City of Cannon Beach
Residential Building Permit
& Zoning Information

Updated September 2012

Section One

Residential Building Permit Requirements

The City of Cannon Beach requires that all residential construction comply with the ***2011 Oregon Residential Specialty Code.***

A building permit is required for:

- New construction, except uninhabitable one-story buildings with an area that does not exceed 200 square feet or a height of 10 feet measured from the finished floor level, to the average height of the roof surface.
- Replacement, repair or remodeling that requires changes to the framing or sheeting;
- Fences more than six feet in height or those which are required barriers around swimming pools or spas;
- Retaining walls more than four feet in height measured from the bottom of the footing; and
- Decks, walkways and platforms more than 30 inches above grade, including replacements and repairs and the edge is not closer than 3 feet to a property line.

Be sure to check with the City Building Department to see if minor construction or remodeling projects require a building permit.

All work must meet zoning requirements, even if a building permit is not required.

Electrical work requires a separate electrical permit. Plumbing improvements require a separate plumbing permit. Heating system improvements, including wood stove installation requires a separate mechanical permit. These permits can be obtained at the City.

WARNING. If work is done without a permit, you may have to remove it if the work was not done in compliance with the applicable code. You may also be subject to a double building application fee, an investigation fee for inspection work started without a permit, and a fine.

PRE-APPLICATION CONFERENCES. Often you will need to know how zoning or other regulations will affect a piece of property before you are ready to apply for a building permit. Perhaps you are just beginning to design your home or considering whether or not to make an offer on a piece of property but are uncertain how City regulations will affect the use of the property. It is strongly recommended that a pre-application conference be made to help answer such questions. The City Planner may be reached at planning@ci.cannon-beach.or.us or (503) 436-8040 and the Building Official at building@ci.cannon-beach.or.us or 503-436-8046, please call to make an appointment.

The provision of sanitary sewer and water service, storm drainage, and road access are also necessary considerations in many projects. The Public Works Department requires a pre-application conference and site plan submission. The meeting can be expedited if you prepare a site plan that shows all lot lines, adjacent streets, existing buildings and your preliminary ideas about where on the site you wish to place the dwelling and other improvements. The more information that you can provide on the site plan (See Appendix for final Site Plan submission requirements,) the more productive the meeting can be. Please contact Public Works Foreman Cruz Flores at flores@ci.cannon-beach.or.us or (503)436-8068 for an appointment.

It is also recommended that you review the applicable portions of this guide, or the Zoning Code before the meeting.

Section Two

Permits that may be Required

Depending on the nature and location of the project, other permits may be required in addition to a building permit. You can download required City permit applications from the City's web site at: http://ci.cannon-beach.or.us/forms.html

City Permits

Land use permits. The City of Cannon Beach's Zoning Code regulates property within a given zoning district identically, regardless of individual site characteristics. There may be circumstances applicable to your property that warrants relief from a given standard, such as a setback reduction and a variance.

> **Setback reduction.** As the name implies, an application for a setback reduction is made when a property owner wishes to locate a building with a setback that is less than the minimum required by the Zoning Code.
>
> **Variance.** An application for a variance is made where property owner seeks relief from a zoning standard, such as the building height requirement or a setback requirement.

If you think you may need to obtain a setback reduction or variance, contact the City Planner. Applications for setback reductions and variances are considered by the Planning Commission at a public hearing. Generally, applications require a minimum of forty days to process. The application for a setback reduction or a variance includes a fee. If you need a setback reduction or a variance to build your project, City approval must be obtained prior to application for a building permit.

Design review. Duplexes, triplexes, and accessory dwellings are subject to the City's design review process. Application requirements for design review approval include a detailed site plan, architectural drawings, and a landscape plan. A pre-application conference is required. The design review application is reviewed by the Design Review Board at a public hearing. The application for design review approval includes a fee. Generally, applications for design review, including the pre-application conference, require sixty days to process. You must receive design review approval before you can apply for a building permit. For more information about the design review process, contact the City Planner.

Single family-dwellings, manufactured homes and modular housing are not subject to design review. However, the design of the buildings must incorporate at least two of the following architectural features: dormers, more than two gables, recessed entries, covered porch/entry, bay window, building offset, a deck with railing or planters and benches, a garage, carport or other accessory structure.

Tree removal permits. The City asks that property owners site buildings and other improvements in a manner that retains trees whenever possible. The City requires a tree removal permit to cut any tree more than six inches in diameter, when measured at a height of four and-one-half feet above the natural grade. The City issues tree removal permits when one of seven criteria is met. Tree removal is permitted in order to construct your dwelling, or improvements, such as driveways and utility access, associated with your dwelling. The City may require the planting of one or more trees to replace those that have been removed. If trees are to be removed from your property in conjunction with the construction of your dwelling, application for the tree removal permit should be made at the time of the building permit application. The tree removal permit will be issued in conjunction with the building permit. If your project requires the removal of trees within a street right-of-way, a separate tree removal permit is required. An application for the removal of a tree in a street right-of-way requires that adjacent property owners be notified and provided an opportunity to comment on the proposed tree removal. This public comment process generally requires a minimum of twenty days. A decision to issue a permit to remove a tree from the street right-of-way may be appealed to the Planning Commission by a person who commented on the proposed tree removal during the public comment period. Tree removal permit application forms are available from the Building Department. There is a separate fee for a tree removal permit.

Erosion and sedimentation control development permit. All construction in Cannon Beach is required to take steps to protect streams, wetlands and the storm drainage system from the potentially harmful effects of erosion and sedimentation that are associated with construction practices. Construction activities that are covered by City regulations are land clearing, grading, excavating, and filling. The City requires the preparation of an erosion control plan in conjunction with any of the above-referenced land disturbing activities. The erosion control plan identifies potential water quality impacts from the proposed construction activity and actions that will be taken to eliminate or minimize these impacts. An erosion control plan is submitted with the building permit application. The development permit is issued in conjunction with the building permit and no additional fee is required. If you are proposing land clearing which is not in conjunction with a building permit, you may need to obtain a separate development permit. Please contact the City Planner to determine if such a permit is required. More information about erosion and sedimentation control is available on the City's web site: http://ci.cannon-beach.or.us/docs/Planning/CREST-Erosion.pdf.

Right-of-way permits. The City requires a permit before placing or removing any improvements in a street right-of-way; this includes planting trees, shrubs and other landscaping. The Public Works Department issues this permit; there is no fee for this permit. Where improvements in a street are proposed in conjunction with a building, the right-of-way use permit is issued in conjunction with the building permit. A Right-of-Way Permit can be accessed from the City's website: http://ci.cannon-beach.or.us/forms.html.

