

## PLANNING CLEARANCE REQUIREMENTS

The Planning Department must approve most construction projects by authorizing a "Planning Clearance" prior to Curry County processing and issuing a Building Permit. Before you submit your Planning Clearance application, check with the Planning Department by calling 541-332-3681 or visit us at 555 W 20<sup>th</sup> Street in Port Orford. Our hours are Monday through Friday from 7:30 AM to 4:30 PM.

Your Planning Clearance application will include an application form, an \$ 91.00 application fee, and three copies of a Site Plan, floor plans and elevations or three copies of the building plans that will be used to submit a building permit to the Curry County Building Department. Also required will be a completed Coos-Curry Electric Coop authorization form, Port Orford Fire Department Authorization form, and Erosion control form, and information on how you access water to your property. Your plans must include the following:

**A Site Plan** that identifies:

Your project street address  
Assessor map and tax lot numbers  
North arrow  
Names of adjacent streets  
Lot dimensions and approximate square footage  
Access/driveway locations  
Existing structural development (house, shed, accessory structures) with dimensions and distances to property lines and other development.

Proposed new structures or additions as a part of this application.  
Existing utility locations (electric, water, sewer, storm drain, etc.)  
Any known easements  
Existing fences and / or retaining walls  
Any other development or natural features such as septic drain fields, wells, tanks, springs, creeks, river, ocean shore etc.  
Slope of the property and general drainage direction (is the property level or sloped)  
Address of adjacent parcels (if known)

**A Floor plan** that identifies each room of the structure, including locations of closets, wet bars, windows. **Elevations** of the building, including front, rear and side views. Doors and windows are to be shown on each elevation.

**NOTE:** If your project is a single family home or commercial structure, after you receive your Planning Clearance, the Curry County Building Department will require preparation of the plans by a licensed engineer or architect. You may use these plans when submitting your planning clearance application, but the plans must include all the information noted above.

**If you have questions when preparing your Planning Clearance application, notify Port Orford Planner, Patty Clark, at 541-332-3681.**

## **DEVELOPMENT APPLICATION AND REVIEW PROCESS**

### **1. APPLICANT SUBMITS APPLICATION.**

Applicant submits completed planning clearance application, erosion control application and if required, an erosion control plan, plot plan, application fee and any other required information.

### **2. PORT ORFORD PLANNER REVIEWS APPLICATION AT THE COUNTER AND CHECKS TO SEE IF ALL REQUIRED INFORMATION IS SUBMITTED.**

If all required information is submitted, the application and all required materials are date stamped received.

### **3. PORT ORFORD PLANNER REVIEWS THE APPLICATION & GOES THROUGH THE APPLICATION CHECKLIST IDENTIFYING COMPLIANCE OR NON COMPLIANCE.**

If the application material shows non-compliance, the applicant is notified of deficiencies in the application. If the Plot plan indicates information that is non-compliant, the applicant will be required to re-draw the plans to show compliance prior to the Planning Clearance approval.

### **4. UPON PLANNING CLEARANCE APPROVAL – PORT ORFORD PLANNER WILL:**

Date stamp approval of each page of the Planning Clearance and project plans.

Scan and email a copy of the Planning Clearance and all related conditions to the Curry County Building Department.

Retain a copy of the Planning Clearance and project plans for the Port Orford Planning Department.

Give two copies of the Planning Clearance and two copies of the plans to the applicant.

### **5. UPON PLANNING CLEARANCE APPROVAL – APPLICANT WILL:**

Submit the Planning Clearance to the Curry County Building Department.



## **CURRY COUNTY DEPARTMENT OF COMMUNITY DEVELOPMENT**

### **PLANNING CLEARANCE APPLICATION REQUIREMENTS**

The Planning Department must approve most construction projects prior to issuance of any Building, Sanitation, or Erosion permits. Before submitting your applications, please check with the planning department at 541-247-3284 for zoning/land-uses.

1. **PLOT PLAN** – Please draw the plot plan to a suitable scale on an 8 1/2 by 11 sheet of paper. Include the items listed below:

Existing and proposed structures and driveways

Measured distance between structures and property lines

Property lines and all easements

Existing & proposed wells, springs, streams and rivers

Existing and proposed septic systems – include tank, drain-field and repair areas

Any distinctive topographic features including existing or proposed cuts & fill

Existing and proposed adjacent roads and highways

**Note:** Failure to provide an accurate plot plan may result in a delay of your proposed project

#### **2. Mandatory Erosion Control Application:**

The mandatory erosion control application form is required and must be completed, signed and dated, even if all answers are no.

**If you have any questions when filling out the planning clearance form, please call 541.247.3304.**

## List of Requirements for Plan Documents

<p><b>2 Complete Sets of Legible Plans.</b></p> <p>Must be drawn to scale, showing conformance to the applicable local and state building codes. Lateral design details and connections must be incorporated into the plans or on a separate full size sheet attached to the plans with cross-references between plan location and details. Plan review cannot be completed if copyright violations are evident.</p>
<p><b>Site/Plot Plan</b></p> <p>The plan must show: lot and building setback dimensions; property corner elevations (if there is more than 4' elevation differential, the site plan must show contour lines at 2' intervals for a distance away from the building necessary to show compliance with OTFDC Sec. 401); location of easements and driveway, footprint of structure (including decks), location of wells/septic systems, utility locations, any known fill sites or landslide hazard areas, North direction indicator, lot area, impervious area, existing structures on site, and surface drainage.</p>
<p><b>Foundation Plan and Cross Section.</b></p> <p>Show footing and foundation dimensions, anchor bolts, any hold-downs and reinforcing steel, construction details, foundation vent size and location, soil type, and ground-floor elevation. Also show location of each storm drain, sanitary sewer, and water service connection.</p>
<p><b>Floor Plans.</b></p> <p>Show for each floor, including basements, all dimensions, room identification, door and window sizes and locations, stairs, location of smoke detectors, water heater, HVAC equipment, ventilation fans, plumbing fixtures, balconies and decks 30" above grade, etc.</p>
<p><b>Cross Section(s) and Details.</b></p> <p>Show all framing member sizes and spacing such as floor beams, headers, joists, sub-floor, wall construction, and roof construction. More than one cross section may be required to clearly portray construction. Show details of all wall and roof sheathing, roofing, roof slope, ceiling height, siding material, footings and foundations, stairs, insulation, fireplace construction, thermal insulation, etc.</p>
<p><b>Elevation Views.</b></p> <p>Provide elevations for new construction; minimum of two elevations for additions and remodels. Exterior elevations must reflect the actual grade if the change in grade is greater than 4' at building envelope. Full size sheet addendums showing foundation elevations with cross-references are acceptable.</p>
<p><b>Wall Bracing (Prescriptive Path) and/or Lateral Analysis Plans.</b></p> <p>Building plans must show construction details and locations of exterior and interior lateral brace panels; for non-prescriptive path analysis provide specifications and calculations to engineering standards.</p>
<p><b>Floor/Roof Framing Plans.</b></p> <p>Required for all floor/roof assemblies indicating member sizing, spacing, bearing locations, nailing and connection details. Also show purlin/strut locations. In addition, show location of attic ventilation.</p>
<p><b>Beam Calculations.</b></p> <p>Provide two sets of calculations using current code design values for all beams and multiple joists exceeding prescriptive code requirements, and/or any beam/joist carrying a non-uniform load.</p>
<p><b>Roof Truss and Manufactured Floor Member Details.</b></p> <p>Show, if applicable, manufactured truss and floor joist layout. Truss calculations must be turned in before building permits are issued.</p>
<p><b>Electrical Plans.</b></p> <p>Required when house is over 10,000 sq. ft. and/or panel is more than 400 Amps. This consists of load calculations and line drawing of service.</p>
<p><b>Paved Driveway, Sidewalk, and Culvert.</b></p> <p>If applicable, include location, width, and other specifications as required. Collector or arterial street access requires a turn-around driveway</p>

