



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

DEVELOPMENT PERMIT APPLICATION

Complete the following form **after** consulting with the City of Madras Community Development Department and Public Works Department to determine development criteria prior to application for a building permit.

Upon approval from the City of Madras, the applicant is required to submit this form and the accompanying documents to Jefferson County Community Development Department. **Jefferson County will not issue building permits within the City of Madras without approval from the City.**

Please check the types of Permits requested:

☐ Structural ☐ Electrical ☐ Plumbing ☐ Mechanical

Subject Property Information:

Map & Tax Lot: _____ Situs Address: _____

Legal Description: ☐ Deed (Attached) ☐ Title Report (Attached) ☐ See Below

Provide a description of the proposed Improvements below:

Date Received: _____

Date Approved: _____

City Building Permit No.: _____ (To be completed by City)

Applicant Name: _____ Date: _____
Address: _____ City: _____ State: _____
Phone: _____ Email: _____

Property Owner Name: _____ Date: _____
Address: _____ City: _____ State: _____
Phone: _____ Email: _____

General Contractor Name: _____
Address: _____ City: _____ State: _____
Phone : _____ Email: _____
License Number: _____

Plumbing Contractor Name: _____
Address: _____ City: _____ State: _____
Phone: _____ Email: _____
License Number: _____

Mechanical Contractor Name: _____
Address: _____ City: _____ State: _____
Phone: _____ Email: _____
License Number: _____

Electrical Contractor Name: _____
Address: _____ City: _____ State: _____
Phone: _____ Email: _____
License Number: _____

Include the following attachments with your application:

- ☐ Plot Plan (See Page 5 for checklist of Plot Plan criteria)
- ☐ Landscaping Plan (See Page 5 for checklist of Landscaping Plan criteria)
- ☐ Sewer Inspection and Connection Permit
- ☐ Water Inspection and Connection Permit
- ☐ Public Right of Way Permit with proof of insurance from the contractor working in ROW, listing the City as additional insured
- ☐ System Development Charge Deferral Application (if desired; contact City of Madras Finance Department for additional information)

Notes:

1. *Incomplete applications and plans that do not conform to City standards will cause a delay the application's review by the City of Madras.*
2. *Jefferson County issues building permits and it is the responsibility of the applicant to determine what, if any, permits are required and to acquire the necessary permits before any construction begins.*
3. *See Page 5 for Plot Plan and Landscaping Plan Requirements.*

Applicant's Signature: _____ Date: _____

I, as the applicant and/or property owner, have signed this application consenting to the proposed improvements on the identified property(ies). As such, I have examined all statements, information and all attached documents contained herein, and to the best of my knowledge and belief, find them to be true, correct, and accurate. I authorize the City of Madras staff to enter the property for inspection of the proposed improvements for this application and all other associated construction permits. I understand that this document, in any shape or form, does not constitute authorization or an approval to commence improvements to any property, building, or structure regulated by the OAR Chapter 918. I understand that after receiving a Development Permit from the City of Madras that is "Approved" or "Approved with Conditions" that I need to apply and receive the appropriate permit from the Jefferson County Community Development Department, and then, may I commence improvements to any property, building, or structure regulated by the OAR Chapter 918 in a manner consistent with the requirements identified by the Jefferson County Building Official.

Community Development Department Conditions of Approval

(To be completed prior to obtaining Certificate of Occupancy)

Community Development Department Approval: _____
Signature Date

Public Works Department Conditions of Approval

(To be completed prior to obtaining Certificate of Occupancy)

Public Works Department Approval: _____
Signature Date

Development Permit Status

- ☐ Approved
☐ Approved with Conditions
☐ Denied

Date

PLOT PLAN REQUIREMENTS:

- ☐ Title the map "Plot Plan"
- ☐ The map shall be drawn on white paper which is either 8 ½ x 11 or 11 x 17 inches in size.
- ☐ Include Township, Range, Section and Tax Lot number of the subject property(ies) on the Plan.
- ☐ Label north arrow.
- ☐ Include a scale in one-inch intervals (1" = 20').
- ☐ Label the property lines with dimensions.
- ☐ Label adjacent public/private streets, public sidewalk, and driveway.
- ☐ Include and label grading contours, any proposed cut and fill slopes with depths of cuts and fills, and label the slope of driveway.
- ☐ Label dimensions of the sidewalk and driveway.
- ☐ Label the proposed sewer and water connections to site from the public utility, and identify the size of the water meter required. (Water service will either be Deschutes Valley Water District or City of Madras.)
- ☐ Label any proposed fences, screens, and retaining walls on the property with dimensions and proposed materials.
- ☐ Label distances between property lines and buildings, i.e. setbacks (**Setbacks in residential zones are 12 feet from a public right-of-way [excluding alleys] and 5 feet from side and rear property lines**).
- ☐ Label location, size, and dimensions of existing and proposed buildings, including distinction between dwelling and attached garage.
- ☐ Label dimensions of any proposed decks, exterior stairs, and onsite walks to calculate area.

LANDSCAPING PLAN REQUIREMENTS:

- ☐ 15% of the property shall be landscaped with a combination of trees, shrubs, grasses and other ground cover.
- ☐ Identify the area (in square feet) of all landscaped areas and the area (in square feet) of the subject property.
- ☐ Identify the location, type, size and quantity of trees, shrubs, grasses and other landscaping materials.
- ☐ Street trees shall be planted in landscaping strip in accordance with the [City's Urban Forestry Plan](#).
- ☐ Provide an automated Irrigation Plan for all landscaped areas and the Planter Strip and note on the Plan: **"All landscaped areas will be irrigated with an automatic irrigation system."** Xeriscape (drought-tolerant) landscaping is allowed but requires Community Development Department approval.

CITY OF MADRAS CONTACT INFORMATION:

| Staff | Department | Phone | Email |
|--|--------------------------|--------------|----------------------------|
| Nicholas Snead, Director | Community Development | 541-475-2344 | nsnead@cityofmadras.us |
| Morgan Greenwood, Associate Planner | Community Development | 541-475-2344 | mgreenwood@cityofmadras.us |
| Jeff Hurd, Director | Public Works | 541-475-2344 | jhurd@cityofmadras.us |
| Michele Quinn, Office Coordinator | Public Works | 541-475-2344 | mquinn@cityofmadras.us |
| Kristal Hughes, Director | Finance | 541-475-2344 | khughes@cityofmadras.us |
| Connie Hemenway, Accounting Technician | Finance | 541-475-2344 | chemenway@cityofmadras.us |
| Nelly Barrera, Customer Accounting Clerk | Finance | 541-475-2344 | nbarrera@cityofmadras.us |

Madras Police Station/City Hall
125 SW E Street
Madras, OR, 97741
PH: 541-475-2344
FAX: 541-475-7061
www.ci.madras.or.us