



125 SW "E" Street
Madras, OR 97741
541-475-2344
www.ci.madras.or.us

Pre-Application Meeting Application

Meeting Date & Time¹: _____

Applicant Name: _____

Applicant Telephone Number: _____ Fax: _____

Applicant Email Address: _____

Applicant Address: _____

Applicant Signature: _____

Property Address: _____

Map & Tax Lot of Property: _____

Existing Zoning of Property: _____

Proposed Land Use & or Development: _____

By signing this application I agree to attend a City of Madras Pre-application meeting on the above date for the purpose of conducting a preliminary review of my proposed development. I authorize City Staff to enter the property for inspection of the site in conjunction with this Pre-application Meeting. I understand that the members of the Development Team have reviewed my project based on the information that I provided to them at this meeting. I further understand the information provided by the Development Team regarding this project is preliminary in nature and is not binding until such a time as a formal application has been submitted for review and the final review of the project has been completed. Consideration of a project by the Development Team does not constitute or guarantee project approval.

Applicant shall provide all of the applicable information and documents identified below:

- Assessors map of property
- Pictures of the property
- Provide a vicinity map "to scale" on 8 ½ x 11 or 8 ½ x 14 inch white paper
- The site plan shall include the following information/details:
 - a) Scale of maps and drawings.
 - b) North arrow.
 - c) Location, size, and height of all existing or proposed structures. Location, size, and dimension of existing and proposed setbacks, and all spaces between buildings.
 - d) Adjoining street and right-of-ways.
 - e) Points of access and circulation patterns, loading and maneuvering spaces.

¹ Pre-application meetings are scheduled the 1st and 4th Thursday of each month at 9:00 A.M. This information must be provided to the City of Madras Community Development Department by 12:00 P.M. seven (7) business days prior to Pre-application meeting date.

- f) Off-street parking; showing location of parking areas, number of parking spaces including handicap parking, and type of surface.
 - g) Sidewalks, patios, courtyards, and decks.
 - h) Storm drainage system, including but not limited to, draining and grading plan, existing topography, and elevations.
 - i) Fences, screens, and retaining walls, including heights and materials.
 - j) Existing utilities (i.e. electric, gas, power lines).
 - k) Exterior lighting (show location and general nature).
 - l) Sanitary sewer system or location of septic tank and drainfield (if still using and not connected to city sewer), and the distance the lot is from the nearest sewer connection.
 - m) Water supply (showing size of main, water flow and size of water line).
 - n) Location of existing and, if any, proposed fire hydrants with size and flow data.
 - o) Identify any existing or proposed easements.
 - p) Proposed public improvements.
 - q) Sign (if existing, location and size). Any new or sign alteration will require a sign application to be submitted to the Community Development Department for approval.
 - r) Give intended type of occupancy for the structure (i.e. assembly, educational, manufacturing, processing, storage and type of contents).
 - s) List all existing or proposed conditions that could be hazardous to life and property from fire or explosion (i.e. storage of: liquefied petroleum gas, flammable or combustible liquids, explosives and blasting agents).
- Provide Building Elevations; five full sized copies of each and one reduced (8.5 x 11 or 11 x 17) copy of each.
- Provide a Landscaping Irrigation Plan where a minimum of fifteen percent (15%) of the total lot area shall be landscaped and of the 15:
- a) At least seven percent (7%) of the parking lot area shall be landscaped. Trees shall be planted at a ratio of one tree per ten (10) parking spaces to achieve a canopy effect over fifty percent (50%) of the lot area.
 - b) Landscape buffers are required between parking areas and streets and shall have a minimum width of three (3') feet.
 - c) Landscape buffers between parking abutting a property line shall have a minimum width of three (3') feet.
 - d) Front or exterior yard landscaping may not be submitted for the interior landscaping required for interior parking stalls.
 - e) There shall be a minimum distance of five feet (5') between parking areas and adjacent residential lots.
 - f) Landscape buffers shall consist of evergreens, ground cover and shrubs mixed with a variety of flowering and deciduous plant species of trees and shrubs.
 - g) Landscaping in a parking or loading area shall have a width of not less than five feet (5'). Landscaping in a parking lot or loading area shall be located in defined landscaped areas which are uniformly distributed throughout the parking or loading area.
 - h) Landscaping shall be continuously maintained and replaced as necessary.
- Provide three copies of the floor plan for each building, plus one reduced (8.5" x 11" or 11" x 17"). Include the class of construction.
- Identify the location and direction of all water courses and drainage ways, as well as the location of the 100-year floodplain, if applicable.
- Provide a Trip Generation statement prepared by a professional transportation planner or equivalent. Note if more than 200 ADT result (or at the discretion of the City Engineer), a Traffic Impact Study may be required.
- Illustrate the existing or proposed location, height, material and color of all fences and walls.
- Illustrate drainage plans. Surface drainage shall be contained on-site.