Home occupation business licenses. Although businesses are generally not permitted in residential zoning districts, the City's Zoning Code permits small home businesses. These are referred to as home occupations. The City permits three types of home occupations; these are referred to as Type I home occupations, Type II home occupations and cottage industries. Type I home occupations employ only family members that reside at the dwelling. Type I home occupations are permitted outright in all residential zoning districts. Type II home occupations and cottage industries are permitted to have one employee, other than a family member. Type II home occupations are permitted all residential zoning districts on a conditional use basis. Cottage industries are only permitted in the RVL zone on a conditional use basis. The Planning Commission holds a public hearing on the conditional use application. All types of home occupations require a City business license.

Short term rentals. The City regulates the rental of dwelling units for periods of 30 days or less. There are two types of permits, transient rental permits and vacation home rental permits. A transient rental permit allows the rental of a dwelling on a nightly basis. There are 92 such permits. You can place your name on a waiting list should a transient rental permit become available. A vacation home rental permit allows one rental every two weeks. Every homeowner in Cannon Beach can have one vacation home rental permit as long as they do not have a transient rental permit. More detailed information is available at the City's web site: http://ci.cannon-beach.or.us/~Svcs/Planning/STR.html

Burning permits. The City requires a burning permit if clearing or construction debris is to be burned. Applications are available at the Police Department.

Other Permits

Wetlands Permits. In addition to the City, both the US Army Corps of Engineers and the Oregon Division of State Lands have regulatory authority over wetlands. You may need to obtain a permit from either or both agencies before you can commence constructions in a wetland area. Please contact the City Planner for further information. Additional information is also available on the City's web site at: www.ci.cannon-beach.or.us. Generalized mapping of wetland areas in the City can be accessed via the City's GIS mapping. The mapping also identifies wetland delineation reports that have been prepared: http://ci.cannon-beach.or.us/GIS_2011/CARTOMATION/index.htm. Click on the Local Wetland Inventory tab at the top of the page.

Oregon State Parks construction permit. The Oregon State Parks Department requires a permit for activities on the beach and adjacent areas. Examples of construction that may require a permit are construction of beach access stairs and the placement of a shoreline protection structure such as riprap of a seawall. Please contact the City Planner for additional information.

Section Three

Application for a Building Permit

Application for a building permit requires the submittal of plans and other materials and filling out an application at City Hall.

Cannon Beach City Hall is located at 163 East Gower Street and is open from 8:00 a.m. to 5:00 p.m. Monday through Friday. Building, planning and public works personnel are generally available to answer questions and assist with projects during those hours. Limited staff is available between 12:00 p.m. and 1:00 p.m.

Building permit applications must be accompanied by plans and specifications drawn to scale, with sufficient detail to judge that the project will be constructed in accordance with the building code and all relevant laws, ordinances, rules and regulations. The purpose is to show clearly what you intend to build, where it will be placed on the property, and how it will be constructed. The following information is required:

Three copies of a site plan. The site plan should be drawn to scale and provide the information detailed in the Appendix: Site Plan Submission. In addition, the plan must indicate the location of trees to be retained and to be removed, the location of off-street parking, the location of areas to be landscaped, the proposed location of sedimentation and erosion control measures, and other information necessary to show compliance with City zoning requirements.

Survey required. The City requires that property corner boundaries be clearly marked with official recorded survey pins before permits will be issued if your project includes exterior elements of the building. You will need to provide a copy of your recorded survey to confirm that the survey pin placement corresponds with property corners. (Survey pins may be placed at locations other than property corners because of site features such as trees and streams.) To determine if there is a recorded property survey on file with the Clatsop County Surveyor's office for your property, utilize the following link on the City's website and follow the instructions provided: http://ci.cannon-beach.or.us/~Svcs/Planning/surveys.html

If your survey was recorded prior to January 1, 1986, you will need to have that survey reviewed and confirmed as to its accuracy by a licensed surveyor, or have a new survey prepared.

Easements. If the project site is affected by an easement, or the proposed construction of the project requires the use of an easement, a copy of the easement must be provided.

1. **Three sets of the building plans, including floor framing and roof framing.** A building plan consists of foundation plans, floor plans, structural cross-sections, floor framing, roof framing, building elevations and details showing compliance with the energy code. Please contact the Building Department for detailed requirements before preparing your building plan drawings.

Please remember that incomplete or inaccurate plans will result in a delay in the processing of your application.

Once your application is complete, you may expect plan review and approval to take approximately ten working days.

When the plans have been approved, one set will be stamped with the Building Official's approval and returned to you. The other set will be kept on file at City Hall. Any necessary corrections will be shown on the plans approved by the Building Official. During construction, your approved plans must be available on site for inspection by the Building Official.

Building permits expire if work does not get underway within six months of the issuance of the building permit. The Building Official may extend the building permit if application is made for such an extension before the

permit expires. Building permits also become null and void if work stops for a period of more than 180 days. An extension may be granted if the Building Official receives a written request for such an extension prior to the end of the 180 day period. If a building permit is declared null and void, a new permit must be obtained and the fee for the new permit is one-half of the original permit fee plus plan review fees and a new application fee.

All building permits expire and become null and void twenty-four months after the date of permit issuance unless the Building Official has, because of the complexity of the project, approved a longer period of time. If the codes under which the expired permit was issued have not been amended in a way which affects the work authorized by the original permit, the reinstatement is one-half the original permit fee. Where codes have changed, those areas not completed under the original permit must comply with the new code requirements and a full permit fee is charged.

Building permit fees are based on the value of the work for which a permit is being issued, such as electrical, gas, mechanical, plumbing equipment and other permanent systems, including materials and labor. Bids or estimated project completion costs can be used to establish the value of a project.

Section Four

Contractors

If you hire a contractor or subcontractor, that person must be registered with the State of Oregon and have a current City business license.

Section Five

Building Inspections

The building construction process involves a number of inspections. Some inspections may be omitted or combined with others, depending on the type of the project. After each stage of construction is satisfactorily completed, the inspector will initial the inspection card posted on the site. Inspections are made at each of the following stages of construction:

1. Footings and setbacks (Rebar and forms must be in place with string lines run)
2. Foundation walls or slab (Rebar and forms must be in place)
3. Under slab plumbing and under floor plumbing, mechanical & structural
4. Drainage installation
5. Framing, mechanical and plumbing
6. Masonry chimney at smoke shelf
7. Insulation
8. Final, including safety features and house number

The City recognizes the cost to builders whenever work must be stopped to wait for an inspection. Every effort is made to visit the site when requested to avoid delays. Nevertheless, critical work such as concrete pours should not be scheduled until the required inspections have been made and passed.