	<p><b>Flood-Plain Information.</b> Buildings shall not be constructed within the floodway of 100-year flood zones. Structures may be constructed within the 100-year flood plain if the finished floor and all electrical and mechanical systems are not less than one (1) foot above the base flood elevation. For flood plain map information, please check with the Planning Department.</p>
	<p><b>Energy Code Compliance.</b> Identify the prescriptive path or provide calculations.</p>
	<p><b>Engineer's Calculations.</b> When required or provided, (i.e., foundation, sheer wall, roof truss, retaining walls exceeding 4', etc.) shall be stamped by and engineer or architect licensed in Oregon and shall be shown to be applicable to the project under review by cross-reference to the applicable plan location.</p>



**PLANNING CLEARANCE FORM**  
 Planning/Building  
 Curry County Community Development  
 94235 Moore Street, Suite 113  
 Gold Beach, OR 97444  
 Phone 541-247-3304 Fax 541-247-4579

COUNTY

**Applicant: read and complete items 1-8.**

**1. PLANNING CLEARANCE FOR:** (check applicable items)

- Sewage Disposal Permit/Authorization Notice
- Manufactured Home Permit Year \_\_\_\_\_ Bedrooms \_\_\_\_\_  
Width of Manf. Home at base \_\_\_\_\_ feet
- Pre-Fab New \_\_\_\_\_
- Building Permit COMM  SFD  #Bedrooms \_\_\_\_\_  
Type and Size: \_\_\_\_\_
- Letter of approval signed by Deputy State Fire Marshal (Required for Commercial)

**CONTRACTOR INFORMATION**

- Owner Built
- Contractor Name: \_\_\_\_\_ Reg. #: \_\_\_\_\_
- Manf. Home Installer: \_\_\_\_\_ Reg# \_\_\_\_\_

**\$200.00 ADDITIONAL FEE FOR NEW RURAL ADDRESS**  
 New Rural Address - Address # \_\_\_\_\_  
 Replacement Plate - \$40.00

**2. EXISTING DEVELOPMENT:**

- Dwellings (stick built) how many? \_\_\_\_\_
- Mobile Homes how many? \_\_\_\_\_
- Other Buildings how many? \_\_\_\_\_

**3. WATER SOURCE:**

- Well  Spring  Other: \_\_\_\_\_
- If on Well / Spring:
  - Attach *Well Log* or *Water Right* documentation.
- If in a Water District:
  - Verification (from an authorized district representative) is required *prior* to submission of this clearance form.

SIGNATURE OF WATER DISTRICT REPRESENTATIVE \_\_\_\_\_

Farmland Special Assessment \_\_\_\_\_

Signature of County Assessor \_\_\_\_\_

Forestland Special Assessment \_\_\_\_\_

Signature of County Assessor \_\_\_\_\_

**3A. SANITARY DISTRICTS:**

SIGNATURE OF WEDDERBURN, HARBOR, PORT ORFORD or GOLD BEACH SANITARY REPRESENTATIVE. \_\_\_\_\_

SIGNATURE OF CITY OF BROOKINGS \_\_\_\_\_

**3C. COOS-CURRY / BANDON ELECTRIC COORDINATION**

This form must be signed off and turned in when the Permit Is applied for. See Attachment

**4. PROPERTY DESCRIPTION:**

Assessor Map # \_\_\_\_\_ Tax Lot# \_\_\_\_\_  
 Acreage \_\_\_\_\_ Street address or location: \_\_\_\_\_

**5. PROPERTY OWNER INFORMATION:**

Property Owner: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 City \_\_\_\_\_ St. \_\_\_\_\_ Zip \_\_\_\_\_ Phone# \_\_\_\_\_

**6. ACCESS:**

Does property access a county or state road?  Yes  No  
 If YES, do you have an access permit?  Yes  No  
 State or County permit # \_\_\_\_\_

If NO, an access permit from the county or state (contact appropriate agency depending on whether it is a state or county road) will be required before this form can be processed. County Rd. Dept. 541-247-7097

**7. PLOT PLAN/EROSION CONTROL PLAN**

An accurate plot plan and Erosion control plan is required for processing of this permit clearance. Please draw an accurate plot plan on the reverse side, and fill out and sign the enclosed erosion control plan.

**8. APPLICANT SIGNATURE:**

By my signature, I certify that I am the owner, or have the owner's consent to apply for a permit on the above referenced property and by my signature I also certify that the information provided by me is correct and hereby grant the staff of the Curry County Dept of Public Services permission to enter this property for purposes of this application.

Name \_\_\_\_\_

Signature \_\_\_\_\_

Mailing address \_\_\_\_\_

City \_\_\_\_\_ ST \_\_\_\_\_ ZIP \_\_\_\_\_ PH \_\_\_\_\_

Date: \_\_\_\_\_

Note: This form is intended for county staff use in processing development permits and does NOT constitute a permit. Approval of this form authorizes only **WHAT** is applied for under **NO. 1** at the time it is filed. Building plans **MUST** be turned in within one year of the Planning Department's approval, or Planning Clearance and fees will need to be re-submitted.

e-mail address: \_\_\_\_\_

PC#: \_\_\_\_\_ ZONING: \_\_\_\_\_ FORTHCOMING \_\_\_\_\_ IN DRAWER \_\_\_\_\_ ATTACHED \_\_\_\_\_ PLANS: \_\_\_\_\_

**(FOR OFFICIAL USE ONLY)**  
**PLANNING STANDARDS AND REQUIREMENTS**

**Land Use Zone:** \_\_\_\_\_

**Property Line Setbacks:**

Harbor Bench Farm District Setback

**FRONT:**

35 feet from the center of all roads OR 10 feet from any property line adjacent to a road--which ever is greater

Vision clearance

No requirement

**SIDE:**

5 feet from property line for structures 15' and under  
*For structures exceeding 15'--add 6 inches (1/2 foot) for every foot over 15' height* TOTAL SETBACK \_\_\_\_\_

No requirement

**BACK:**

5 feet from property line for structures 15' and under  
*For structures exceeding 15'--add 6 inches (1/2 foot) for every foot over 15' height* TOTAL SETBACK \_\_\_\_\_

No requirement

*NOTE: Eaves, gutters, sunshades, and other similar architectural features may not project into required setbacks more than two (2) feet*

---

**Off Street Parking:**

# of 9' x 18' parking spaces required

parking lot plan required       No requirement

---

**Structure Height:**

35' maximum       45' maximum

Airport Overlay Zone requires \_\_\_\_\_ feet

No requirement

---

**Lot Origin and Previous Land Use Action:**

Pre-existing       Land use approved

Previous Land Use Actions: \_\_\_\_\_

---

**\*\* No REMOVAL OR DISTURBANCE of Riparian Vegetation within:**

50 feet      OR       75 feet

*of any streams, rivers, or lakes per county Riparian Buffer Overlay Zone requirements*

---

**Fire Break:**

A firebreak of \_\_\_\_\_ feet must be maintained around all proposed structures

No requirement

**Special Requirements or Considerations:**

100 year flood plain  
 FIRM or Floodway Panel# \_\_\_\_\_

Geologic Hazard as identified on DOGAMI maps  
 Wetland or potential wetland as identified by  
 Wetland Inventory Maps: Map# \_\_\_\_\_

