



OREGON PARKS AND RECREATION DEPARTMENT OCEAN SHORE PERMIT APPLICATION AND INSTRUCTIONS

SAND ALTERATION

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.

General Overview

Sand alteration projects may take different forms including view-shed enhancement, habitat restoration/creation, watercourse diversion, dune enhancement, local dune management plan implementation, beach nourishment, and others.

Prior to submitting an application to Oregon Parks and Recreation Department (OPRD) for a sand alteration project, it is necessary that the agent/applicant first consult with the local planning department official(s) to determine if the proposed project can be accomplished in accordance with local regulations.

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.

If the project encompasses multiple tax lots, one Ocean Shore Permit Application and City/County Planning Department Affidavit may be submitted for all tax lots associated with this project.

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

Section 1. Proposed Project

Check the appropriate box for the type of proposed project.

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

Provide a brief description of the proposed project.

Provide the estimated start and completion dates.

Section 2. Applicant Information

Check appropriate box for multiple tax lot project or single. *Note: Multiple tax lot projects require a completed **Property Owner Information and Authorization Form** to be submitted with the application.*

Agent: An agent is a person who is authorized by the Owner(s) to represent their interest during the permitting process with OPRD. Examples of an agent may be another property owner, consultant, attorney, or contractor.

Owner: If the project is applicable to a single tax lot, provide the property owner information.

Section 3. Property Location and Information

Provide city/town and county and identify the local government dune management plan sub-unit designation for the project area, if applicable.

Check the appropriate box or boxes to indicate the current use of the property or properties.

Provide the names, situs (physical address) and mailing addresses of oceanfront landowners with property boundaries common to those of the property described in the application. For projects involving multiple tax lots, the most northern and southern oceanfront landowners of the entire project are all that is required.

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. Project Justification and Impacts

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

Provide an explanation why the proposed 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 5. Project Details

Provide the total volume of sand that will be altered by this project.

List all equipment necessary for the completion of this project.

Provide a detailed dune stabilization plan, if required. The plan should include the area to be stabilized, the type and method of stabilization, the timing of stabilization, a plan for monitoring and maintaining stabilization, and the person or party responsible for stabilization and monitoring.

Section 6. 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 7. Signature Requirement

The Agent/Owner's signature is required for acknowledgment and completion of the application.

*For multiple tax lot projects, a **Property Owner Information and Authorization Form** is required to be submitted with the application. This form shall list all properties, properties owners, mailing address, phone numbers and email addresses, as well as the signature of each property owner.*

Section 8. Required Drawings

The application shall include a plan view and cross-section drawings of the project, which include elevations in relation to applicable vertical datum. Drawings shall be clear and concise, following the format specifications outlined.

Section 9. 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 costs.

The fee shall be determined according to the value of the entire project, including stabilization, if applicable. Evidence the Department may consider in establishing the construction value of a project shall include: Itemized estimates from licensed, bonded, contractors; construction values accepted by the county or city 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**

SAND ALTERATION

FOR OFFICIAL USE ONLY

OPRD PERMIT # _____
APPLICATION DATE: _____
DATE POSTED: _____
COORDINATOR: _____
60 DAY DATE DUE: _____

Section 1. Proposed Project

Project type:

Fill Removal Alteration

Project Purpose: (Check all that apply)

Dune Management Plan Implementation
 Dune Grading Foredune Restoration Watercourse Relocation
 Dune Enhancement Habitat Creation/Restoration Other:

Provide a brief description of the project:

Estimated project start date: _____ Estimated project completion date: _____

Section 2. Applicant Information

Multiple tax lot project Single tax lot project

Agent			Owner		
Mailing address			Mailing address		
City	State	Zip	City	State	Zip
Phone		Fax	Phone		Fax
Email			Email		

Section 3. Property Location and Information

City/town _____ County _____
 Local dune management plan sub-unit designation (i.e. Management Unit (MU) G, or District 5A)

Current use (Check all that apply)

Residential Commercial/Industrial Public
 Vacant (Unbuilt) 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. Project Justification and Impacts

Explain why is this project necessary?

Attach additional pages as necessary

Describe all potential impacts:

Attach additional pages as necessary

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

Attach additional pages as necessary

Section 5. Project Details

The total volume of sand that will be altered (cubic yards):

List of all equipment to be used:

Attach additional pages as necessary

Provide a detailed dune stabilization plan, if required:

Attach additional pages as necessary

Section 6. Additional Permit Requirements

List agency and type of permit required:

Blank lines for listing agencies and permit types.

No additional agency permit required

Section 7. 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.

