



PERMIT APPLICATION INSTRUCTIONS **SAND ALTERATION**

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: The Ocean Shore Permit Application form; Addendum C: Sand Alteration, and Supplemental Property Owners Information Form, if applicable. Requirements for accompanying drawings are also provided.

OCEAN SHORE 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 C-SAND ALTERATION

Section 1.
Proposed Project Information

Project Purpose: Indicate the purpose of the sand alteration project by checking the appropriate box, or by describing the project under the “other” option.

Project Type: Indicate whether the project involves fill, removal, or alteration, or possibly a combination of the three categories, by checking the appropriate box(es).

Amount of material to be altered: Indicate the number of cubic yards of material that will be filled, removed, or relocated during the project.

Description of equipment to be used and method of sand alteration: Describe the operation including types and numbers of equipment used, hours, days, or months of operation, techniques used in excavation, filling, or other alterations, and if there are spoils materials, the location that spoils will be placed. Discuss any limitations caused by high tides or adverse ocean conditions, and how this may affect the construction schedule or methods of operation.

Indicate the estimated start and completion date for the project.

Section 2.
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 or 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.

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.

Beach Access: Indicate whether there is beach access from the property, and check the appropriate box to indicate the type of access. Describe the nearest public beach access, by listing the location and the distance in feet from the subject property.

Section 3.
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 4.
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 5.
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 6.
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 different sand management actions, other types of solutions, or the alternative of taking no action. Describe why each of the alternatives did not work, or was not considered feasible.

Section 7.
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 8.
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 9.
Signature

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

PERMIT APPLICATION INSTRUCTIONS
REQUIRED ACCOMPANYING DRAWINGS (SAND ALTERATION)

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, streams, 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, height, width and shape of excavation, fill, removal, or other sand alteration
3. Other information as required

PERMIT APPLICATION INSTRUCTIONS
SUPPLEMENTAL PROPERTY INFORMATION FORM

For sand alterations 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 C.

Note: The information provided about the proposed project, project need, alternatives, and adverse impacts is only required in the Addendum C-Sand Alteration, and pertains to the entire project (all tax lots).