Other Inspections

During the building permit review process, the Public Works Department may determine that there are encroachments associated with your property into the street right-of-way. As part of its sign-off on your building permit, the Public Works Department may require that you remove encroachments from the street right-of-way. If you are required to remove encroachments from the street right-of-way, the Public Works Department will conduct an inspection to ensure that those encroachments are removed.

During the building process you will also need to have the Public Works Department inspect and approve connections to water, sanitary sewer, and storm water improvements. These improvements must be left “uncovered” until the inspection has been completed. The driveway access also requires inspection by the Public Works Department.

Section Six

Notice of Completion

A notice of completion is a written statement from the Building Department, which certifies that the structure has met all the requirements of the Oregon Residential Specialty Code and other applicable regulations, and is ready for occupancy. A building may be occupied prior to final inspection only if the Building Official finds that all the life and safety requirements of the code are met and a temporary approval for occupancy is issued.

Section Seven

Manufactured Dwellings

Before a manufactured dwelling or a modular home can be sited on a lot, a placement permit, which includes a foundation plan, must be obtained from the City. Three copies of a site plan are required. The site plan should be drawn to scale and show the following: property lines and dimensions, street names, location of dwelling and other improvements, setbacks of improvements from property lines, proposed street access, location of off-street parking, location of trees to be retained and to be removed, location of landscaped areas and other information necessary to show compliance with City zoning requirements.

Survey required. See Section Three, Application for a Building Permit, for survey requirements.

There is a fee for the placement permit.

A manufactured home located in a residential zoning district must comply with certain minimum standards. These include a gross floor area of at least 1,000 square feet, a roof with a pitch of at least 3:12, and a garage or carport.

Section Eight

Zoning Districts

Zoning Districts. All land in Cannon Beach is divided into zoning districts. The zoning district in which a property is located establishes standards that must be met. The following are the City's residential zoning districts:

Residential, Very Low Density	RVL
Residential, Lower Density	RL
Residential, Moderate Density	R1
Residential, Medium Density	R2
Residential, High Density	R3
Residential, Alternative/Manufactured Dwelling	RAM
Residential Motel	RM

The Zoning Map can be accessed via the City's GIS mapping: http://ci.cannon-beach.or.us/GIS_2011/CARTOMATION/index.htm. Click on the Zoning tab at the top of the page.

Single-family dwellings, manufactured homes, and modular homes are permitted as an outright use in all residential zones.

Duplexes are permitted as an outright use in the R2, R3, RAM and RM zones.

Triplexes are permitted outright in the R3 and RM zone and are permitted as a conditional use in the RAM zone.

Accessory dwellings are permitted outright in all residential zones. An accessory dwelling is defined as an attached or detached dwelling unit which is located on the same lot as the primary residential structure. Accessory dwellings are limited in size to no more than 600 square feet and must be used as long-term rentals. Accessory dwellings are subject to the City's design review process.

Overlay Districts. An overlay district places additional requirements on certain properties located in a zoning district. The City has four overlay districts.

Wetlands Overlay Zone. The City has prepared maps that indicate where wetlands are located. Areas identified as wetlands are subject to the wetland overlay zone. If your property is identified as a wetland on the City map, you may be required to determine the extent of wetlands on your property prior to any construction; this report is termed a wetland delineation. If your property contains wetlands, at a minimum you have the right to construct one dwelling on piling. The City has a list of persons and firms that prepare wetland delineations. For more information, contact the City Planner. Generalized mapping of wetland areas in the City can be accessed via the City's GIS mapping. The mapping also identifies wetland delineation reports that have been prepared: http://ci.cannon-beach.or.us/GIS_2011/CARTOMATION/index.htm. Click on the Local Wetland Inventory tab at the top of the page.

Flood Hazard Overlay Zone. Portions of the City are subject to ocean flooding or flooding associated with Ecola Creek. The flood hazard overlay zone establishes construction standards to minimize the damage incurred in a 100-year flood event. Maps of areas subject to the requirements of the flood hazard overlay are available at City Hall. The flood hazard maps can also be accessed via the City's GIS mapping: http://ci.cannon-beach.or.us/GIS_2011/CARTOMATION/index.htm. Click on the FEMA Flood Zone tab at the top of the page.

Potential Geologic Hazard Areas. Portions of the City have been identified as having the potential for geologic hazards. These areas are property with an average slope of more than 20%, oceanfront property, open sand areas, and areas identified in the comprehensive plan. Prior to any construction, a geologic site investigation report by a registered geologist must be prepared. Recommendations contained in the report, and any subsequent analysis that results from the report, must be incorporated into the design of the proposed development. A checklist is available outlining the required contents of a site investigation. The City's GIS mapping contains information to assist in determining if your property is located in a geologic hazard zone. Start by accessing the Geology layer of the GIS mapping: http://ci.cannon-beach.or.us/GIS_2011/CARTOMATION/index.htm. Click on the Geology tab at the top of the page. When the geology map has loaded, click on the Legend tab at the bottom of the page. The legend displays geologic units and the geologic units where geologic hazard reports are required.

The City's GIS mapping contains information to assist in determining if your property has an average slope of 20% or more. Start by accessing the Parcel: Average Slope layer on the GIS mapping: http://ci.cannon-beach.or.us/GIS_2011/CARTOMATION/index.htm. Click on the Parcel: Average Slope tab at the top of the page. When this map has loaded, locate your property and click on the parcel. An information box will appear that indicates the average slope of the property.

Oceanfront Management Overlay Zone. This overlay zone affects property located adjacent to the ocean shore. The zone regulates activities such as dune grading, construction of beach access stairs, and the placement of shoreline stabilization. The City's GIS mapping contains information to assist in determining if your property is located in the Oceanfront Management Overlay Zone. Start by accessing the Oceanfront layer of the GIS mapping system: http://ci.cannon-beach.or.us/GIS_2011/CARTOMATION/index.htm. Click on the Oceanfront tab on the top of the page. Contact the Planning Department at planning@ci.cannon-beach.or.us if you should have any questions.

The Zoning Code can also be accessed from the City's web site. The Zoning Code is Title 17 of the Municipal Code: http://www.qcode.us/codes/cannonbeach/

Section Nine

Zoning Districts Standards

Lot Size. The following are dimensional standards, by zones, which apply to single-family dwellings, manufactured dwellings and modular dwellings:

	Minimum Lot Size	Minimum Lot Width	Minimum Lot Depth
RVL	1 acre	None	None

RL	10,000 sq. ft.	75 ft.	90 ft.
R1	5,000 sq. ft.	40 ft.	80 ft.
R2	5,000 sq. ft.	40 ft.	80 ft.
R3	5,000 sq. ft.	40 ft	80 ft.
RAM	5,000 sq. ft.	40 ft.	80 ft.

