



City of Coos Bay

Public Works and Development

500 Central Avenue, Coos Bay, Oregon 97420
Phone 541-269-8918 Fax 541-269-8916

ARCHITECTURAL DESIGN REVIEW

The purpose of the Architectural Design Review process, as set forth in Coos Bay Municipal Code, Chapter 17.390, is to guide the construction of private and public development to insure that structures, landscaping, and other improvements are consistent with the architectural design review goals and standards specified by the property development standards for the zoning district.

Where an architectural design review is required, no building or other general development permit shall be issued until plans are approved pursuant to the architectural design review goals and standards. The acceptability of proposals will be commented on by the Historical Design Review Committee (HDRC), who are available to assist the applicant with plan reviews and offer comments to the Planning Commission.

APPLICANT / OWNER(S)

Name of Applicant(s) _____

Address _____ Telephone _____

Name of Owner(s) _____

Address _____ Telephone _____

SUBJECT PROPERTY

Street Address _____

Township _____ Range _____ Section _____ Tax lot # _____

Lot(s) _____ Block _____ Addition _____

DESCRIBE PROJECT PROPOSED FOR REVIEW (attach additional sheets if needed)

Dimensions of existing structure(s) _____

Dimensions of proposed structure(s)/alterations if applicable _____

Please submit plans drawn to scale which are applicable to the proposed project. Staff will assist you in determining what information is applicable.

1. Site/Plot Plan:
 - A. Project name
 - B. Vicinity map
 - C. Scale (1:20' or larger)
 - D. North arrow
 - E. Date
 - F. Street names and locations abutting the development.
 - G. Location of all parking areas and spaces, ingress and egress to the site and on-site circulation.
 - H. Zoning designation
 - I. Dimensions of lots, structures and other constructed features.
 - J. Location and general use of all improvements.
 - K. Location of all free standing signs and light pole standards.
 - L. Percentage of lot coverage by structures, paving and walls, and landscaping.

2. A landscape plan drawn to scale, with:
 - A. Project name
 - B. Scale (1:20 or larger)
 - C. North arrow
 - D. Date
 - E. Location of all parking areas and spaces, ingress and egress to the site.
 - F. General use of all improvements.
 - G. Location of all free standing signs and light poles.
 - H. Location, size, type and variety of plantings and pertinent features of the landscaping.

3. The elevations and locations of:
 - A. All proposed exterior signs.
 - B. Exterior elevations of each side of all buildings on the site as they will appear after construction. Such plans shall indicate material, texture, shape and other design features of the structure(s), including all mechanical and electrical devices.
 - C. Heights of structures above street grade.
 - D. Number of stories
 - E. Datum for elevations used (MSL or MLLW).

4. A color-board illustrating the color selection for exterior project materials
A notebook of appropriate colors for the historical time period is available for review from the Planning Division. If color selection is the sole purpose of this review, the decision may be made by staff after soliciting advice/comments as necessary, from the HDRC. There are no additional requirements for the applicant.

5. **SIGNAGE** - Color rendition of (10 copies) proposed signage (10 copies). *A notebook of appropriate colors for the historical time period is available for review from the Planning Division.*

ADDITIONAL REQUIREMENTS

- A. Attach (a) a certified list of names and addresses of all owners of property within 250 feet of the exterior boundaries of the subject property according to the latest adopted County tax roles and (b) an assessor's map showing all lots and parcels of land within that area.
- B. Provide evidence that you are the owner or purchaser of the property or have the written permission of owner(s) to make an application for architectural design review. In either case, include a copy of the deed for the subject property.
- C. The Planning Commission may require other data including, but not limited, to the following:
 - 1. Date construction is expected to begin.
 - 2. Estimated completion date of the total project and of individual segments.
 - 3. Anticipated future development.
- D. A meeting with the Historic Design Review Committee and a public hearing before the Planning Commission is required before approval of any changes other than paint color.

The applicant and/or their representative are expected at any meeting(s) where this request is scheduled for consideration.

The above and attached statements are true to the best of my belief and knowledge.

Signature of Applicant: _____ Date: _____

Filing Fee:	Date paid:
Architectural Design Review: (For Empire Waterfront Settlement Design Review, only the changes that can be seen from Newmark Avenue are calculated in the percentage of change. The design area includes lots or parcels abutting Newmark Avenue or any portion of a structure that is contiguous to a structure located on a lot or parcel abutting Newmark Avenue; the design area extends west along Newmark Avenue from the intersection of Ocean Boulevard to Empire Boulevard.)	
1. Color selection; painting exterior of building -0-
2. Sign applications 50.00
3. 30% or less change to the exterior of the structure, with no change in the square footage of the structure (e.g., replace windows with a different style of window) 50.00
4. Greater than 30% change to the exterior of the structure, with no change in the square footage of the structure (e.g., replace more than 30% of the siding) 100.00
5. New structures, or change in the square footage of the existing structure. 200.00

Revised 10/12 per Res. 12-02 77DE Review.doc

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