Scenic Waterway  
 USFS approval \_\_\_\_\_ ODPR approval \_\_\_\_\_

Historic structure/cultural site/historic-archeological overlay

---

**CONDITIONS OF APPROVAL:**

\_\_\_\_\_

---

The above proposal has been reviewed and found compatible with the applicable LCDC Acknowledged Plan; provided the above referenced standards are maintained at the time of construction

---

**County Planning Staff Reviewer:**

\_\_\_\_\_

Signature \_\_\_\_\_

Title \_\_\_\_\_ Date \_\_\_\_\_

---

**City Planning Staff Reviewer (if required):**

Outside Urban Growth Boundary

Inside Urban Growth Boundary, outside city limits

Inside city limits

---

Signature \_\_\_\_\_

Title \_\_\_\_\_ Date \_\_\_\_\_

---

**Sanitarian Reviewer:**

Permit # \_\_\_\_\_ Authorization Notice# \_\_\_\_\_

System approved       System denied

Comments: \_\_\_\_\_

---

Signature \_\_\_\_\_

Title \_\_\_\_\_ Date \_\_\_\_\_

**MANDATORY EROSION CONTROL APPLICATION**  
**FAILURE TO PROVIDE THE REQUESTED INFORMATION WITH YOUR PLANNING CLEARANCE APPLICATION WILL DELAY THE REVIEW OF YOUR APPLICATION.**

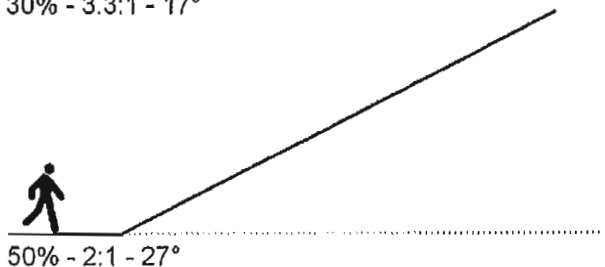
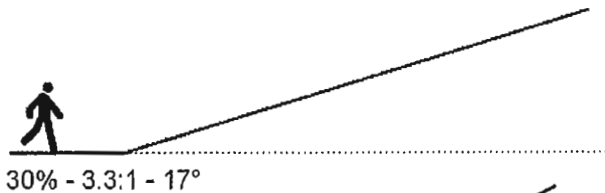
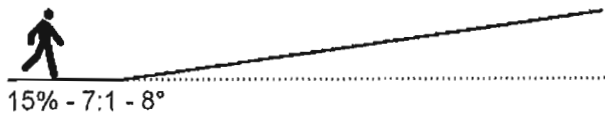
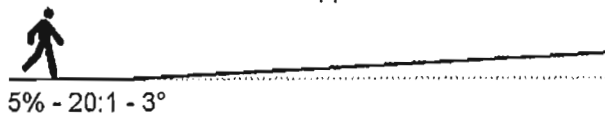
**EPSC SITE PLAN REQUIREMENTS**

- All property lines and adjacent roadways
- Location of all existing and proposed buildings
- Location of proposed or existing on-site septic areas
- Location of all natural and artificial water features (rivers, streams, drainage, wetlands, etc)
- Location of access road or driveway
- Location and area of site disturbance associated with your project
- Direction of slopes on site; sectors within the area of land disturbance shall be labeled in ranges:
  - Less than 15% slope
  - 15% to 20% slope
  - 20% or greater slope (SEE EXAMPLE BELOW FOR ASSISTANCE)
- Existing (pre-development) drainage pattern
- Location of proposed erosion control measures:
  - Access points: (construction entrance, existing paved driveway or access protected with alternative measures such as wood chips, plywood, etc)
  - Perimeter containment measures: (sediment fence, compost filter berm, existing structures, etc)
  - Inlet protection if located in an area with storm drainage system
  - Riparian protection
- Stockpile or staging areas of disturbed material
- North arrow
- Scale (1" = X') of site plan—please use even scale numbers such as: 10', 20' 50' or 100' use engineering scale NOT architectural

**FAILURE TO PROVIDE THE REQUESTED INFORMATION WITH YOUR PLANNING CLEARANCE APPLICATION WILL DELAY THE REVIEW THE APPLICATION.**

**Visual Examples of Slope**

Numbers are approximate



If you have questions regarding completing this form correctly, please contact the Port Orford Planning Department at 541-247-3304.



**EROSION PREVENTION AND SEDIMENT CONTROL (EPSC) PLAN REVIEW APPLICATION**

PROPERTY OWNER INFO: NAME:		PHONE:
<b>RESPONSIBLE PARTY FOR INSTALLATION &amp; MAINTENANCE OF EROSION CONTROL MEASURES:</b>		
<b>NAME:</b>	<b>PHONE:</b>	
ADDRESS:	ACREAGE:	
CITY/STATE/ZIP:		
PROPERTY DESCRIPTION: ASSESSOR MAP/TAXLOT:		
<b>PROPOSED DEVELOPMENT:</b>		
<input type="checkbox"/> <b>SFD</b> <input type="checkbox"/> <b>COMMERCIAL</b> <input type="checkbox"/> <b>MULTIFAMILY</b> <input type="checkbox"/> <b>LAND DIVISION</b> <input type="checkbox"/> <b>SITE WORK ONLY</b>		
1. WILL 800 SQUARE FEET OR MORE OF SOIL SURFACE BE DISTURBED?    YES <input type="checkbox"/> NO <input type="checkbox"/>		
2. WILL 2,000 SQUARE FEET OF <b>IMPERVIOUS</b> SURFACE BE CREATED?    YES <input type="checkbox"/> NO <input type="checkbox"/> <i>(IMPERVIOUS MEANS WATER CAN'T GET THROUGH IT TO THE GROUND—LIKE PAVEMENT, CONCRETE, ROOFS OR BUILDINGS—WATER THEN SHEETS OFF OF THESE SURFACES)</i>		
3. WILL IMPERVIOUS SURFACES COVER MORE THAN 25% OF THE LOT AREA? YES <input type="checkbox"/> NO <input type="checkbox"/>		
WHICH IS LESS: THE <b>2,000 SQ FT</b> OR    THE <b>25% COVERAGE?</b> :    CIRCLE ONE		
<b>IF YOU ANSWERED YES TO ANY OF THE 3 QUESTIONS ABOVE YOU MUST SUBMIT A EPSC PLAN SEE BELOW:</b>		

**PLEASE SUBMIT THE FOLLOWING ITEMS FOR EPSC PLAN REVIEW:**

1. DETAILED SITE PLAN-REQUIRED ELEMENTS ON THE BACK OF THIS FORM
2. BEST MANAGEMENT PRACTICES (BMP'S) TO BE UTILIZED TO PREVENT EROSION—SUCH AS STRAW BALES, SILT FENCES, SEEDING/SODDING, GRAVELING EXPOSED AREAS ETC
3. STRATEGY TO MINIMIZE THE REMOVAL OF VEGETATION COVER, PARTICULARLY TREE COVER

**ON SLOPES GREATER THAN 15% OR WITHIN AREAS OF GEOLOGIC HAZARD YOUR PLAN MUST BE PREPARED BY A LICENSED GEOLOGIST**

**APPLICANT CERTIFICATION;** I hereby affirm, under penalty for perjury, that I am the owner or authorized representative of the owner and have full authority and responsibility to execute this erosion control application. I agree to abide by the requirements of the approved erosion control plan and/or the erosion control ordinances to the best of my ability. I am the party responsible for erecting and maintaining the erosion control best management practices (BMP) on this site until such time as the final occupancy permit is obtained or until a follow up permit is issued to another party. I understand that representatives of Curry County may enter the site to inspect the BMP's installed and that because of the uncertainty of construction practice, weather, topography and/or other conditions they may require additional practices beyond those shown on the approved plan to be installed.