The minimum lot size for a duplex is 5,000 square feet.

The minimum lot size for a triplex is 10,000 square feet, except that a limited triplex in the R3 zone may be located on a lot with an area of 5,000 square feet.

The size of lots to be created by a partition or subdivision is determined by the zone in which the property is located and the average slope of the property from which the lots are to be created. The minimum lot size for lots created is:

Percentage of Average Slope	Minimum Lot Size
0 – 14.99	Set by zoning district
15 – 19.99	10,000 sq. ft.
20 – 29.99	15,000 sq. ft.
30 – 34.99	20,000 sq. ft.
35 +	40,000 sq. ft.

For example, lots created from a parcel located in the R2 zone with an average slope of 23% would have to have a minimum lot size of 15,000 square feet.

The City contains numerous lots that were created prior to the enactment of the City's first Zoning Code. Some of these lots do not meet the minimum lot size requirement of the zoning district in which they are located. Generally, these lots are buildable. To determine whether a particular lot or lots have sufficient lot area to be buildable, review the following:

1. Confirm that the lot(s) was legally created prior to June 19, 1979; and
2. Determine the lot area of all contiguous lots held in the same ownership.

For lots that are less than 5,000 square feet in size, buildings cannot cover more than 40% of the lot area.

There are several other rules regarding undersized lots. Please contact the City Planner.

Setback (yard) requirements. Buildings and other improvements must be setback from property lines. The Zoning Code defines this required setback as a yard. There are five types of yards: front yard, rear yard, side yard, street side yard and ocean yard. The front yard is the yard adjacent to a street right-of-way. On a lot with a frontage on two or more streets, the front yard is the narrower of street frontages. The rear yard is the yard opposite the front yard. The side yard is the yard between the front and rear yard measured horizontally and at right angles from the side lot line. A street side yard is the yard adjacent to a street, other than a front yard. The ocean yard is the yard adjacent to the ocean shore. Required yards are measured from property lines to building foundations.

With the exception of the RVL zone, the minimum required yard in the City's residential zone is:

1.	Front Yard	15 feet
2.	Rear Yard	15 feet
3.	Side Yard	5 feet
4.	Street Side Yard	15 feet

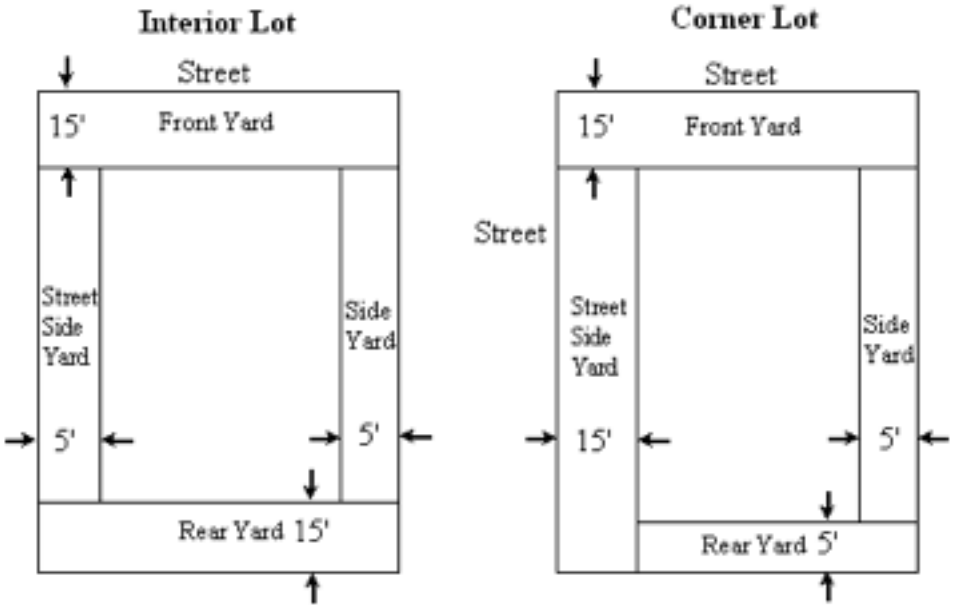
In the RVL zone, for lots that are more than 10,000 square feet in size, all setbacks are twenty feet. For lots that are 10,000 square feet in size or less, the required setbacks are the same as the residential zones described above.

For ocean front lots, the setback from the ocean shore (the ocean yard) is determined by averaging the setback of dwellings 100 feet to the north and south of the property from the Oregon Zone Line. Because of the technical

nature of the work and the location of the Oregon Zone Line, this setback must be established by a surveyor familiar with the City's requirements.

Street addresses are assigned separately and do not always correspond to the Zoning Code definition of the front yard. Street addresses are assigned or changed by the Building Official according to your property entrance.

Diagram Illustrating Setbacks



The following are exceptions to the setback requirement:

1. Cornices, eaves, window sills and similar incidental architectural features may project up to eighteen inches into a required side yard or up to thirty-six inches into a required front or rear yard.

2. Bay windows, with not usable floor area and not exceeding a length of ten feet, and not more than one per building elevation may project up to eighteen inches into a required side yard and up to thirty-six inches into a required front or rear yard. A bay window may not project into a required ocean yard.

3. Chimneys may project up to twenty-four inches into any required yard.

4. Patios, decks, including any fixed benches, railings or other attachments, which are no more than thirty inches in height may be constructed in a required setback to within two feet of a property line.

5. Unroofed landings may project not more than thirty-six inches into a required front yard, rear yard or side yard where they provide access to the first story of a dwelling, as the term story is defined by the building code and where the landing is limited to no more than ten lineal feet. Such a landing may be accessed by no more than three risers. Unroofed landings and stairs may not project into a required ocean yard.

6. A covered entry to a dwelling may project not more than thirty-six inches into a required front yard, rear yard or street side yard where the entry provides access to the first story of the dwelling, as the term story is defined in the building code. The covered entry is limited to no more than ten feet in length and shall be completely open on all sides. The entry may be accessed by no more than three risers. Covered entries and stairs may not project into a required ocean yard.

