

General Development Checklist

The following is a comprehensive checklist and the requirements for submitting land use applications, construction plans, zoning review application, etc. Complete the following steps after consulting with the City of Madras Community Development Department to determine development criteria prior to application submittal.

If you have any questions, please contact Fatima Taha, Community Development Department ftaha@cityofmadras.us or at 541-325-0305.

Submittal Type	Checklist
<p>Land use application</p> <p>Type II: (e.g., Modification of Approval, Partition, Property Line Adjustment, Site Plan, Temporary Use, Subdivision > 50 lots, etc.)</p> <p>Type III: e.g., Conditional Use, Annexation, Home Occupation, Subdivision 50+ lots, etc.)</p>	<p><input type="checkbox"/> Land use application</p> <p><input type="checkbox"/> Site Plan (details listed in the application form)</p> <p><input type="checkbox"/> Landscaping Plan</p> <p><input type="checkbox"/> Traffic Impact Study (Subject to MMC 18.25.180)</p> <p><input type="checkbox"/> Grading + Drainage Plan</p> <p><input type="checkbox"/> Trip Generation Statement</p> <p><input type="checkbox"/> Cover page:</p> <ul style="list-style-type: none"> • Reference to Public Improvement Design and Construction Standards • Prior use • Square footage • Size of existing water meter • Size of new water meter • Impervious surface area • Pervious surface area • Phased development, if any • Building size (gross square footage), elevation, and footprint • Intended use <p><input type="checkbox"/> Burden of Proof</p> <p><input type="checkbox"/> Title Report</p> <p><input type="checkbox"/> Vicinity Map</p> <p><input type="checkbox"/> Existing or proposed easements + Will Serve letters</p> <p><input type="checkbox"/> Floor Plan</p> <p><input type="checkbox"/> Exterior Lighting cut-off sheet</p> <p><input type="checkbox"/> Existing Utilities</p> <p><input type="checkbox"/> Business License</p>
Staff Review to Deem the Application Complete (within 30 days)	
Public Notice	<p><input type="checkbox"/> Property Owner within 250 ft</p> <p><input type="checkbox"/> Development Team</p> <p><input type="checkbox"/> Public Newspaper (Type III land use)</p>
Comments from Development Team (within 10 days)	
Issue land use decision	<p><input type="checkbox"/> Type II: Administrative</p> <p><input type="checkbox"/> Type III: Planning Commission Hearing (Quasi-Judicial Public Meeting)</p>
Appeal Period (Final Decision Fifteen (15) Days from Date Mailed Unless a Written Appeal is Submitted to the Community Development Department)	
Improvement Agreement	<input type="checkbox"/> Contact Community Development department

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Zoning Review (Land use application Type I):	<input type="checkbox"/> Zoning Review Application <input type="checkbox"/> Construction Plans <input type="checkbox"/> Plot Plan (details listed in the application form) <input type="checkbox"/> Elevation Plan (details listed in the application form) <input type="checkbox"/> Landscaping Plan (details listed in the application form) <input type="checkbox"/> Transparency Calculation Sheet <input type="checkbox"/> Sewer Connection and Inspection Permit <input type="checkbox"/> Water Connection and Inspection Permit <input type="checkbox"/> Right-of-Way Construction & Use Permit <input type="checkbox"/> Traffic Control Plan + Devices <input type="checkbox"/> Pedestrian and Bicyclist Plan <input type="checkbox"/> Business License <input type="checkbox"/> Insurance Certificate <input type="checkbox"/> Fee sheet
Building Permit	<input type="checkbox"/> Check with Jefferson County for submittal requirements.
Pre-Construction Meeting (if needed)	
Construction Plans	<input type="checkbox"/> Approved Construction plans <input type="checkbox"/> Send approved construction plans to the county
Certificate of Occupancy (CoO)	<input type="checkbox"/> Check with Jefferson County for submittal requirements. <input type="checkbox"/> City staff (Dan, Chris, and Connie) to confirm no additional requirements are needed. <input type="checkbox"/> Obtain CoO from Jefferson County after receiving approval from the City.
Final Plat Review (if needed)	
Final Plat Review	<input type="checkbox"/> Final Plat Review application