**CITY OF MADRAS**
**COMMUNITY DEVELOPMENT DEPARTMENT**

**NON-CONFORMING USE APPLICATION**
(To be accompanied by a Site Plan Map, a Landscape Plan, and Letter of Authorization, if applicable.)

Legal Description of the Subject Property:

<table>
<thead>
<tr>
<th>Township</th>
<th>Range</th>
<th>Section</th>
<th>Tax Lot</th>
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Street address of the property:

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.

**APPLICANT:**

Printed Name:__________________________________________________________

Signature:________________________________________________________ Date:____________________

Address:_________________________________________________________ Phone:_________________

City/State/Zip:____________________________________________________ Fax:____________________

**PROPERTY OWNER (if different from Applicant)**

Printed Name:__________________________________________________________

Signature:________________________________________________________ Date:____________________

Address:_________________________________________________________ Phone:_________________

City/State/Zip:____________________________________________________ Fax:____________________

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The non-conforming use review process is a method for assuring compliance with the policies of the City of Madras Comprehensive Plan and Land Development Ordinance, for ensuring wise utilization of land resources, and proper integration of land uses utilizing appropriate landscaping or screening measures. Please answer the questions as completely as possible.

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1. Please check those situations, which apply to this application.

___ New construction in districts where site plan review is required.

___ The change of a use from one permitted use to another permitted use, which results in the increase of traffic, or employees, or intensification of the use.

___ An expansion of a permitted or nonconforming use, which will result in an increase of land committed to the use.

___ Remodeling of a permitted or nonconforming use, which will result in an increase of floor area of the existing structure on the site.

___ Paving within a required front, side, or rear yard setback.

___ Addition of a drive-up window, or addition of a curb cut providing access to road or highway.

1. Please describe your proposal with as much detail as possible:

______________________________________________________________________________________
______________________________________________________________________________________
______________________________________________________________________________________
______________________________________________________________________________________
______________________________________________________________________________________

2. What type of business, commodity for sell, or manufactured, or service are you proposing?

______________________________________________________________________________________
______________________________________________________________________________________
______________________________________________________________________________________
______________________________________________________________________________________

3. Does this property have an existing business or businesses? If yes, please list the business names and their addresses, and note these businesses on your site plan map.

______________________________________________________________________________________
______________________________________________________________________________________
______________________________________________________________________________________
______________________________________________________________________________________

4. Are there either homes or mobile homes on this property? If yes, please list the number of residences and their addresses, and please show these structures on your site plan map.

______________________________________________________________________________________
______________________________________________________________________________________
______________________________________________________________________________________

Will the residential use of these structures continue? If so, who will occupy these residences?

______________________________________________________________________________________
______________________________________________________________________________________

What is their relationship with the business?
5. Availability of services: City water__________________, City sewer ________________________

6. Where are materials or merchandise currently being stored?_________________________________
______________________________________________________________________________________
______________________________________________________________________________________
Where do you propose to store materials or merchandise for sale or processing?______________
______________________________________________________________________________________
______________________________________________________________________________________

7. What percentage of the property is currently landscaped?_________________________________
What percentage of the property do you propose to landscape as part of this project?_______

8. How do you intend to irrigate the existing and proposed landscaping? _____________________
______________________________________________________________________________________
______________________________________________________________________________________
______________________________________________________________________________________

9. Signs require the submittal of a separate application, which may be submitted in conjunction
with this site plan application.

10. Please explain how you propose to provide for the drainage of this property, or explain why
no additional drainage consideration is necessary.___________________________________________
______________________________________________________________________________________
______________________________________________________________________________________
______________________________________________________________________________________

11. Please provide the names and/or types of adjoining businesses, or the type of development on
the neighboring properties.
North:_______________________________________________________________________________
South:_______________________________________________________________________________
East:_________________________________________________________________________________
West:_______________________________________________________________________________

12. Will all off-street parking for your business be provided on this property? Yes_____No _____

If off-street parking is to be provided, even in part on another property, please attach a copy
of the parking easement or agreement from the adjoining property owner.
A Site Plan Map, which slows all existing and proposed structures and parking areas, must accompany this application. The following checklist identifies the specific information, which should be included on this map.

____ The map may be drawn on white paper which is either 8 ½ x 11 or 8 ½ x 14 inches in size, with the information drawn in black ink.

____ Township, Range, Section and Tax Lot number of the subject property (ies) shall be included.

____ North arrow, date, and map scale in one inch intervals (1" = 20’) shall be noted.

____ Shape and dimensions of your property must be accurately drawn. Show the square footage of the parcel. Draw the property lines with a solid black line and label adjacent public roads, if any.

____ Identify existing and proposed easements with a dotted line.

____ Identify the location and direction of all water courses and drainageways, as well as the location of the 100-year floodplain, if applicable.

____ Illustrate all structural development, with dimensions.

____ Illustrate all proposed new construction with dashed lines, including dimensions.

____ Illustrate the location, dimension and surface material of all off-street parking and access drive areas.

____ Illustrate the entrance and exit points to the property, curbing and sidewalks.

____ Illustrate the location, height, and material of all fences and walls.

____ All utilities are required underground.

____ Title the map "Residential Site Plan".

Return Application To: City of Madras
Community Development Department
125 SW ‘E’ Street, Madras, Oregon  97741

Phone: 541-475-3388
Fax: 541-475-3959