7. An accessory building(s) may be located in the rear yard, to within five feet of the rear property line where the total area of the accessory buildings does not exceed 120 square feet and where the building(s) is no higher than 12 feet. A Type 3 development permit is required to construct an accessory building in the required 15 foot rear yard setback. Please contact the City Planner for more information.

Parking. Two off-street parking spaces must be provided for each dwelling unit, with the exception of a limited triplex which is required to provide four off-street parking spaces. The required dimensions for a parking space are 9 feet in width and 18 feet in length.

Lot Coverage. The Zoning Code regulates the portion of a lot that can be covered with hard-surfaced materials such as building, decks, driveways and walkways. The maximum lot coverage is 50%. A work sheet for calculating lot coverage is attached to this document.

Floor Area Ratio. The Zoning Code regulates the maximum amount of floor area that a dwelling can have. The method for achieving this objective is called the floor area ratio (FAR). The FAR is the ratio of the size of the dwelling and garage to the size of the lot. For example, if you own a 5,000 square foot lot in the R2 zone, your house and garage may have a total floor area of no more than 3,000 square feet because the maximum FAR in the R-2 Zone is .6, (3,000 square feet divided by 5,000 square feet.)

The maximum FAR in the RVL zone is .5.

In the RL zone, the maximum floor area ratio on a lot of six thousand square feet or more is .5. The maximum gross floor area for a dwelling on a lot of more than 5,000 square feet, but less than 6,000 square feet, cannot exceed three thousand square feet. The maximum floor area ratio on a lot with an area of five thousand square feet or less is .6.

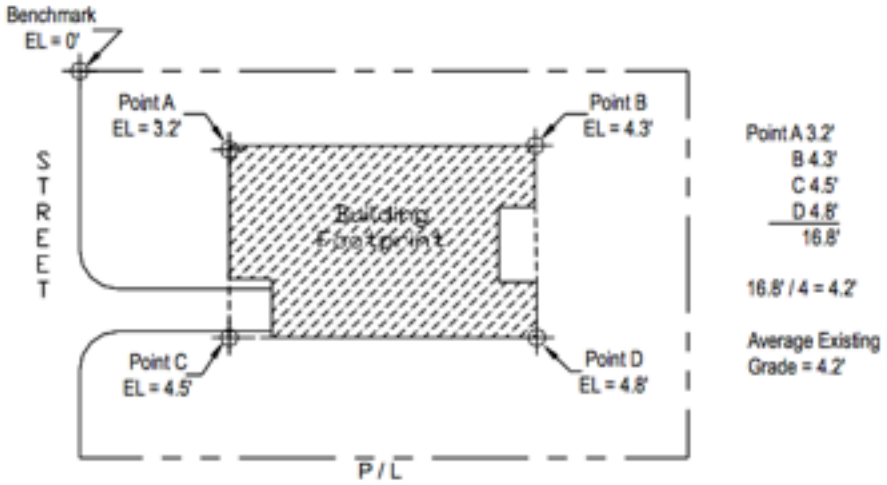
The maximum FAR in the R2, RAM, R3 and RM zones is .6.

A work sheet for calculating the floor area ratio is attached to this document.

Building Height. The maximum building height for a dwelling is twenty-four feet, measured as the distance from the average elevation of the existing grade to the highest point of the roof surface of a flat roof, to the top of a mansard roof, or to the average of the height level between the eaves and the ridge of a pitched roof. The ridge height of a pitched roof will not exceed twenty-eight feet. In order to be considered a pitched roof, a roof must have a pitch of at least 5:12. A building with a roof whose pitch is less than 5:12 is treated as having a flat roof.

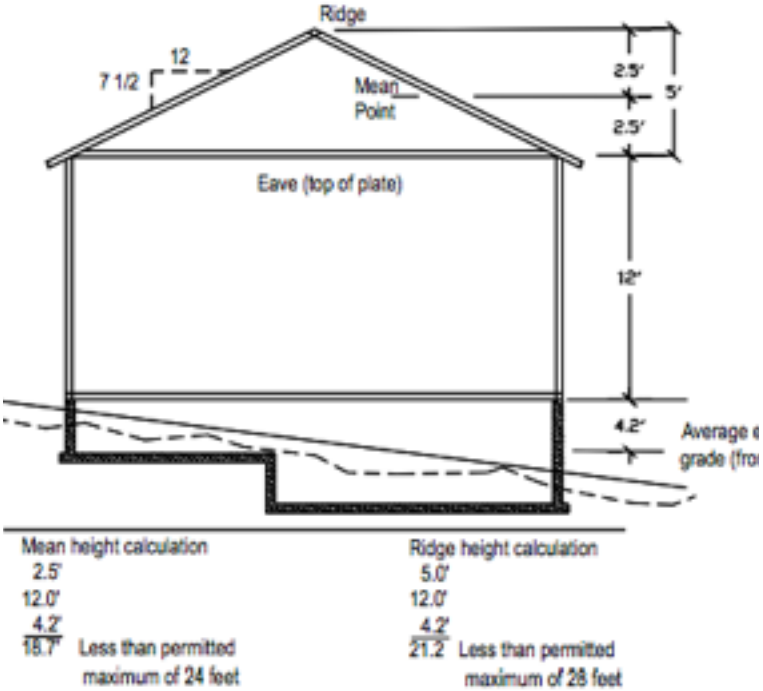
To determine the height of a building, you must determine the average existing grade. To determine the average existing grade, place the smallest imaginary rectangle that fits around your building's foundation. Then establish the elevation (+ or -) of the four corners of the rectangle from a benchmark than you have selected. Then average the elevation that has been determined at each of the four corners. This number is the average existing grade. (Figure 1)

Figure 1. Determining Average Existing Grade



The following diagram (Figure 2) illustrates how to calculate the building height, once the average existing grade has been calculated. Projections such as chimneys, domes, and similar structures not used for human occupancy, are not included in the calculation of the building height.

Figure 2. Determining Maximum and Average Allowable Building Height



Mean height between eaves & ridge	**Ridge height**
3’2”	3’2”
17’8”	17’8”
2’8”	5’0”
23’4” Less than permitted maximum of 24’	26’0” Less than permitted maximum of 28’

Section Ten

Other Zoning Code Standards

Fences and Hedges. A fence located within the required front yard shall not be over 3 ½ feet in height, except that in a required clear-vision area the fence height shall not exceed three feet. A fence in a side yard or the rear yard set back shall not exceed six feet in height except for a street side yard. The required fence cannot exceed 3 feet in height in the required clear-vision area. A fence in the ocean yard shall not exceed a height of 2 ½ feet. The height limit of a fence that is not located within a required setback area is the maximum building height of the zone in which the property is located.