Signature of Applicant: \_\_\_\_\_

Date \_\_\_\_\_

**NORTH ARROW:  
(WHICH DIRECTION)**

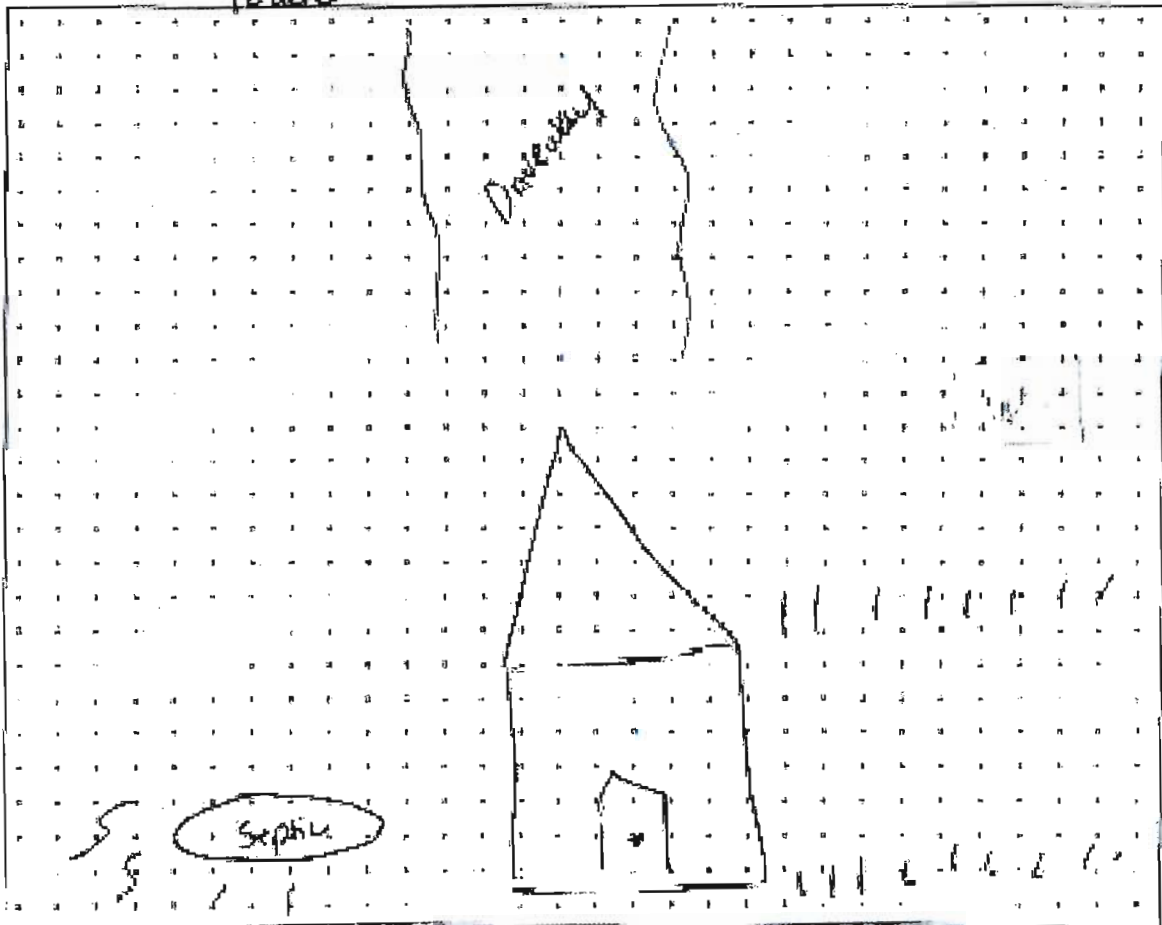
**SCALE:**

**SITE PLAN WORKSHEET**

**Please prepare a complete site plan. An incomplete site plan will delay review of your project.**

Scale: 1 Square = 42 feet Feet

SITE PLAN MUST SHOW ALL PROPERTY LINES AND DIMENSIONS

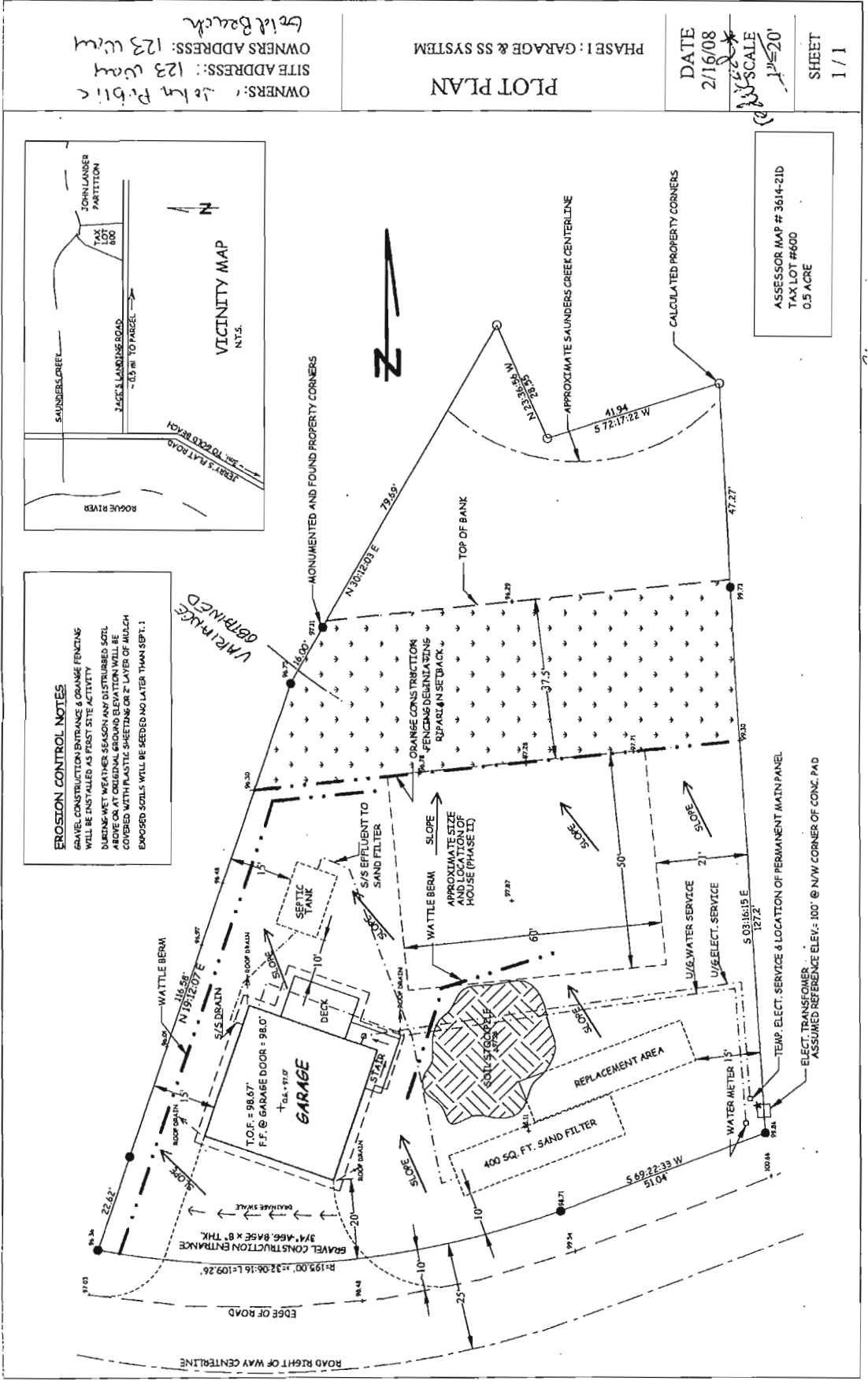


I certify that the above information is accurate to the best of my knowledge.

