



# Driveway/Access/Parking/Traffic Plan Form



*For Questions, Comments an Inspections please contact Coos  
County Public Works Access Management  
by Phone: 541-396-7660 or Email: [permits@co.coos.or.us](mailto:permits@co.coos.or.us)*

**Public Works**

This application shall be submitted to Community Development along with any land use applications. The Office is located at 60 E. 2nd St. Coquille OR 97423 or you may contact the department through phone or email: 541-396-7770 or [planning@co.coos.or.us](mailto:planning@co.coos.or.us)

Date Received: _____		Receipt # _____		
Application Type:	Traffic Plan	DDriveway	Access	Parking
File Number	DR- _____			

***Please be aware if the fees are not included the application will not be processed.  
(If payment is received on line a file number is required prior to submittal)***

## SECTION 1: APPLICANT AND PROPERTY INFORMATION

**Land Owner(s)** print name:

Mailing address:

Phone: \_\_\_\_\_ mail: \_\_\_\_\_

**Applicant(s)** print name :

Mailing address:

Phone: \_\_\_\_\_ mail: \_\_\_\_\_

Requested use

Other:

Township: \_\_\_\_\_ Range: \_\_\_\_\_ Section: \_\_\_\_\_ 1/4 Section 1/4 Section Tax lot: \_\_\_\_\_

Township: \_\_\_\_\_ Range: \_\_\_\_\_ Section: \_\_\_\_\_ 1/4 Section 1/4 Section Tax lot: \_\_\_\_\_  
choose

Tax Account Numbers :

Any property information may be obtained from a tax statement or can be found on the County Assessor's webpage: <https://www.co.coos.or.us/assessor>

## SECTION 2: TYPE OF REQUEST

- New Driveway Access
- Road Construction or Extension
- Modification to Existing Access
- Parking Area Development
- Turnaround Installation
- Land Division
- Rezone
- Other (describe):

## SECTION 3: LEGAL ACCESS

- Deed(s) and Recorded Easement(s) Attached
- Legal Description of Access Route Provided
- Authorization for Access Over Adjoining Land (if applicable)
- Copy of Access Maintenance Agreement (if shared or private road)

## SECTION 4: REQUIRED SUBMITTALS

Plot Plan (to scale) including:

- Property boundaries
- Existing and proposed structures
- All access points (driveways, roads)
- Width, length, and surface material of all access routes
- Parking layout and number of spaces
- Emergency vehicle turnaround location and dimensions (per Chapter VII)
- Drainage patterns, culverts, and slope
- Distance to nearest intersection or building
- Connection point to public or private road
- Location of nearest public road (and distance)
- Recorded easements or rights-of-way
- Photos of Existing Access
- Traffic Circulation Plan (for commercial or multi-unit residential)
- Storm-water Plan (if applicable)

## SECTION 5: ACCESS DETAILS

Access Point Location (Address or GPS Coordinates):

Connecting to:  Public Road  Private Road

Name of Road Accessing Property:

Nearest Public Road Name & Distance from Site:

Driveway/Road Width (feet):

Driveway/Road Length (feet):

Average/Max Grade (%):

Surface Material:  Gravel  Asphalt  Concrete  Other:

Culvert Required?  Yes  No – The Min. size 12" diameter is required, size \_\_\_\_\_ length

**SECTION 6: TURNAROUND**

Required for all new residential driveways as specified in Chapter VII.

Type of Turnaround Proposed:  Hammerhead  Circular  Other:

Dimensions (feet):

Constructed of:  Gravel  Asphalt  Other:

Note: Turnarounds must be kept clear and maintained for emergency vehicle access at all times.

**SECTION 7: PARKING PLAN**

Number of Standard Spaces: \_\_\_\_\_ # of ADA Spaces: \_\_\_\_\_

Parking Surface Material:  Gravel  Asphalt  Concrete  Other: \_\_\_\_\_

Drainage:  Sheet flow  Swale  On-site retention  Culvert/drain system

Residential Parking - requires two parking spaces for single family dwelling. These parking spaces can be located in the garage but shall be delineated on the plan and a written statement for this request is required.

**SECTION 8: DECLARATION**

I certify that the information provided is true and complete. I understand that submission of this form does not guarantee approval and that additional information may be requested.

Signature of Property Owner or Authorized Agent:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

In order to obtain land use approval and prior to receiving an address stake, the County Roadmaster or designee must approve the driveway approach. The approach shall be constructed to ensure vehicles can safely enter and exit the property. Once the access has been established, please call for an access inspection and address marker placement at 541-396-7660 or email: [permits@co.coos.or.us](mailto:permits@co.coos.or.us) to schedule an inspection. A reinspection fee may be assessed if the requested inspection does not meet the required standards

The traffic plan complies with the requirements outlined in Chapter VII. Date of Completion

The access complies with the requirements outlined in Chapter VII. Date of Completion

The driveway complies with the requirements outlined in Chapter VII: Date of Completion

The parking complies with the requirements outlined in Chapter VII: Date of Completion

Signature for conditional or pre-authorization:

Date:

Conditions:

Signature for Final Authorization:

Date:

## **REQUIRED INFORMATION:**

### **1. Driveway Design Details**

- Dimensions (width, length, and slope).
- Surface material (e.g., gravel, asphalt, concrete).
- Connection to public or private roads.
- Turning radius and grade information.
- Location of the driveway relative to property boundaries and adjacent structures.

### **2. Access Plan**

- Location and type of access (e.g., private road, easement, shared driveway).
- Visibility and sightlines at the access point.
- Compliance with access spacing and visibility standards.
- Required permits from Coos County Road Department or ODOT, if applicable.

### **3. Parking Layout**

- Number and dimensions of required and proposed parking spaces.
- Surface material and drainage handling.
- Accessible (ADA) parking compliance, if applicable.
- Loading/unloading zone locations, if needed.

### **4. Traffic Plan (for major development)**

- Site layout showing property boundaries, structures, and roads.
- Parking counts and circulation routes.
- Bicycle/pedestrian access and internal walkways.
- Connection to public road network.
- Distances to other access points, intersections, and traffic control devices.
- Striping and lane configurations.
- Any off-site improvements proposed.

### **5. Plot Plan**

- Scaled drawing showing location of driveway, parking, and structures.
- Topographic information including slope and drainage.
- Location of easements and proposed or existing curb cuts.

### **6. Stormwater Management**

- Drainage and runoff control for impervious surfaces.
- Grading and erosion control measures to prevent impact to adjacent properties.

### **7. Other Documentation**

- Recorded easements or shared access agreements.
- Maintenance agreements for private roads or shared driveways.
- Sight distance certification or access analysis, if required by the Roadmaster.
- Any other items requested by Planning or Road Department.