Fences are measured from the ground level at their location.

Fences over six feet in height require a building permit.

Fences shall not be constructed of barbed wire or other sharp or otherwise dangerous construction material.

An arbor, or entry area with a maximum height of eight feet is permitted in the front yard where its length is not more than 20 percent of the site frontage, up to a maximum of ten feet, and its depth does not exceed five feet.

The City does not regulate the height of hedges or other vegetation, except in the clear-vision area.

Clear-Vision Area. The City's Zoning Code requires the maintenance of a clear-vision area for property adjacent to street intersections. The purpose of the requirement is to ensure that vegetation and improvements do not block vehicular visibility at street intersections. The defined clear-vision area shall not contain any planting, fence, wall, structure, or temporary or permanent obstruction exceeding three feet in height, except that trees exceeding this height may be located in the clear-vision areas provided all branches and foliage are removed to a height of eight feet above grade. An illustration of how to determine the clear-vision area is attached to this document.

For additional assistance in establishing the clear-vision area on your property, contact the Public Works Department to make an appointment for a site visit.

Signs. A lot in an RVL, RL, R1, R2, R3 and RAM zone is permitted to have no more than one permanent sign with a maximum area of two square feet. A lot in these residential zones can have no more than two temporary signs (such as real estate signs) and each sign can have an area of no more than four square feet. A sign permit is not required to place these signs.

The City has prepared a Frequently Asked Questions document regarding the Zoning Code requirements for signs. The document can be accessed on the City's web site at http://ci.cannon-beach.or.us/~Svcs/planning.html and is available at City Hall.

Recreational Vehicles. A recreational vehicle may be used temporarily during the construction period, up to a maximum of one year with an active building permit.

Section Eleven

Nonconforming Structures

Many of the structures in Cannon Beach were built prior to the enactment of a Zoning Code and as a result, they often do not meet the restrictions of the present Zoning Code. A building may not conform to a yard requirement, the lot coverage requirement, the building height, or other provisions which would apply to the structure if it were built under the present Zoning Code. Such buildings as referred to as nonconforming structures, sometimes commonly called a "grand fathered building." The City has specific rules that apply to such structures. Maintenance and minor alterations are allowed, but alterations may not increase the degree of nonconformity of the building. Additions to a nonconforming building must meet the requirements of the present Zoning Code. If a nonconforming structure is to be altered to an extent exceeding 50% of its market value, then the entire structure must be brought into conformance with the present Zoning Code, or a setback reduction or variance must be applied for. If you are planning modifications to a building that you think may be nonconforming, please contact the City Planner.

Section Twelve

Utilities

System Development Fees. The City imposes a system development fee for water, sanitary sewer and storm drainage. These fees are applicable to new construction and to the expansion of existing dwellings. The City also charges service connection fees for both sanitary sewer and water. These fees are collected at the time a building permit is issued. The system development fees for the water system and the sanitary sewer system are based on the demand that the dwelling will place on the sanitary sewer system and water system.

For example, the more bathrooms in a dwelling, the higher the system development fee for both sewer and water. The storm drainage system development fee for new construction is a fixed amount. A typical two bedroom two, bath dwelling can expect to pay approximately $4,500 in system development fees. Contact the Public Works Department or the Building Department for more information.

Sanitary Sewer. Before establishing the elevation of the proposed building, the developer/designer must consider the elevation/grade of the existing public sanitary sewer main in order to avoid the use of mechanical means to pump sewage.

Water. All residential water services and meters shall be 3/4 –inch size (nom.). The developer/designer must design their plumbing systems with 1-inch minimum piping from the meter setting to the structure. Requests for additional fire system (sprinkling) must be boldly noted on the site plan. A water shutoff valve must be installed at the property line within three feet of the meter box.

Drainage. All roof drains must be connected to an approved City drainage system or directed to a location approved by the Public Works Director. When establishing the elevation of the proposed building, the developer/designer must consider the elevation/grade of the existing public storm sewer main in order to avoid the use of mechanical means to pump storm water.

Underground Utilities. The City requires that all new construction and major remodeling (over 25% of a buildings valuation) provide for the acceptance of underground utilities at the time of completion or at such time when utility companies place their service underground. Your building plans must show that you have provided for such a system or system change over.

Other Utilities. The following are the telephone numbers of other utilities you may need to contact in conjunction with your project:

Pacific Power (Electricity)	1-888-221-7070
Northwest Natural (Natural Gas)	1-800-422-4012
Charter Communications (Cable)	1-866-731-5420
Century Link (Telephone Service)	1-800-244-1111

Any digging, by hand or machine, that is deeper than six inches is required to have utility locates prior to excavation. Please call the Oregon Utility Notification Center (OUNC) 1-800-332-2344.

Any further questions you have may be addressed to:
City of Cannon Beach
P.O. Box 368
Cannon Beach, Oregon 97110
or visit us at:
163 East Gower Street
Telephone: (503) 436-1581
Fax: (503) 436-2050
TTY (503) 436-8097
Web site: www.ci.cannon-beach.or.us
Email: cityhall@ci.cannon-beach.or.us

Appendix

Worksheet – Floor Area Ratio

I. The maximum FAR in the R1, R2, RAM, R3 and RM zones is .6.
The maximum FAR in the RVL zone is .5.
The maximum FAR in the RL zone for a lot 5,000 square feet or less is .6.
The maximum FAR in the RL zone for a lot 5,000 square feet or more is .5.

II. Calculation of FAR

A. Lot Size: _____sq. ft. (A)

A. Gross Floor Area: (see definition below)

1. Basement _____sq. ft.
2. 1st Story _____sq. ft.
3. 2nd Story _____sq. ft.
4. Loft _____sq. ft.
5. Garage or Carport _____sq. ft.
6. Habitable Accessory Structures _____sq. ft.
(e.g. accessory dwelling)

TOTAL _____sq. ft. (B)

C. Divide Total (B) by (A) = _____FAR

Definition of Gross Floor Area

Gross Floor Area is the sum, in square feet, of the gross horizontal areas of all floors of a building, as measured from the exterior walls of a building, including supporting columns and unsupported wall projections (except eaves, uncovered balconies, fireplaces and similar architectural features), or if appropriate, from the center line of a dividing wall between buildings.

Gross floor area includes:

- Garages and carports
- Entirely enclosed porches
- Basement or attic areas determined to be habitable by the City's Building Official, based on the definitions in the building code.
- Uninhabitable basement areas where the finished floor level of the first floor above the basement is more than three feet above the average existing grade around the perimeter of the buildings foundation.
- All portions of the floor area of a story where the distance between the finished floor and the average of the top of the framed walls that support the roof system measures more than 15 feet shall be counted as 200% of that floor area.