# BAD SITE PLAN

MINIMUM SITE PLAN REQUIREMENTS

- Property owner(s) name(s) North arrow Assessor Map and tax lot number
- Exterior property lines Existing easements and their purpose Shorelines, water features, streams, rivers, drainages
- Existing structures Proposed structures Property setback lines (check with planning if you are unsure)
- Driveways or accessways Septic system and drainfields Well or other domestic water source
- Streets, roads, highways adjacent to property Physical address if one has been assigned



**EROSION CONTROL NOTES**  
 GRAVEL CONSTRUCTION ENTRANCE & ORANGE FENCING WILL BE INSTALLED AS FIRST SITE ACTIVITY DURING WET WEATHER SEASON ANY DISTRIBUTED SOIL ABOVE OR AT ORIGINAL GROUND ELEVATION WILL BE COVERED WITH PLASTIC SHEETING OR 2" LAYER OF MULCH EXPOSED SOILS WILL BE SEEDED NO LATER THAN SEPT. 1

*VAIR TAKE OBTAINED*

**PHASE I: GARAGE & SS SYSTEM**

OWNERS: 123 W. Main P.O. Box  
 SITE ADDRESS: 123 W. Main  
 OWNERS ADDRESS: 123 W. Main

DATE: 2/16/08  
 SCALE: 1" = 20'  
 SHEET: 1 / 1

ASSESSOR MAP # 3614-21D  
 TAX LOT #600  
 0.5 ACRE

# City of Port Orford

555 W. 20th St, PO Box 310, Port Orford, OR 97465. 541.332.3681 or 877.281.5307 FX

## PLANNING CLEARANCE APPLICATION

Date Received: \_\_\_\_\_ Planning Clearance Date: \_\_\_\_\_

Project Address: \_\_\_\_\_ Assessor's Parcel No. \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Project Description, including all accessory uses and/or structures.

\_\_\_ Residential      \_\_\_ Commercial      Parcel Zone \_\_\_\_\_

\_\_\_ Required: Three copies of a Site Plan, floor plans and elevations (requirements attached) or three copies of the building plans that will be used to submit a building permit to the Curry County Building Department.

\_\_\_ Required Coos-Curry Electric Coop authorizing power. Blank form is attached.

\_\_\_ Port Orford Fire Depart Authorization form. Blank form is attached.

\_\_\_ Erosion control form and plan if required.      \$ \_\_\_ Planning Clearance fee

\_\_\_ Identification of how water is made available to the property.

**This application will not be accepted without the required information and \$ \_\_\_ application fee.**

Applicant/Agent or Contractor Name \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State and Zip Code \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Property Owner: \_\_\_\_\_

Mailing Address including City, State and Zip code: \_\_\_\_\_

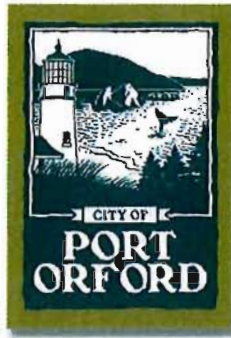
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

**APPLICANT/OWNER CERTIFICATION:** I certify that I am the owner, or have the owner's consent/authorization to apply for a permit(s) on the above referenced property. By my signature I certify that the information provided herein is correct and all the provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. I acknowledge that granting of a permit by the City does not authorize or presume to give authority to me to violate or cancel the provisions of any other local, state, or federal laws that may be applicable to this development proposal. Additionally, by signing this application form I acknowledge that I am granting the City of Port Orford staff or their agent(s) authorization to enter onto the subject property for the purposes related to this application proposal.

### SIGNATURE OF OWNER(S) OF THE PROPERTY REQUIRED

\_\_\_\_\_  
Owner Signature

\_\_\_\_\_  
Date



## CITY OF PORT ORFORD PLANNING CLEARANCE CHART 1-R and 2-R properties

Item	Permitted or /Required Code reference	Complies?
Outright permitted Land Uses	17.10.010 - 1-R zone, Single family dwelling or duplex, manufactured home, private stable or farming where lot is > 1 acre, home occupation, childcare or residential care facility or residential care home. 17.10.020 - 2-R zone, all 1-R uses and multiple family dwellings.	
Manufactured Home	17.16.040 A. The manufactured home shall be multi-sectional and enclose a space of not less than one thousand (1,000) square feet. B. The manufactured home shall have the hitch, wheels and axles removed and be placed on an excavated and backfilled foundation and enclosed at the perimeter such that the manufactured home is not more than twelve (12) inches above grade. C. The manufactured home shall have exterior siding and roofing which in color, material and appearance is similar to the exterior siding and roofing material commonly used on residential dwellings within the community or which is comparable to the predominant materials used on surrounding dwellings. D. The manufactured home shall be certified by the manufacturer to have an exterior thermal envelope meeting performance standards which reduce heat loss to levels equivalent to the performance standards required of single-family dwellings constructed under the state building code. Evidence demonstrating that the manufactured home meets "Super Good Cents" energy efficiency standards is deemed to satisfy the external thermal envelope certification requirement.	
Water Source	___ well ___ spring ___ City water If a well or a spring is to be utilized, documentation of water source and quality is to be provided.	
Connection to City water and/or sewer? Must comply with Zoning Ordinance sections 17.10.010(D) for 1-R property and 17.10.020(D) for 2-R property.		
Setbacks (17.10.010(F) for 1-R zone and 17.10.121(F) for 2-R zone and 17.12.080( E ) for Shoreland Overlay zone)		
Front	10'	
Side	5'	
Rear	5'	
Riparian Setback	Except as necessary for water-dependent uses, all developmental mineral extraction activities shall be set back fifty (50) feet from the stream bank of all perennial streams to protect riparian vegetation as identified in the comprehensive plan. A lesser distance may be approved based on a specific site investigation as part of the permit application process and concurrence with the lesser distance by the Oregon Department of Fish and Wildlife and Division of State Lands.	

