



BAY CITY, OREGON

5525 B Street / PO Box 3309, Bay City, OR 97107 Website: www.ci.bay-city.or.us
City Hall: (503) 377-2288 / Public Works: (503) 377-4121 / Fax: (503) 377-4044

ZONING PERMIT APPLICATION

City Permit # (Year, #) _____

Submit the Application Documentation Required by Bay City Development Ordinance Article 4

Legally Recorder Property Owner(s) _____ Phone _____
Mailing Address _____ City _____ State _____ ZIP _____

PROFESSIONALS OF RECORD:

Contractor(s) _____ License # _____
Phone: _____ Mail Address: _____ Email: _____
Surveyor: _____ License # _____
Phone: _____ Mail Address: _____ Email: _____
Civil Engineer: _____ License # _____
Phone: _____ Mail Address: _____ Email: _____
Certified Engineering Geologist: _____ License # _____
Phone: _____ Mail Address: _____ Email: _____

LOCATION INFORMATION

Physical Address _____ Recorded Survey #(s) _____
Zone(s) _____ Lot Dimensions, Area: _____ square feet / acres
Township _____ Range _____ Section _____ Tax lot(s) _____
Legal Description _____ Distance from Tillamook Bay _____ ft
 Hazard Overlay Zone Wetland within 15 feet Waterway within 25 feet Special Flood Hazard Area (SFHA)
 FIRM CPN: _____ N/ Y SFHA: Zone: _____ BFE: _____ Lowest Floor / Structure: _____

ADDITIONAL REVIEW REQUIRED & ATTACHED

Special Flood Hazard Area (NFIP Flood Program)
 Hazard Overlay Zone: Inspections Required
 Public Works / Fire Department Infrastructure
 Land Use Approvals: _____

SIZE OF STRUCTURE Depicted on Site Plan to scale

Dimensions _____
Height (from existing grade) _____
 Elevations depict existing grade to peak of roof
Stories _____ # of dwelling units _____
Unfinished SF _____
Garage SF _____
Bedrooms _____ Bathrooms _____
Living area SF _____
Deck SF _____

PROPOSED USE Depicted on Site Plan to scale

[] Residential: [] Single Family [] Duplex [] Multifamily
[] Manufactured dwelling placement
[] Addition _____
[] Accessory structure _____
[] Replacement _____
[] Demolition / Move
[] Public / Commercial / Industrial

ROAD ACCESS Depicted on Site Plan to scale

[] City Street _____
[] County Road _____
[] Highway _____
[] Private Road _____ [] Recorded Easement

SETBACKS Depicted on Site Plan to scale

Front yard / Direction _____
Rear yard / Direction _____
Right Side / Direction _____
Left Side / Direction _____
Creek / Tillamook Bay _____
Adjacent Structure _____

WASTE DISPOSAL Depicted on Site Plan to scale

[] Public Sewer [] Septic tank / Drain field

MANUFACTURED Depicted on Site Plan to scale

New Used Year _____ Make / Model: _____



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SUBMITTAL OF THIS APPLICATION DOES NOT ASSURE PERMIT APPROVAL.

Permit approval(s) can only be given after staff review determines compliance with all applicable legal requirements. The property owner further certifies that the information provided is complete and accurate, and may be relied upon by the City of Bay City, Oregon and Tillamook County in the processing of this application. The property owner accepts responsibility for any inaccuracies in the information provided and for the consequences thereof. Prior to construction or placement, it is advisable that the property owner check your deed for any restrictions that may apply. The property owner understands that fees are not refundable and that additional fees may be charged if deposit fees are exceeded in review of this application. All or a portion of this property may be located within an identified wetland. If the site is a jurisdictional wetland the property owner must obtain any necessary State or Federal permits before beginning the project. By signing this application, the property owner verifies an understanding of the above information and agrees to comply with all applicable codes and ordinances governing planning, sanitation, and construction, and agrees to meet any and all of the conditions applicable to the request.

PROPERTY OWNER SIGNATURE: _____ **DATE** _____

***** **FOR OFFICE USE ONLY** *****

ATTACHMENTS Attachment requirements are determined by City Staff

- Grading and Erosion Control Permit (Date: _____)
- Wetland / Waterway Delineation, Dept. of State Lands Concurrence (Date(s): _____)
- Geologic Hazard Report and Plan Review written signed and stamped by a Qualified Professional
- A Flood Development Permit required in the Special Flood Hazard Area (Date: _____)
- Land Use Approvals (Approval Dates and #'s: _____)

ZONING PERMIT

APPROVED BY

DATE

City Recorder (CR): Fees, Authority _____

Fire Department (FD): _____

Emergency Access, Fire Flow, Fire Hydrant Location, Sprinkler Requirements

- Fire Department Conditions of Approval Letter Attached (Date: _____)

Public Works (PW): Utilities, Access _____

- Public Works Conditions of Approval Letter Attached (Date: _____)

