



OREGON PARKS AND RECREATION DEPARTMENT OCEAN SHORE PERMIT APPLICATION AND INSTRUCTIONS

SHORELINE PROTECTION STRUCTURE

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 for the type of project. If the type of alteration project is not listed, provide a brief description on the line next to "Other."

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

Provide estimated start and completion dates.

Section 2. Applicant Information

Owner: Provide the name, mailing address, phone number, fax number, and email address of the person who legally owns the property.

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

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

Section 3. Property Location and Information

Provide situs address (physical address) of property. Provide the township, range, section, subsection, and tax lot number. (Do not list multiple tax lots in this section, as each individual tax lot requires a separate Ocean Shore Permit Application.)

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

Provide the zoning designation, the year in which the main structure was built.

Provide all lot dimensions and setbacks from property lines.

Provide the names, situs 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 a detailed description of the hazard and the threat it poses to the property to justify your request for alteration of the ocean shore area.

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 for the entire project, (this will include totals for all properties if the project includes multiple tax lots). Total length, height, width and slope specifics, and the total volume of all material and average rock size.

Your contractor or geologist should assist you with the specifics of all project materials, type, source, size, and amount.

Section 6. Analysis Of Hazard Avoidance

The application shall be accompanied by an analysis of hazard avoidance alternatives, including the relocation of existing buildings or other infrastructure. This analysis shall also describe why potential hazard avoidance alternatives are not feasible, or if tried why they were not successful. Relevant factors may include topographic limitations, the limitations of the area for relocation, or the cost. If the cost of moving a building or infrastructure is listed as a factor, the report shall include a cost estimate(s) from a licensed contractor specializing in building relocation.

Section 7. Geologic Report

Projects greater than 50 feet in length require a geologic report from a registered professional geologist experienced in coastal processes. This report should include:

- The potential impacts from the proposed project on sand source, supply, and movement on the affected beach as well as within the same littoral cell;
- The bank or bluff stability and erosion rates on the subject property and adjacent properties and the potential impacts of the proposed project on bluff stability and erosion rates on the subject and adjacent properties;
- A review of potential non-structural solutions, including, but not limited to, vegetative stabilization, non-structural dynamic revetments, and foredune enhancement. The review shall describe reasons why non-structural solutions were unsuccessful, if tried, or why they were considered unfeasible;
- The known or suspected geologic and seismic hazards in the project area and how the proposed project may affect or be impacted by those geologic and seismic hazards.

Section 8. 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 9. Signature Requirement

The owner's 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 for acknowledgment and completion of the application.

Section 10. 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 11. 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 construction value of the project. 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
SHORELINE PROTECTION STRUCTURES**

FOR OFFICIAL USE ONLY

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

Section 1. Proposed Project

Project type:

<input type="checkbox"/> Riprap Revetment	<input type="checkbox"/> Vegetative Stabilization
<input type="checkbox"/> Seawall	<input type="checkbox"/> Other

Provide a brief description of the project:

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

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

Section 3. Property Location and Information

Situs Address					
City/Town			County		
Township	Range	Section	Subsection	Tax Lot	
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)			
City/County Zoning Designation			Year main structure was built		
Lot Dimensions					
Lot Size			Oceanfront footage (in feet)		
Street front footage (in feet)			East-West footage (in feet)		
Setbacks					
Distance from eastern (or landward) property line to nearest building (in feet)					
Distance from seaward dune crest or bluff edge to nearest building (in feet)					
Approximate height of oceanfront bluff, dune or escarpment (in feet)					

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

Provide a detailed explanation of the hazards and threat to property:

(Include documented supporting evidence, i.e. photographs, and/or chronology of bank retreat)

Attach additional pages as necessary

Describe all potential impacts:

Attach additional pages as necessary

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

Attach additional pages as necessary

Section 5. Project Details

Total Length along shoreline (in feet)

Height (in feet)

Total width of project (in feet)

Slope (ratio-horizontal to vertical)

Total volume of all material(s) (cubic yards)

Riprap Specifications:

Armor stone type

Armor stone source

Diameter of armor stone (in feet)

Amount of armor stone (cubic yards)

Type of filter fabric

Type of backing fill material

The amount of backing fill material (cubic yards)

Will toe be keyed into bedrock? Yes No

Elevation of toe trench

Depth of toe trench

Section 6. Analysis Of Hazard Avoidance

Please verify that the attached hazard avoidance analysis includes:

A list of hazard avoidance alternatives

A description of why hazard avoidance alternatives are not feasible

If an alternative was tried, explain why it did not succeed

Is the relocation cost estimate included? *(If the cost of moving the building is listed as an unfeasible factor.)*

Section 7. Geologic Report

Please provide the following information:

Date of Report

Company

Geologist Name

Geologist Certifications

Mailing Address

City

State

Zip

Phone

Fax

Email address

Please verify your geologic report contains all of the following information:

The potential impacts from the proposed project on the sand source, supply, and movement on the affected beach as well as within the same littoral cell.

The known or suspected geologic and seismic hazards in the project area and how the proposed project may affect or be impacted by those geologic and seismic hazards.

A review of potential non-structural solutions, including, but not limited to: vegetative stabilization; non-structural dynamic revetments and foredune enhancement.

The bank or bluff stability and erosion rates on the subject property and adjacent properties.

Section 8. Additional Permit Requirements

List the agency and type of permit required:

No additional agency permit required

Section 9. 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.

Owner Signature

Date

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

Agent Signature

Date

Section 10. 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 drawing shall include:**

- Scale of drawing and north arrow
- All lot lines with dimensions
- Existing structures
- Roads, driveways, etc. (existing, proposed, or temporary access roads)
- Setback distance from nearest structure or infrastructure to upper edge of bluff or dune edge
- Location of proposed improvements in relation to Statutory Vegetation Line and Actual Vegetation Line
- 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

- **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
- Approximate length, in feet, the project will occupy beyond the existing toe of bluff or dune, include buried toe of proposed shoreline protection structure.
- Depth of toe trench or footing
- Slope of the project (width/height ratio (i.e. 2:1))
- Overall height of the project from bottom of buried toe to the top
- Armor stone layer with rock size accurately depicted
- Thickness of armor stone
- Backing fill layer with thickness accurately depicted
- Type of filter fabric, if applicable



OCEAN SHORE ALTERATION APPLICATION FEE WORKSHEET

Section 11. 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

Applicant

Last First MI

Property Details

Township Range Section Subsection

Tax Lot

County

Clatsop Tillamook Lincoln Lane
 Douglas Coos Curry

Project Type

Shorefront Protection Access/Other Misc. Sand Alteration
 Pipeline/Cable/Conduit 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
 - Zone Change
 - Plan Amendment
 - Development Permit
 - 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