## CITY OF PORT ORFORD PLANNING CLEARANCE CHART 1-R and 2-R properties

Item	Permitted or /Required Code reference	Complies?
Exceptions to setbacks 17.20.101	Cornices, eaves, canopies, sunshades, gutters, chimneys, flues, belt courses, leaders, sills, pilasters, lintels, ornamental features, and similar architectural features may project into a required yard not more than two feet. Roadside stands, fences, hedges, walls and signs may be located within a required yard.	
Height 17.12.101(G)	Except as provided in Section 17.20.050 in a 1-R and 2-R zone no building shall exceed thirty feet (30) feet and two stories in height.	
Exceptions to height 17.20.050	The following type of structure or structural parts are not subject to the building height limitations of this title: chimney, tank, church spire, belfry, dome, monument, fire and hose towers, observation tower, mast, aerial, cooling tower, elevator shaft, transmission tower, smokestack, flagpole, radio or television towers, and other similar projections.	
Erosion control 17.17.050	Development with excavation of 800 square feet or more of soil surface or development with mud, soil, rock, vegetative material or any products of erosion or other depositional material onto, deposited upon or transported to the property of another are subject to the requirements of Zoning Ordinance 17.17.050.	
Other Zoning Ordinance requirements		
Flood zone 17.19	required _____ not required. _____	
Storm/Surface Water Management 17.18	required _____ not required. _____	
Historic Preservation 17.15	required _____ not required. _____	

### CITY PLANNING CLEARANCE:

Planning clearance is granted for the uses and accessory uses specified on the \_\_\_\_\_, 2021

Planning Clearance application form submitted by \_\_\_\_\_ for the property located at \_\_\_\_\_  
\_\_\_\_\_. Authorization of said uses and accessory uses are subject to the requirements referenced on the City of Port Orford Development Standards noted on the Port Orford Planning Clearance chart above and water and sewer are available for this property. Additional requirements for compliance with the Port Orford Zoning Ordinance are / are not attached. An Erosion Control plan for the property was / was not required. The Erosion Control Plan is / is not attached. If an Erosion Control Plan is required, all requirements of the Plan shall be met.

This Planning Clearance is valid until \_\_\_\_\_, 20\_\_\_\_.

This Planning Clearance does not constitute a permit to construct any structure. You must secure a Building Permit from the Curry County Building Department prior to construction. The Building Department will require a copy of this Planning Clearance and two sets of Plans stamped by the City of Port Orford noting that the plans have received a Planning Clearance.

\_\_\_\_\_  
Planning

\_\_\_\_\_  
Port Orford Rural Fire Department

\_\_\_\_\_  
Water Department

\_\_\_\_\_  
Sewer Department

**APPLICANT/OWNER AGREEMENT:** By my signature, I certify that I am the owner and that I have received, accepted and will comply with the conditions specified in this Planning Clearance. I understand that this Planning Clearance does not constitute a building permit and I must apply to the Curry County Building Department for a building permit to construct my project at \_\_\_\_\_ in Port Orford and any other permit required for compliance other local, state, or federal laws.

**SIGNATURE OF OWNER(S) OF THE PROPERTY REQUIRED**

\_\_\_\_\_  
Owner Signature

\_\_\_\_\_  
Date



# BUILDING PERMIT APPLICATION

## CURRY COUNTY – GOLD BEACH – PORT ORFORD

TYPE OF WORK	
<input type="checkbox"/> New construction	<input type="checkbox"/> Demolition
<input type="checkbox"/> Addition/alteration/replacement	<input type="checkbox"/> Other:
CATEGORY OF CONSTRUCTION	
<input type="checkbox"/> 1- and 2-family dwelling	<input type="checkbox"/> Commercial/industrial
<input type="checkbox"/> Accessory building	<input type="checkbox"/> Multi-family
<input type="checkbox"/> Master builder	<input type="checkbox"/> Other:
JOB SITE INFORMATION AND LOCATION	
Job site address:	
City/State/ZIP:	
Suite/bldg./apt. no.:	Project name:
Cross street/directions to job site:	
Subdivision:	Lot no.:
Tax map/parcel no.:	
DESCRIPTION OF WORK	
<input type="checkbox"/> PROPERTY OWNER	<input type="checkbox"/> TENANT
Name:	
Address:	
City/State/ZIP:	
Phone: (    )	Fax: (    )
<input type="checkbox"/> APPLICANT	<input type="checkbox"/> CONTACT PERSON
Business name:	
Contact name:	
Address:	
City/State/ZIP:	
Phone: (    )	Fax: (    )
E-mail:	
CONTRACTOR	
Business name:	
Address:	
City/State/ZIP:	
Phone: (    )	Fax: (    )
CCB lic.:	County Business Lic no:

Authorized signature: \_\_\_\_\_

Print name: \_\_\_\_\_ Date: \_\_\_\_\_

DEPARTMENT USE ONLY	
Permit No: _____	
Office: _____	
By: _____	Issue Date: _____

DEPT. USE ONLY	
1- AND 2-FAMILY DWELLING	
Permit fees* are based on the value of the work performed. Indicate the value (rounded to the nearest dollar) of all equipment, materials, labor, overhead, and the profit for the work indicated on this application.	
Valuation	
Number of bedrooms:	
Number of bathrooms:	
Total number of floors:	
New dwelling area:	square feet
Garage/carport area:	square feet
Covered porch area:	square feet
Deck area:	square feet
Other structure area:	square feet

COMMERCIAL-USE CHECKLIST	
Permit fees* are based on the value of the work performed. Indicate the value (rounded to the nearest dollar) of all equipment, materials, labor, overhead, and the profit for the work indicated on this application.	
Valuation	
Existing building area:	square feet
New building area:	square feet
Number of stories:	
Type of construction:	
Occupancy groups:	
Existing:	
New:	

BUILDING PERMIT FEES*	
<i>Please refer to fee schedule</i>	
Fees due upon application	_____
State surcharge (12% of permit fee)	_____
Amount received	_____
Date received: _____	

This permit application expires if a permit is not obtained within 180 days after it has been accepted as complete.

**Curry County Department of Community Development**  
 94235 Moore St. Suite 113  
 Gold Beach, OR 97444  
 Phone: 541-247-3304  
 Fax: 541-247-4579  
 e-mail: [buildingpermits@co.curry.or.us](mailto:buildingpermits@co.curry.or.us)

AVAILIBLTY OF POWER - ELECTRIC COORDINATION



1. THE SUBJECT PROPERTY IS WITHIN THE SERVICE TERRITORY OF COOS CURRY ELECTRIC AND CAN BE PROVIDED ELECTRIC POWER ONCE THE ROUTE HAS BEEN DETERMINED, EASEMENTS AND/OR PERMITS OBTAINED, AND ALL FEES PAID.
2. UTILITY NOTIFICATION CENTER SHOULD BE CALLED BEFORE ANY TRENCHING OR EXCAVATION.
3. STRUCTURES ARE NOT ALLOWED UNDERNEATH OR ON TOP OF ANY COOS CURRY FACILITIES.
4. NATIONAL ELECTRIC SAFETY CODE CLEARANCE REQUIREMENTS SHALL BE FOLLOWED

Situs address –

Township

Range

Section

Taxlot (s)

CCEC Representative \_\_\_\_\_ Date \_\_\_\_\_

Owner/ Representative \_\_\_\_\_ Date \_\_\_\_\_

**Mailing Address for all Coos-Curry Electric Co-op offices: P.O. Box 1268, Port Orford OR 97465-1268**

**Port Orford Office: 43050 Hwy 101 Port Orford OR 97465 · Phone: 541-332-3931 Fax: 541-332-3501**

**Brookings Office: 816 Railroad St Brookings OR 97415 · Phone: 541-469-2103 Fax: 541-469-3193**

**Gold Beach Office: 29439 Ellensburg Gold Beach OR 97444 · Phone: 541-247-6638 Fax: 541-247-6630**

**Coquille Office: 220 S Mill Ave Coquille OR 97423 · Phone: 541-396-3118 Fax: 541-396-3119**

**[www.ccec.coop](http://www.ccec.coop)**

**After Hours Outage Number 866-352-9044**



DECLARATION OF VALUE

The value of a building project is the total actual construction cost for all classes of work. An accurate estimate of value must include all costs for architectural, structural, electrical, plumbing, heating, and ventilation devices and equipment, and the contractor's profit – even if he or she has a financial interest in the project.

I hereby certify the estimated value of the construction project described herein to have been prepared consistent with the above description, and declare it to be

\$\_\_\_\_\_.

I understand that the Building Department is not bound by this estimate for establishing permit fees.