Worksheet – Lot Coverage

Lot Coverage: (Allowable lot coverage = lot size x .50)

D. Lot size: _____sq. ft. (D)

E. Lot Coverage:

1. Building Footprint Area:
   House _____sq. ft.
   Detached Garage: _____sq. ft.
   Accessory Structures: _____sq. ft.

   Total of Buildings: _____sq. ft. (E1)

2. Areas of structures over 30" above existing grade:
   Porches: _____sq. ft.
   Decks: _____sq. ft.
   Stairways: _____sq. ft.
   Other: _____sq. ft.

   Total over 30": _____sq. ft. (E2)

3. Paved or graveled area for required off-street parking: _____sq. ft. (E3)

4a. Areas of improvements less than 30" above existing grade and graveled or paved areas other than required parking in 3 above.
   Decks: _____sq. ft.
   Patios: _____sq. ft.
   Walks: _____sq. ft.
   Graveled/Paved: _____sq. ft.
   Other: _____sq. ft.

   Total under 30": _____sq. ft. (E4a)

4b. Lot size (from D above): _____sq. ft.
   x .50 x .25 = _____sq. ft. (E4b)

4c. If E4a is greater than E4b, then the remainder is counted:

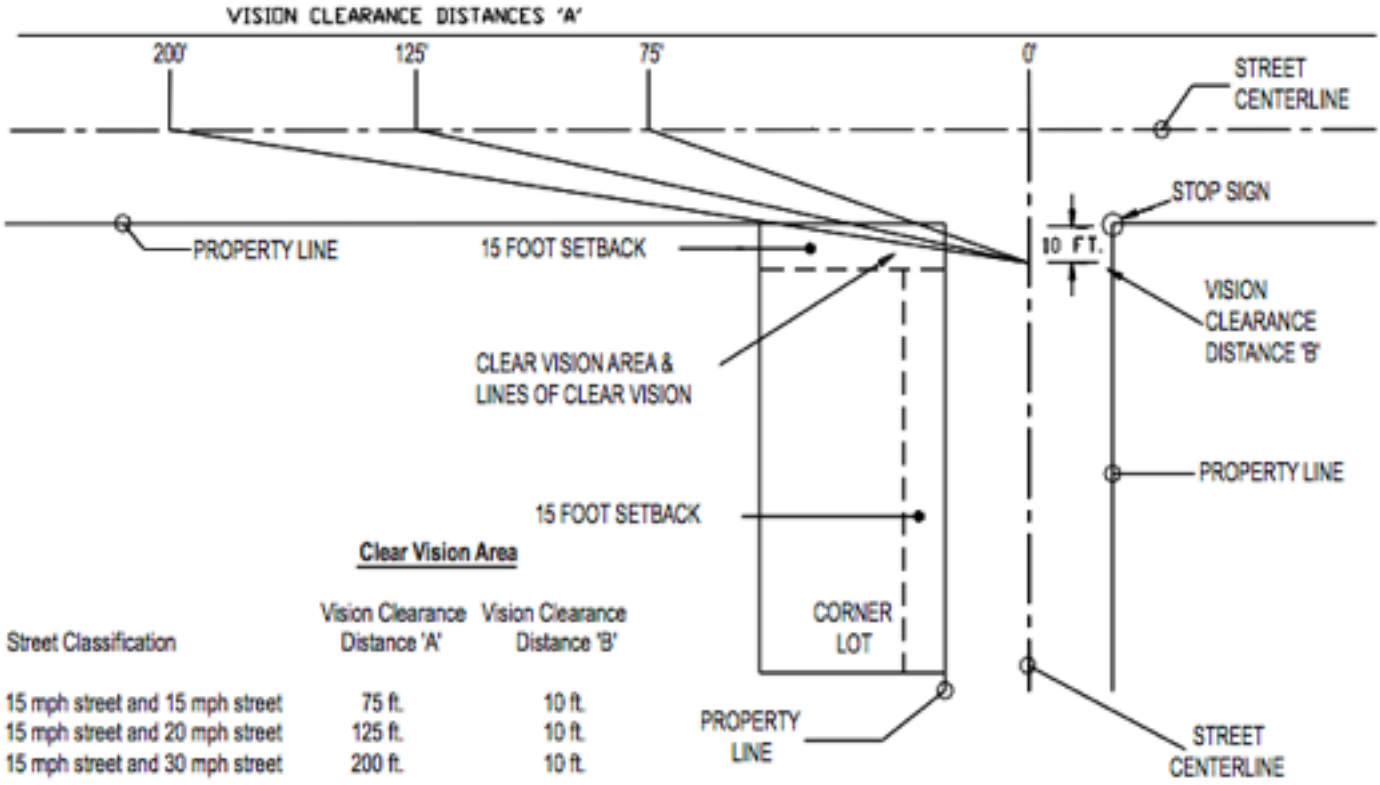
E4a _____ - E4b _____ = _____ (E4c)

F. Add lines E1, E2, E3, and E4c and divide the total by line D.
If answer if .50 (50%) or less, the standard is met:

E1: _____sq. ft.
E2: _____sq. ft.
E3: _____sq. ft.
E4c: _____sq. ft.

Total: _____sq. ft.
(D): _____sq. ft. = _____ % Lot Coverage

Clear Vision Distances



Clear Vision Area

Street Classification	Vision Clearance Distance 'A'	Vision Clearance Distance 'B'
15 mph street and 15 mph street	75 ft.	10 ft.
15 mph street and 20 mph street	125 ft.	10 ft.
15 mph street and 30 mph street	200 ft.	10 ft.

