Planning Goal #18, Beaches and Dunes alteration permits for beachfront protective structures may be issued only where development existed on January 1, 1977, or where an exception to this Goal 18 implementation requirement has been approved by the appropriate local jurisdiction. For the purpose of this requirement, the definition of “development” means houses, commercial and industrial buildings, and vacant subdivision lots which are physically improved through the construction of streets and provisions of utilities to the lot.**

Above property meets Goal 18 Eligibility?  Yes  No  Not Applicable

**Part II**

*I have reviewed the proposed project application and have determined that:*

- This project is not regulated by the local comprehensive plan and zoning ordinances.
- This project has been reviewed and **is consistent** with the local comprehensive plan and zoning ordinance.
- This project has been reviewed and **is not consistent** with the local comprehensive plan and zoning ordinance.
- The consistency of this project with the local planning ordinance cannot be determined until the following local approvals are obtained:
 

<input type="checkbox"/> Conditional Use Approval	<input type="checkbox"/> Zone Change	<input type="checkbox"/> Plan Amendment
<input type="checkbox"/> Development Permit	<input type="checkbox"/> Other (Specify) _____	

Comments:

Local Planning Official Name (Please Print)

Title

Signature

Date

**The completed/signed form shall be submitted with the completed Ocean Shore Permit Application**