Project Identification:      Permit Number \_\_\_\_\_  
Type of Structure \_\_\_\_\_  
Map \_\_\_\_\_ Tax Lot \_\_\_\_\_  
Street Address \_\_\_\_\_  
Owner Name \_\_\_\_\_

Signature of Declarant \_\_\_\_\_

**Please Check One:**

Owner      Builder      Representative with Written Authorization



# CITY OF PORT ORFORD

◆ 555 W. 20<sup>th</sup> St. ◆ P.O. Box 310, Port Orford, OR 97465 ◆ Ph: 541-366-4568 ◆ Fx: 877-281-5307 ◆

I, the undersigned, hereby agree to comply with all ordinances, rules and requirements of the City of Port Orford, Curry County and the State of Oregon.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## FIRE DISTRICT SIGN OFF FORM

This form must be taken to the local Fire Department with the Plot Plan that must be turned in when applying for a building permit. Please discuss your proposed development with the Fire Department to ensure fire safety and get the signature of the Fire Department Representative. Return the Permit Clearance and this form with your plans to Curry County Department of Community Development.

\_\_\_\_\_ Signature of Fire Department Representative

\_\_\_\_\_ Signature of Applicant

Fire District/ Department	Contact	Phone Number
Agness Fire	Bill Scherbarth	541 247-7987
Brookings Fire	Jim Watson	541 469-1142
Brookings Rural	Jim Watson	541 469-1142
Cape Ferrelo Fire	Aaron Johnson	541 661-1499
Cedar Valley Fire	Wade Hooey	541 698-6237
Gold Beach Fire	Tyson Krieger	541 247-6204
Harbor Fire	John Brazil	541 469-5301
Langlois Fire	Mike Murphy	541 348-2304 541 253-6191
Ophir Fire	Adam Brotton	541 698-6110
Pistol River Fire	Rocky Carpenter	541 247-2886
Port Orford Fire	David Duncan	541 332-3681
Sixes Fire	Wayne Moore	541 348-9927 541 253-6028
Upper Chetco Fire	Jim Watson	541 469-1142
Wedderburn Rural	Tyson Krieger	541 247-6204
Winchuck Fire	Bill Hauer	541 469-7048

311-10000  
2010-01-15  
11

## APPENDIX D

# FIRE APPARATUS ACCESS ROADS

The provisions contained in this appendix are adopted by the State of Oregon.

### SECTION D101 GENERAL

D101.1 Scope. Fire apparatus access roads shall be in accordance with this appendix and all other applicable requirements of the *International Fire Code*. The *fire code official* may be guided by the Oregon Department of Land and Conservation and Development's Neighborhood Street Design Guidelines, June 2001.

### SECTION D102 REQUIRED ACCESS

D102.1 Access and loading. Facilities, buildings or portions of buildings hereafter constructed shall be accessible to fire department apparatus by way of an *approved* fire apparatus access road with an asphalt, concrete or other *approved* driving surface capable of supporting the imposed load of fire apparatus weighing at least 60,000 pounds (27 240 kg).

Exception: The minimum weight specified in Section D102.1 may be increased by the *fire code official* based upon the actual weight of fire apparatus vehicles serving the jurisdiction that provides structural fire protection services to the location, including fire apparatus vehicles that respond under automatic and mutual aid agreements.

D102.1.1 Access in wildland-urban interface areas. For egress and access concerns in wildland-urban interface locations, the *fire code official* may be guided by the *International Wildland-Urban Interface Code*.

### SECTION D103 MINIMUM SPECIFICATIONS

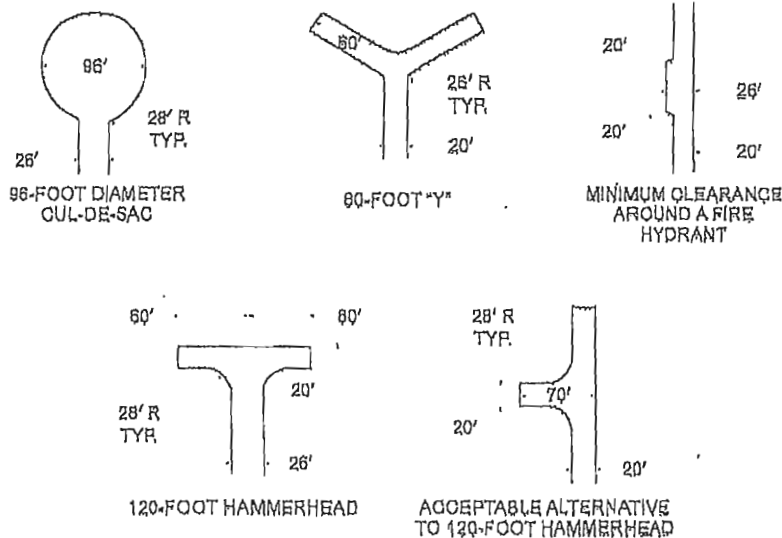
D103.1 Access road width with a hydrant. Where a fire hydrant is located on a fire apparatus access road, the minimum road width shall be 26 feet (7925 mm), exclusive of shoulders (see Figure D103.1).

Exception: The *fire code official* is authorized to modify the provisions of Section D103.1 when:

1. In accordance with Oregon Administrative Rule (OAR) 918-480-0100, all buildings are completely protected with an approved automatic fire sprinkler system;
2. Provisions are made for the emergency use of sidewalks by such means as rolled or mountable curbs capable of supporting the fire department's apparatus;
3. Streets or roadways are identified for one-way circulating flow of traffic or pullouts are provided every 150 feet (45 720 mm) on streets or roadways identified for two-way traffic; or
4. A grid system for traffic flow is provided and streets or roadways in the grid do not exceed 300 feet (91 400 mm) in length but are accessible at each end from approved access roadways or streets.

D103.2 Grade. Fire apparatus access roads shall not exceed 10 percent in grade.

Exception: Grades steeper than 10 percent as *approved* by the fire chief.



For SI: 1 foot = 304.8 mm.

FIGURE D103.1  
DEAD-END FIRE APPARATUS ACCESS ROAD TURNAROUND

APPENDIX D

D103.3 Turning radius. The minimum turning radius shall be determined by the *fire code official*.

D103.3.1 Drainage. When subject to run-off damage, the *fire code official* is authorized to require approved drainage.

D103.4 Dead ends. Dead-end fire apparatus access roads in excess of 150 feet (45 720 mm) shall be provided with width and turnaround provisions in accordance with Table D103.4.

TABLE D103.4  
REQUIREMENTS FOR DEAD-END  
FIRE APPARATUS ACCESS ROADS

LENGTH (feet)	WIDTH (feet)	TURNAROUNDS REQUIRED
0-150	20	None required
151-500	20	120-foot Hammerhead, 60-foot "Y" or 96-foot diameter cul-de-sac in accordance with Figure D103.1
501-750	26	120-foot Hammerhead, 60-foot "Y" or 96-foot diameter cul-de-sac in accordance with Figure D103.1
Over 750		Special approval required

For SI: 1 foot = 304.8 mm.

D103.5 Fire apparatus access road gates. Gates securing the fire apparatus access roads shall comply with all of the following criteria:

1. The minimum gate width shall be 20 feet (6096 mm).
2. Gates shall be of the swinging or sliding type.
3. Construction of gates shall be of materials that allow manual operation by one person.
4. Gate components shall be maintained in an operative condition at all times and replaced or repaired when defective.
5. Electric gates shall be equipped with a means of opening the gate by fire department personnel for emergency access. Emergency opening devices shall be approved by the *fire code official*.
6. Manual opening gates shall not be locked with a padlock or chain and padlock unless they are capable of being opened by means of forcible entry tools or when a key box containing the key(s) to the lock is installed at the gate location.
7. Locking device specifications shall be submitted for approval by the *fire code official*.
8. Electric gate operators, where provided, shall be listed in accordance with UL 325.
9. Gates intended for automatic operation shall be designed, constructed and installed to comply with the requirements of ASTM F 2200.

