SITE PLAN REVIEW APPLICATION
To be accompanied by a Site Plan Map and Letter of Authorization, if applicable.

☐ Residential
☐ Commercial
☐ Industrial

The site plan 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. A commercial enterprise must also consider traffic circulation patterns, off-street parking, refuse containers, safe exits and entrances to the business, building height, dust control, future widening of major thoroughfares, and signs.

Please answer the questions as completely as possible.

Legal Description of the Subject Property: Township _____ Range _____ Section ______ Tax Lot ________

Property street address ____________________________________________________________

Value of Project ________________________________________________________________

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: _______________________________________________ City/State/Zip: _______________

Phone: ____________________________ Fax: __________________________

PROPERTY OWNER (if different from Applicant):

Printed Name: ________________________________________________________________

Signature: ___________________________________________________ Date: _______________

Address: _______________________________________________ City/State/Zip: _______________

Phone: ____________________________ Fax: __________________________
1. Please describe your proposal with as much detail as possible:
_________________________________________________________________________________
_________________________________________________________________________________

2. Are you planning to install signs? _______ If yes, a separate application is required.

3. What type of business, commodity, manufacturing or service are you proposing?
_________________________________________________________________________________
Number of employee's: Current ________ Projected number of customers per day __________
Days of Operation ________________________ Hours of Operation _______________________
Number of shipments/deliveries per day __________________ per week ____________________
By what method will these be arriving/sent? ___________________________________________

4. 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.
_________________________________________________________________________________
_________________________________________________________________________________

5. Is there a residence or residences on this property? _____________________________
If yes, list the number of residences 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? __________________________________________

6. Availability of services: City water__________ City sewer ______________________________

7. If you are an existing business, where are materials or merchandise currently being stored?
_________________________________________________________________________________

8. Where do you propose to store materials or merchandise for sale or processing?
_________________________________________________________________________________

9. What percentage of the property is currently landscaped? ___________________________

10. How do you intend to irrigate the landscaping? ________________________________
11. Please explain how you propose to provide for the drainage of this property, or explain why no additional drainage consideration is necessary. ______________________________________________________
   _______________________________________________________________________

12. Please provide the type of development and zoning on the adjacent properties.
   North: _____________________________________________________________________
   South: ___________________________________________________________________
   East: ____________________________________________________________________
   West: ____________________________________________________________________

13. Will all parking for your business be provided on the property? Yes________ No __________

   If off-street parking is to be provided on another property, please attach a copy of the parking easement or agreement from the property owner.

PLEASE UNDERSTAND THAT THIS APPLICATION WILL NOT BE OFFICIALLY ACCEPTED UNTIL DEPARTMENT STAFF HAS DETERMINED THAT THE APPLICATION IS COMPLETELY FILLED OUT AND THE MAP REQUIREMENTS HAVE BEEN COMPLETED.

Return Application To:

   City of Madras
   Community Development Department
   125 SW ‘E’ Street
   Madras, Oregon 97741
   Phone: 541-475-3388
   Fax: 541-475-3959
MAP INSTRUCTIONS AND CHECKLIST

The following checklist identifies the specific information which should be included.

Note: additional information may be required depending on the actual project.

☐ Provide a Title Report verifying ownership.
☐ Provide a vicinity map "to scale" on 8 ½ x 11 or 8 ½ x 14 inch white paper.
☐ 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.
☐ Illustrate all existing buildings and their sizes.
☐ The site plan shall be drawn to scale and shall indicate the following:
   a) Location, size, and height of all existing or proposed structures.
   b) Location, size, and dimension of existing and proposed setbacks, and all spaces between buildings.
   c) Adjoining street and right-of-ways.
   d) Points of access and circulation patterns, loading and maneuvering spaces.
   e) Off-street parking; showing location of parking areas, number of parking spaces including handicap parking, and type of surface.
   f) Sidewalks, patios, courtyards, and decks.
   g) Storm drainage system, including but not limited to, draining and grading plan, existing topography, and elevations.
   h) Fences, screens, and retaining walls, including heights and materials.
   i) Existing utilities (i.e. electric, gas, power lines).
   j) Exterior lighting (show location and general nature).
   k) 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.
   l) Water supply (showing size of main, water flow and size of water line).
   m) Location of existing and, if any, proposed fire hydrants with size and flow data.
   n) Identify any existing or proposed easements.
   o) Proposed public improvements.
   p) 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.
   q) Give intended type of occupancy for the structure (i.e. assembly, educational, manufacturing, processing, storage and type of contents).
   r) 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 (8.5x11 or 11x17) 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 11x17). 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.

☐ Illustrate all proposed new construction with dashed lines (include dimensions).

☐ 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 existing or proposed trash and garbage container locations, including screening.

☐ Illustrate drainage plans. Surface drainage shall be contained on-site.