



**City of Madras**  
**Final Plat Review Application**  
**125 SW E Street**  
**Madras, Oregon 97741**  
**541-475-3388**

OFFICE USE ONLY	
FILE # _____	FEE \$ _____
ZONING _____	
DATE _____	

***I have examined all statements and information contained herein, and all attached exhibits, and to the best of my knowledge and belief, they are true and correct. I authorize the City of Madras staff, Hearing's Officers and Planning Commissioners to enter property for inspection of the site in conjunction with this land use application.***

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

Applicant Name \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_

Signature \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Email \_\_\_\_\_

Property Owner \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_

Signature \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Email \_\_\_\_\_

**PROPERTY DESCRIPTION**

Property Address \_\_\_\_\_

Township \_\_\_\_\_ Range \_\_\_\_\_ Section \_\_\_\_\_ Tax Lot \_\_\_\_\_

Current Zoning \_\_\_\_\_ Total Land Area \_\_\_\_\_ Current Land Use \_\_\_\_\_

**PROJECT DESCRIPTION**

File Number of Subdivision or Partition Approval \_\_\_\_\_ Phase \_\_\_\_\_

Subdivision Name \_\_\_\_\_ Number of Lots \_\_\_\_\_

## 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.

**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.**

# Final Plat Review Process

## Step 1: Final Plat Review Application

- File a Final Plat Review application to Community Development (attached).
- Paper copy of the revised plat.
- Pay review fees:
  - Subdivision Plat \$853.00 (FY 23-2024 as of 12/12/23).
  - Partition and Lot Line adjustment Plat \$558.00 (FY 23-2024 as of 12/12/23)

## Step 2: City of Review of Plat

- Community Development to review that the Condition of Approval (CoA) are met as stated in the land use decision.
- Public Works Director to review that the Condition of Approval (CoA) are met as stated in the land use decision.

## Step 3: Public Work Final Inspection

- Schedule a call with Public Works staff for final walkthrough.
- Public Work will generate a punch list ...

## Step 3: Improvement Agreement (for public infrastructure not completed)

- City Attorney to draft an improvement agreement (if requested)
- Applicant to sign and notarize the improvement agreement.
- Applicant to return the wet copy of the signed and notarized improvement agreement to Public Works staff.
- Public Works director to sign the improvement agreement.
- Public Works director to fill in the effective date (i.e., the recording date).
- Public Works director to fill in Jefferson County recording information once the plat is recorded.
- A copy to be send out to the parties prior to recording.

## Step 4: Warranty Agreement (for built public infrastructure)

- Applicant to submit a warranty bond for one year with the City following acceptance of the improvements. Said bond must be in the amount of ten percent (10%) of the value of the improvements as determined by the Public Works Director.
- City Attorney to draft a warranty agreement.
- Applicant to sign the warranty agreement.
- Public Works director to sign and enter the effective dates in the warranty agreement.
- Public Works director to fill in the date the improvements are accepted as well.
- A copy to be send out to the parties prior to recording.

## Step 5: Plat (parallel with steps 3 &3)

- Applicant to bring mylars to the city for signatures.
- Public Works director to sign the plat once public improvements are accepted. Applicant to contact Public Works when ready for the final walkthrough to accept the improvements and verify that the punch list has been complete.

- Community Development to sign the plat once verified all the other conditions have been met.
- Applicant to provide a copy of the plat recoding receipt to city staff.