



CITY OF YACHATS

BUILDING PERMIT APPLICATION INFORMATION SHEET

GENERAL INFORMATION

This information is for an applicant's use during building permit application—**please submit it with the building permit application packet**. This and other summary information provided by the City does not release an applicant from their responsibility to read and comply with all applicable ordinances and regulations of the City, Lincoln County, or the State of Oregon.

This information sheet does not cover any deed restrictions and CCR's that may apply to a particular piece of property. It is the sole responsibility of the owner to review all such restrictions for compliance and liability. The City of Yachats does not enforce private restrictions. Approval of a building permit application does not absolve the applicant from responsibility to comply with conditions imposed by any deed restrictions.

REQUIREMENTS

The City of Yachats Municipal Code Section 9.88.040 and Oregon Administrative Rule (OAR) 918-500-0060, equitably applied to all development, specifies that applications shall be accompanied by the following; some exceptions may apply.

- A. Plans and specifications, drawn to scale, showing the shape and dimensions of the lot to be built upon;
- B. The materials to be used;
- C. The external sizes and locations on the lot of the buildings and other structures, existing and proposed;
- D. The existing and intended use of each building, structure or part thereof;
- E. The number of families, if any, to be accommodated thereon;
- F. The type of structure proposed, i.e., single family residence, duplex, multi-family hotel/motel, non-residential, etc.
- G. A plot plan that shall include:
 - 1. Approximate elevations at each corner of the lot;
 - 2. Location of all cuts and fills on the lot, and indicate the number of cubic yards proposed;
 - 3. Location of all structures (manufactured or other dwellings, accessory buildings, retaining walls, etc.)
 - 4. Setbacks from property lines, lot lines, streets, public sidewalks, easements of record and other structures on the same or adjacent lots;
 - 5. Intended finish grade;
 - 6. Location and type of all site drainage including rain drains;
 - 7. Where there is more than a 12-inch difference in elevation between two adjacent corners of a site, the plot plan shall include contour lines or shall be submitted with a cross-sectional drawing of the lot showing the approximate elevations of the lot; and

- 8. When a structure is placed outside a manufactured dwelling park or planned unit development, other information such as location of wells, septic tanks, leach lines, petroleum tanks, natural waterways, easements of record and other information necessary to assure health and safety may be required by the municipality.

City Code (Chapter 8.16) requires underground utilities, specifically in the following cases; some exceptions may apply.

- A. When the first structure that will have utility service is built on a lot; and/or
- B. Whenever existing overhead service is replaced or relocated, either by choice or necessity.

APPLICATION HIGHLIGHTS

- A. Determine the zone (R1, R2, R3, R4, or C1) and whether use is outright or conditional. If conditional use, Planning Commission approval is required.
- B. Show lot area in square feet and the allowable coverage.
- C. Show the building(s) height (see handout on height determination).
- D. Show yard setbacks (all sides of lot and distance from center line of street or public highway, as applicable).
- E. Show off-street parking.
- F. Show access to property from City, County, State or private streets, roads or highways. Determine if State or County access permit required.
- G. Declare any excavation, fill, or site modification requirements, and number of cubic yards.
- H. Show the clear vision areas can be maintained on the corners of all property at the intersection of two streets.
- I. If building on a hillside, the plot plan must show the slope of the lot. Determine Hazard Area requirements, i.e. geologist/engineer's report, performance contract, etc.
- J. Check Floodplain requirements. Paperwork may include: Floodplain Development Permit Application, Flood-Plain elevation/Floodproofing Certification, Post Construction Elevation Certificate, and FEMA Elevation Certificate; and/or show any wetlands area. A wetlands determination may be needed.
- K. Determine and note if any exceptions apply.
- L. Commencement of construction not approved on an issued building permit or in violation of City Code may result in revocation of building permits, enforcement actions for Zoning compliance, or both.

SPECIAL CONSIDERATIONS

Though not required at this time, it is recommended that:

- A. Manufactured homes should be placed on full foundations (concrete slab) vs. post & pier construction. Many lenders will not make new or equity loans on manufactured homes that are not on a full foundation;
- B. Structures and roofs should be built for 100-mile-per-hour winds.