Agent/Owner Signature

Date

PROPERTY OWNER INFORMATION AND AUTHORIZATION FORM COMPLETED AND ATTACHED Yes No

Property Owner Information and Authorization Form *(Use additional pages as necessary)*

Agent:

Map and Tax Lot #	Property Owner Name	Mailing Address	Phone and Email	Signature of Authorization

By signing this page you are certifying you are familiar with the information contained in the application and to the best of your knowledge and belief, the information is true, complete and accurate.

Section 8. Required Drawings

The submitted application shall be accompanied by a plan view and cross-sections of the proposed project. Neatness and accuracy are important in order for those reviewing the application to clearly understand the proposal. Copies of county assessors' 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 drawing shall include:**

- Scale of drawing and north arrow
- All lots identified by map and tax lot number, in relation to project area, with all tax lot dimensions
- Location of proposed project in relation to property boundaries
- Specification of length (in feet) of the project along the shoreline
- Contours in 2-foot intervals
- Area of dune stabilization
- If applicable, the location of temporary access roads or other temporary alterations

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

- One cross-section for every 100 feet of shoreline, with each cross-section labeled by number or letter
- Depth, height, width, and shape of excavation, fill removal, and/or other sand alteration
- Cut and fill areas
- Vertical and horizontal scales
- National Geodetic Vertical Datum (NGVD) scale, **OR**
- National American Vertical Datum (NAVD) scale



OCEAN SHORE ALTERATION APPLICATION FEE WORKSHEET

Section 9. Application Fees and Calculation Worksheet

Instructions for fees

- OPRD recommends fees be submitted once an application is verified complete. Refund options are outlined in [OAR 736-020-0004](#).
- Once construction value has been verified by staff, applicants will be provided instruction on how to pay the fee (Online if under \$10,000).
- Under each heading below include a description of the project related activities or items included in the costs for that heading.
- Add in the total cost for each heading. Similar or associated items may be lumped, so long as the documentation clearly supports the cost.
- Attach documentation behind this form and add to application packet as a separate appendix. Once documentation is attached, check the box for "Documentation included". Acceptable evidence of construction value may be found in [OAR 736-020-0004](#).
- Construction Value "means the costs of labor, equipment, materials, and all contractor fees, where those costs are incurred by the applicant or the applicant's agent(s)" ([OAR 736-020-0002](#)).
- If you are a public agency looking for a reduced fee, check the appropriate box(s) on lines 13 and 14 and enter the amount on line 13.

Line #	Describe itemized cost. (Briefly list item, vendor, and describe scope of cost)	Total Cost	Documentation included
1	Investigations, surveys, and assessments		<input type="checkbox"/>
2	Consulting and design		<input type="checkbox"/>
3	Construction Activities		<input type="checkbox"/>
4	Site revegetation and rehabilitation		<input type="checkbox"/>
5	Monitoring and Maintenance of vegetation and rehabilitation		<input type="checkbox"/>
6	Other:		<input type="checkbox"/>
7	Total construction value (Auto calculates total of sections 1 through 6 above)		<input type="checkbox"/>
8	Base construction value	\$2,500	
9	Net construction value (Auto calculates. If line 7 is greater than \$2,500, subtract line 8 from line 7)		
10	Construction value fee (Auto calculates. If line 9 is greater than \$0, multiply line 9 by 0.03)		
11	Base Application Fee	\$400	
12	TOTAL APPLICATION FEE (Auto calculates total of lines 10 and 11)		
STOP, lines 13 and 14 are only for public body or tribal agency undertaking actions to benefit the ocean shore.			
13	A fee reduction may be available if all three of these are met: You are a public body or Tribal Agency. One of the scenarios below applies to this project (check appropriate box in line 14) You have verified with OPRD Ocean Shore staff that a fee reduction will be provided. Enter amount of fee reduction agreed to by OPRD to the right.		
14	Scenarios (select appropriate box) Restoring, conserving or protecting the natural, resource, scenic, recreational, cultural or economic values of the ocean shore. Restoring native beach or dune habitat contributing to the recovery of sensitive species, including state and federally listed threatened or endangered species. Improving native biological values of the ocean shore. Improving, maintaining, repairing, or replacing public access.		

CITY/COUNTY PLANNING DEPARTMENT AFFIDAVIT

Property Owner

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:
 - Conditional Use Approval
 - Development Permit
 - Zone Change
 - Other (Specify) _____
 - Plan Amendment

Comments:

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Local Planning Official Name (Please Print)	Title
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Signature	Date
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The completed/signed form shall be submitted with the completed Ocean Shore Permit Application