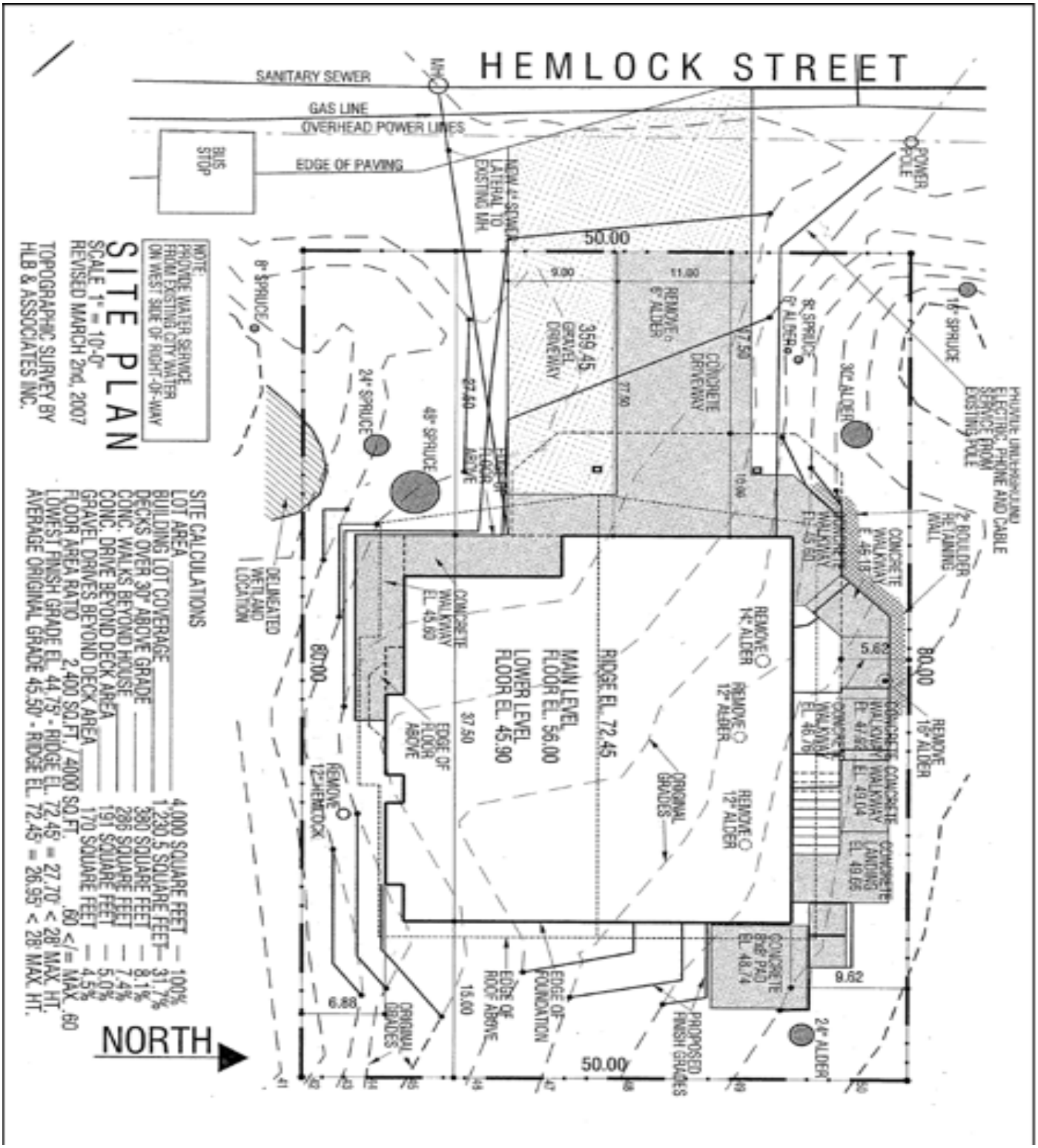
CITY OF CANNON BEACH DEPARTMENT OF PUBLIC WORKS
P.O.B. 368 · 163 E. GOWER · OREGON 97110 · (503)436-8048 FAX (503)436-2050

SITE PLAN SUBMISSION

ACCESS PERMIT AND SITE PLAN CHECKLIST

(for single residential and duplex connections to public services and systems)

READ	*Access to city water, sewer, storm drain, and roadway requires an **Access Permit** issued through the Department of Public Works. Permit application is subject to site plan review / approval. The following items (1-20) are required on your site plan for plan review and shall be used by this jurisdiction to determine regulatory compliance. Submit the following information (if applicable). Incomplete or imprecise plan submissions will significantly delay processing. A model site plan is provided on the reverse page. Submit plans and a copy of this checked off list directly to Public Works.*	Required	Met	N/A
1	**Scaled Drawings (2 ea)** on letter, legal, or 11 x 17 plain white paper (or digital) drawn to scales of either 1/8" = 1' , 1" = 10.0' , or 1" = 20' indicating the following applicable items (2 thru 20): Orient north arrow toward top of page.			
2	**Walkway -** show entrance location, width (at property line), and construction material (stone, concrete, pavers, etc)			
3	**Driveway -** show entrance location, width (at property line), and construction material (stone, concrete, pavers, etc)			
4	**Total entrance -** show width at property line. **NOTE:** total entrance width shall not exceed 20 ft. for a 50 ft. frontage. Allowable entrance width for frontages above 50 ft. is calculated as ½ x (footage above 50 ft.) + (20 ft). Example: 80 ft frontage = 80 – 50 = 30. 30x½ = 15. 15+ 20 = 35 ft. of allowable entrance width at property line.			
5	**Transition Area** - show entrance from private property to public right-of-way (in the right-of-way). E.g., concrete driveway on private property to connect to asphalt roadway with asphalt apron connector. **NOTE: ALL WORK ON THE PUBLIC RIGHT-OF-WAY REQUIRES APPLICATION FOR SEPARATE R-O-W PERMIT (ATTACHED).**			
6	**Curb cuts** and construction (or reconstruction) of concrete structures. Provide separate detailed sheet showing profile and overview.			
7	**Frontage Street(s) –** label and show existing street features such as pavements, center lines, shoulders, and trees in frontage(s). Show North Arrow.			
8	**Easements** - show existing or proposed, delineated and recorded (cite book & page)			
9	**Property lines** and corners clearly marked and dimensioned			
10	**Contour elevation lines** at 2 ft. intervals			
11	**Wetlands and Streams** delineated			
12	**Building and Structures -** show footprint of existing and proposed. Indicate setbacks.			
13	**Water Service** existing or proposed location. **Boldly** indicate requests for services above standard ¾" service. Indicate location of isolation valve within 3 feet of water meter.			
14	**Irrigation system.** Indicate whether an irrigation system is proposed. Details not necessary.			
15	**Sanitary Sewer** existing or proposed location. Indicate location of proposed clean-out(s)			
16	**Roof and Footing** drainage plan indicating source of disposal (i.e., city storm main, wetland, stream, drywell, percolation system).			
17	**Identify** plans with scale used, site address, Map/tax lot number, contact information (including fax number), date, and author. Label as SITE PLAN.			
18	**Utility Plan –** show and label existing and proposed phone, power, tv cable, gas, water, sewer, and storm lines in right-of-way of lot frontage(s). Include service entrances to property. For underground utility locates phone "One Call Concepts" at 800.332.2344.			
19				



SAMPLE

planning/documents/building permit & zo info