City Planner (CP): _____

Land Use, Setbacks, Height, Geologic Hazards, Grading, Erosion Control, SFHA, EPA, Wetlands

- City Planner Conditions of Approval Letter Attached (Date: _____)

Conditions of Approval that apply to all applications:

In signing this application and accepting approval from the City, the property owner agrees to comply with approved plans, to be responsible for repairing existing streets, public facilities, and surrounding properties damaged in the development of the property prior to issuance of a certificate of occupancy or final approvals for the project, and to allow the City to perform inspections to determine compliance with the purpose of City ordinances. In the Hazards Overlay Zone, the property owner agrees to submit a subgrade inspection report and a final inspection report written and signed by an appropriately qualified professional. In a Special Flood Hazard Area (SFHA), the property owner agrees to submit a Final Flood Elevation Certificate to the City. For Infrastructure Development, the property owner agrees to comply with the Bay City Technical Design Standards.

Building Department Approval Date, #(s) may be noted below: Renewals and Addendums require approval from Bay City

- Construction: _____ Plumbing: _____
- Electrical: _____ Mechanical: _____



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GRADING AND EROSION CONTROL PERMIT APPLICATION

Permit #: GEC _____ (year, #)

Documentation required by Bay City Ordinance #374 Sections 3.25 - 3.257 Depicted to Scale on Site Plan

Legally Recorder Property Owner(s) _____ Phone _____
Mailing Address _____ City _____ State _____ ZIP _____

PROFESSIONALS OF RECORD:

Contractor _____ License # _____
Phone: _____ Mail Address: _____ Email: _____
Surveyor: _____ License # _____
Phone: _____ Mail Address: _____ Email: _____
Civil Engineer: _____ License # _____
Phone: _____ Mail Address: _____ Email: _____
Certified Engineering Geologist: _____ License # _____
Phone: _____ Mail Address: _____ Email: _____

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 FIRM CPN: _____ N/ Y SFHA: Zone: _____ BFE: _____ Lowest Floor / Structure: _____

PROPERTY OWNER(s) SIGNATURE(s): _____ Date: _____

CONDITIONS OF APPROVAL:

1. The applicant shall be responsible for repairing existing streets, public facilities, and surrounding properties damaged in the development of the property. Whenever damage, erosion, or sedimentation is caused by stripping vegetation, grading or other development, it shall be the responsibility of the person, corporation or other entity causing such damage, erosion, or sedimentation to remove it from all adjoining surfaces and drainage systems and repair damage to property prior to issuance of a certificate of occupancy or final approvals for the project.
2. The requirements of this ordinance shall be enforced by the City. The City may make periodic inspections to ascertain that grading and erosion control measures as proposed and approved are implemented, are being maintained effectively, and are working effectively. If inspection by the City reveals erosive conditions which exceed those prescribed by this ordinance or permit, the City may require that work is stopped until appropriate corrective measures are completed. If inspection by the City reveals that the approved grading and erosion control measures are not working effectively, the City shall have the right to require the developer to pay for additional measures to assure compliance with the purpose of this ordinance.
3. In the Special Flood Hazard Area, the property owner agrees to submit a Final Flood Elevation Certificate completed by an appropriately qualified professional [Bay City Ordinance #467 Flood Damage Prevention].
4. In the Hazards Overlay Zone, the property owner agrees to submit a subgrade inspection report and a final inspection report written and signed by an appropriately qualified professional.

CITY APPROVAL (Signature, Title): _____ Date: _____



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Guidelines for Erosion Control Permit Instructions

(A portion of the Bay City, Oregon Stormwater Drainage Master Plan)

I. Provide: A narrative containing:

- a. A brief description of the proposed land-disturbing activities, existing site conditions, and adjacent areas (such as creeks and buildings) that might be affected by the proposed clearing and grading;
- b. A description of critical areas on the site, such as areas that have a potential for serious erosion problems, including the name, location, and aerial extent of moderate and highly erodible soils and slopes
- c. The date grading will begin and the expected date of stabilization;
- d. A brief description of the measures that will be used to control erosion and sedimentation on the site;
- e. When these measures will be implemented;
- f. A description of an inspection and maintenance program, with provisions for frequency of inspection, reseeding, repair and reconstruction of damaged structures, cleanout and disposal of trapped sediment, duration of maintenance program, and final disposition of the measures when site work is complete;

II. Provide: A map showing:

- a. Existing site contours at an interval and scale sufficient for distinguishing runoff patterns before and after disturbance;
- b. Final contours;
- c. A legend, if necessary.
- d. Limits of clearing and grading.
- e. Existing vegetation such as grassy areas or vegetative buffers that may reduce erosion or off-site sedimentation.
- f. Critical areas within or near the project site, such as streams, lakes, wetlands, or the aerial extent of erodible soils.
- g. The location and types of erosion and sediment control measures, including the aerial extent of vegetative treatments.

