



**City of Madras
Final Plat Review Application
71 DE D Street
Madras, Oregon 97741
541-475-2543**

Applicant Name _____ Phone _____ Fax _____
 Address _____ City _____ State _____ Zip Code _____
 Email _____

Property Owner _____ Phone _____ Fax _____
 Address _____ City _____ State _____ Zip Code _____
 Email _____

PROPERTY DESCRIPTION

Property Location (Address, intersection of cross street; general area)

Township _____ Range _____ Section _____ Tax Lot _____
 Present Zoning _____ Total Land Area _____ (Square Ft.) _____ (Acres)
 Present Land Use _____

PROJECT DESCRIPTION

Subdivision or Partition Approval No. _____ Phase _____
 Subdivision Name _____ Number of Lots _____

For Office Use Only

Received by _____
 Subdivision Fee Paid _____
 Receipt# _____

Final Plat Application and Approval

- Signatures Required. The final plat must be signed by North Unit Irrigation, the City Community Development Director, the City Public Works Director, the City Administrator, the County Surveyor, the County Assessor and the Board of County Commissioners.
- Recording the Final Plat. Following City approval of the final plat, the subdivision shall be recorded by the **applicant** within three (3) years unless an extension request is filed by the applicant and approved by the Community Development Director. If it is a phased subdivision, the first phase shall be recorded within one year. Phased developments can be processed and recorded over a three (3) year period or as approved by the hearings body. Platting may not occur until required public improvements have been completed, inspected and accepted or bonded and a Land Division Agreement recorded.
- Building permits. Building permits can only be issued after the plat is recorded and improvements have been completed, inspected and accepted. Public Works issues the final letter of completion when construction of all public improvements is accepted.
- Occupancy permit. Occupancy permits can only be issued after any required Public Improvements have been accepted by Public Works.

By signing, the undersigned certifies that he/she has read and understood the submittal requirements outlined above and that he/she understands that omission of any listed item may cause delay in processing this application.

I (We) the undersigned acknowledge that the information supplied in this application is complete and accurate to the best of my (our) knowledge.

Applicant _____ Date _____
Signature

Owner/Agent _____ Date _____
(Circle One) Signature

If you are the authorized agent, please attach the letter of authorization signed by the owner.

NOTE: This may not be a complete list of land use requirements. Dependent on the specifics of the proposal, additional information may be required after further review.