D103.6 Signs. Where required by the *fire code official*, fire apparatus access roads shall be marked with permanent NO PARKING—FIRE LANE signs complying with Figure D103.6. Signs shall have a minimum dimension of 12 inches (305 mm) wide by 18 inches (457 mm) high and have red letters on a white reflective background. Signs shall be posted

on one or both sides of the fire apparatus road as required by Section D103.6.1 or D103.6.2.

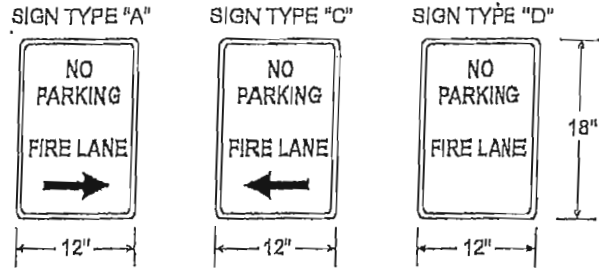


FIGURE D103.6  
FIRE LANE SIGNS

D103.6.1 Roads 20 to 26 feet in width. Fire lane signs as specified in Section D103.6 shall be posted on both sides of fire apparatus access roads that are 20 to 26 feet wide (6096 to 7925 mm).

D103.6.2 Roads more than 26 feet in width. Fire lane signs as specified in Section D103.6 shall be posted on one side of fire apparatus access roads more than 26 feet wide (7925 mm) and less than 32 feet wide (9754 mm).

#### SECTION D104

##### COMMERCIAL AND INDUSTRIAL DEVELOPMENTS

D104.1 Buildings exceeding three stories or 30 feet in height. Buildings or facilities exceeding 30 feet (9144 mm) or three stories in height shall have at least two means of fire apparatus access for each structure.

D104.2 Buildings exceeding 62,000 square feet in area. Buildings or facilities having a gross building area of more than 62,000 square feet (5760 m<sup>2</sup>) shall be provided with two separate and approved fire apparatus access roads.

Exception: Projects having a gross building area of up to 124,000 square feet (11 520 m<sup>2</sup>) that have a single approved fire apparatus access road when all buildings are equipped throughout with approved automatic sprinkler systems.

D104.3 Remoteness. Where two fire apparatus access roads are required, they shall be placed a distance apart equal to not less than one half of the length of the maximum overall diagonal dimension of the lot or area to be served, measured in a straight line between accesses.

#### SECTION D105

##### AERIAL FIRE APPARATUS ACCESS ROADS

D105.1 Where required. Where the vertical distance between the grade plane and the highest roof surface exceeds 30 feet (9144 mm), approved aerial fire apparatus access roads shall be provided. For purposes of this section, the highest roof surface shall be determined by measurement to the eave of a pitched roof, the intersection of the roof to the exterior wall, or the top of parapet walls, whichever is greater.

D105.2 Width. Aerial fire apparatus access roads shall have a minimum unobstructed width of 26 feet (7925 mm), exclusive of shoulders, in the immediate vicinity of the building or portion thereof.

D105.3 Proximity to building. At least one of the required access routes meeting this condition shall be located within a minimum of 15 feet (4572 mm) and a maximum of 30 feet (9144 mm) from the building, and shall be positioned parallel to one entire side of the building. The side of the building on which the aerial fire apparatus access road is positioned shall be approved by the *fire code official*.

D105.4 Obstructions. Overhead utility and power lines shall not be located over the aerial fire apparatus access road or between the aerial fire apparatus road and the building. Other obstructions shall be permitted to be placed with the approval of the *fire code official*.

2. The number of *dwelling units* on a single fire apparatus access road shall not be increased unless fire apparatus access roads will connect with future development, as determined by the *fire code official*.

#### D108 REFERENCED STANDARDS

ASTM	F 2200—05	Standard Specification for Automated Vehicular Gate Construction	D103.5
ICC	IFC—12	International Fire Code	D101.5, D107.1
UL	325—02	Door, Drapery, Gate, Louver, and Window Operators and Systems, with Revisions through February 2006	D103.5

### SECTION D106

#### MULTIPLE-FAMILY RESIDENTIAL DEVELOPMENTS

D106.1 Projects having more than 100 dwelling units. Multiple-family residential projects having more than 100 *dwelling units* shall be equipped throughout with two separate and *approved* fire apparatus access roads.

Exception: Projects having up to 200 *dwelling units* may have a single *approved* fire apparatus access road when all buildings, including nonresidential occupancies, are equipped throughout with *approved automatic sprinkler systems* installed in accordance with Section 903.3.1.1 or 903.3.1.2.

D106.2 Projects having more than 200 dwelling units. Multiple-family residential projects having more than 200 *dwelling units* shall be provided with two separate and *approved* fire apparatus access roads regardless of whether they are equipped with an *approved automatic sprinkler system*.

### SECTION D107

#### ONE- OR TWO-FAMILY RESIDENTIAL DEVELOPMENTS

D107.1 One- or two-family dwelling residential developments. Developments of one- or two-family *dwelling units* where the number of *dwelling units* exceeds 30 shall be provided with two separate and *approved* fire apparatus access roads, and shall meet the requirements of Section D104.3.

#### Exceptions:

1. Where there are more than 30 *dwelling units* on a single public or private fire apparatus access road and all *dwelling units* are equipped throughout with an *approved automatic sprinkler system* in accordance with Section 903.3.1.1, 903.3.1.2 or 903.3.1.3 of the *International Fire Code*, access from two directions shall not be required.



CITY OF PORT ORFORD  
WATER AND SEWER SERVICE REQUEST

DATE: \_\_\_\_\_

NAME: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

PHONE:# \_\_\_\_\_ MESSAGE#: \_\_\_\_\_

SOCIAL SECURITY NUMBER: \_\_\_\_\_

HOW MANY IN HOUSEHOLD: \_\_\_\_\_

RACIAL CATEGORIES:

(this question is required  
by USDA to be eligible  
for certain City funding)

" White " Black or African American

" Hispanic or Latino " Asian

" American or Alaskan Native

" Native Hawaiian or Pacific Islander

LAST SERVICE ADDRESS: \_\_\_\_\_

CITY AND STATE: \_\_\_\_\_

NOTICE TO RENTERS: A MINIMUM \$100.00 (ONE HUNDRED DOLLARS) SERVICE SECURITY DEPOSIT IS REQUIRED BEFORE WATER AND SEWER SERVICE WILL BEGIN. THE DEPOSIT WILL BE APPLIED TO LAST BILLING UPON MOVING OUT OF RENTAL.

TURN ON DATE: \_\_\_\_\_ MOVE IN DATE: \_\_\_\_\_

SERVICE ADDRESS: \_\_\_\_\_

OWNERS NAME: (if different from above) \_\_\_\_\_

OWNERS ADDRESS: \_\_\_\_\_

OWNERS PHONE: \_\_\_\_\_

*I am requesting water and sewer service at the above address. I understand I am responsible for all sewer and water billings at the above service address until the time I personally request and sign a service disconnection notice. I also understand that verification of past sewer and/or water service history may be made, and this may reflect a need for a higher security deposit.*