III. Provide: Plan details including:

- a. Detailed drawings of erosion and sediment control structures and measures, showing dimensions, materials, and other important details;
- b. Design criteria and calculations such as design particle size for sediment basins and peak discharge for channel design and outlets.
- c. Seeding or vegetative specifications.
- d. Inspection and maintenance notes.



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Plan Check

Responsibility

It is not the responsibility of the plan reviewer to ensure that the plan is appropriate for the level of work suggested by the proposed project. The reviewer can only ensure that the plan meets the minimum standards set by the City and its authorizing ordinances.

Communications

Encourage informal communications between the plan reviewer and the plan preparer. This will enable the reviewer to make informal suggestions that may save the developer money and the preparer time, and it may result in a better more effective plan. It will also enable the preparer to explain and justify the plan.

Incomplete plans

Do not review seriously incomplete plans. Send them back with a request for the missing information.

Required Information

Make sure all the required information has been submitted. A checklist can be used by both plan reviewers and plan preparers; however, checklists can encourage laziness. Having everything checked off does not necessarily mean that everything is in order.

Plan Concept

The concept should be examined first, starting with the general and moving to the specific. Does the plan make sense?

Schedule

Examine the construction schedule. Will grading be completed before the wet weather season or before the summer thunderstorm months? When will storm drainage facilities, paving, and utilities be installed in reference to the wet weather season? If grading will take place during months when there is a high probability of heavy rains, what extra precautions will be taken to protect against erosion, sedimentation, and changing drainage patterns? Is a wet weather plan necessary?

Minimize Disturbance

Does the plan show areas that are not to be disturbed? If possible, native vegetation should be retained and stream buffer areas should be designated on the plan and flagged in the field. A well-conceived erosion control plan will minimize erosion by attempting to minimize disturbance and retain natural vegetation. A phased approach to development can assure that the extent and timing of grading does not exceed the contractor's ability to perform erosion and sediment control.

Site Drainage

Make sure you understand where all drainage comes from on and above the site, where it goes, and how it traverses the site. For large sites, require or prepare a drainage area map. If drainage patterns are unclear, ask for clarification.



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Sediment Basins and Traps

Locate all sediment basins and traps and define their tributary areas.

Erosion control

Check the method used to prevent erosion. Hydraulic seeding and mulching may adequately stabilize some areas, but other areas, because of their proximity to sensitive features such as watercourses, or their steepness and erosive soil, may need far more intensive revegetation efforts. On steep and critical slopes, a reliable backup system for hydraulic planting such as punched straw, bonded fiber matrix, or erosion control blankets is strongly recommended.

Channels and Outlets

Examine all drainage-ways where concentrated flows will occur. Be sure adequate erosion protection is provided both along channels and at channel and pipe outlets. Check the sources of the runoff to be sure that all the runoff comes from undisturbed or stabilized areas or has been de-silted by sediment basins or other sediment retention devices.

Miscellaneous

Look for haul roads, stockpile areas, and borrow areas. They are often overlooked and can have a substantial effect on drainage patterns. Have construction or access roads been surfaced with rock, as a minimum treatment, before the rainy season? Look at all points of vehicle access to the site and make sure mud and soil will not be tracked onto paved streets and that sediment laden runoff will not escape from the site at these points. Pay particular attention to watercourses and their protection.

Plan details

Once the plan concept has been shown to be adequate, check the details to be sure that the concept is adequately described in the plans.

Structural Details

Be sure that sufficiently detailed drawings of each structure (sediment basin, dike, ditch, silt fence, etc) are included so there is no doubt about location, dimensions, or method of construction.

Calculations

Determine if calculations have been submitted to support the capacity and structural integrity of all structures. Were the calculations made correctly? Non-engineered structures, such as straw bale barriers, do not generally need hydrologic calculations, however, supporting information such as drainage area and peak flow should be available if requested.

Vegetation

Review seed, fertilizer, and mulch specifications. Check quantities and methods of application to be sure they are appropriate and consistent with local guidelines. Are there stipulations so that ineffective revegetation and / or damage can be remedied immediately?



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Maintenance

Make sure that general maintenance requirements and, where necessary, specific maintenance criteria, such as the frequency of sediment basin cleaning, are included. Are there stockpiles of spare materials (filter fabric, straw bales, stakes, gravel, etc.) to repair damaged control measures? Routine maintenance inspections should be part of the plans.

Contingencies

The plan must provide for unforeseen field conditions, scheduling delays, and other situations that may affect the assumed conditions. For example, straw mulch may need to be installed as an emergency measure during severe summer thunderstorms, or sediment basins may need to be cleaned more frequently.

Technical Review

Where applicable, the erosion and sediment control plan should be reviewed by the soils, certified professional in sediment control (CPESC) or geotechnical consultant for the project.

Signature

Where applicable, the erosion and sediment control plan should be signed by the preparer who shall be a qualified professional for the size of development project proposed.