



## Coos County Community Development

Mailing Address: 250 N. Baxter, Coquille,  
Oregon 60 E. Second St., Coquille OR 97423  
Planning, Building, Onsite and Enforcement  
Phone: 541-396-7770  
Fax: 541-266-1146

Staff Only

Date:  
Receipt:  
Payment Type:  
Staff:

[www.co.coos.or.us](http://www.co.coos.or.us)

TDD (800) 735-2900

### COOS COUNTY COMMUNITY DEVELOPMENT PRE-APPLICATION MEETING REQUEST FORM

Pre-application meetings are intended to help applicants understand the development process and requirements before submitting a formal application. In order to provide the most useful guidance, the County needs a detailed understanding of your proposal. Please complete the following form and include all required documentation.

#### I. TYPE OF REQUEST (check one)

- Rezone, Text Amendment, or Comprehensive Plan Amendment (Map and/or text)
- General (Non-Rezone) Development Proposal

#### II. REQUIRED SUBMITTALS

##### All Requests Must Include:

1. **Completed Form** (this document).
2. **Narrative Description**
  - A detailed explanation of the full proposal, including proposed uses, structures, and any other relevant details.
  - Describe the purpose of the project and how it aligns with your goals for the property.
3. **Plot Plan(s)**
  - Existing development layout (if applicable).
  - Draft proposed development layout showing buildings, driveways, property lines, easements, roads, streams, slopes, etc.
4. **Additional Supporting Materials (as applicable) – If staff requires additional information they may reach out prior to scheduling a meeting.**
  - Photos of the site
  - Conceptual drawings or maps
  - Any reports, studies, or other background materials that help explain the proposal
5. **Meeting Fee**

Contact the Community Development at 541-396-7770 or [planning@co.coos.or.us](mailto:planning@co.coos.or.us) to confirm the current fee.

#### III. ADDITIONAL INFORMATION FOR REZONE REQUESTS

If you are requesting to rezone land currently designated as **Farm** or **Forest**, the following additional materials are required:

##### 1. Soil Report Requirement

- Submit a soil capability assessment prepared by a certified soil scientist or from the Natural Resources Conservation Service (NRCS).
- The report must identify:
  - The percentage of land that qualifies as high-value farmland or forestland.
  - Whether the site meets the definition of agricultural or forest resource land under Oregon's Statewide Planning Goals.

**2. Required Narrative Content** Include the following in your written explanation:

- Why the current Farm or Forest designation is no longer appropriate.
- Past or current resource use of the property (farming, grazing, timber harvest, etc.).
- Whether the land is physically and legally accessible for non-resource development.
- How the proposed zone will be compatible with neighboring uses.
- How the request aligns with the Coos County Comprehensive Plan and relevant Statewide Planning Goals.
- If requesting a map amendment, include both current and proposed zoning maps with the subject property clearly outlined.

Failure to provide this information may delay review or result in an incomplete application determination.

**IV. APPLICANT INFORMATION**

Applicant Name(s): \_\_\_\_\_  
 Property Owner(s): \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**V. PROPERTY INFORMATION (indicate if there are additional properties)**

Township: \_\_\_\_\_ Range: \_\_\_\_\_ Section: \_\_\_\_\_ Tax Lot(s): \_\_\_\_\_  
 Township: \_\_\_\_\_ Range: \_\_\_\_\_ Section: \_\_\_\_\_ Tax Lot(s): \_\_\_\_\_  
 Township: \_\_\_\_\_ Range: \_\_\_\_\_ Section: \_\_\_\_\_ Tax Lot(s): \_\_\_\_\_  
 Additional Properties:  Yes (attached to request)  No  
 Current Zoning: \_\_\_\_\_  
 Proposed Zoning (if applicable): \_\_\_\_\_

**VI. DESCRIPTION OF REQUEST**

(Attach additional pages as necessary)

**Applicant Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Submit form and materials to:**

Coos County Community Development  
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