

CITY OF MADRAS
125 SW E Street, Madras, Oregon 97741
Telephone 541-475-2344
<https://www.ci.madras.or.us/>

Zoning Review 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.**

APPLICANT INFORMATION	
Applicant Name (including DBA):	Telephone No.:
Applicant Contact Address:	Email:
PROPERTY OWNER INFORMATION	
Property Owner Name (including DBA):	Telephone No.:
Property Owner Address:	Email:
PROPERTY INFORMATION	
Address of Subject Property:	Tax Lot No.:
<u>Legal Description:</u> <input type="checkbox"/> Deed (attached) <input type="checkbox"/> Title Report (attached)	
Property Size (sf):	<u>Floor Area by Type:</u> Living Area (sf): Garage Area (sf): Porches & Decks (sf):
Zoning Designation:	
Existing Building(s) on Property: Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, specify:	Year Built:
Proposed Building Size (sf):	Setbacks:
Proposed Building Height:	Front:
Estimated Cost of Construction: \$	Rear:
	Sides:
Number and Type of Parking Spaces:	
Point(s) of Access to Property:	
Present Use of Property:	
Proposed Residential Development Type:	

Proposed Alterations to Property (attach a site plan and architectural plans in addition to a written description):	
<p>Include the following attachments with your application:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Plot Plan (See Page 6 for checklist of Plot Plan criteria) <input type="checkbox"/> Elevation plans (See Page 6 for checklist of Plot Plan criteria) <input type="checkbox"/> Landscaping Plan (See Page 6 for checklist of Landscaping Plan criteria) <input type="checkbox"/> Sewer Inspection and Connection Permit <input type="checkbox"/> Water Inspection and Connection Permit <input type="checkbox"/> Public Right of Way (ROW) Permit with proof of insurance from the contractor working in ROW, listing the City as additional insured <input type="checkbox"/> System Development Charge Deferral Application (if desired; contact City of Madras Finance Department for additional information) 	
CERTIFICATION	
<p>The undersigned Applicant hereby declares under penalty of perjury as follows: (a) all information contained in this form is true, accurate, and complete; (b) to the knowledge of Applicant, the property complies with applicable laws and land use regulations; and (c) Applicant authorizes the City to enter the property for the limited purpose of verifying the accuracy of the information contained in this application and any additional application submittals</p>	
Applicant Signature:	Date:

Approval of a zoning review application shall be void after one year unless a building permit has been obtained and substantial construction has taken place. However, the Community Development Director may extend authorization for an additional period not to exceed one year upon request by the applicant or property owner. [Ord. 933 § 8.1, 2019.]

Table 18.30.190-1. Applicability of Residential Design Standards by Housing Type in R-1, R-2, R-3, C-1, C-2, and C-3 Zones

Design Standard	Applicability				
	1 – 4 units (attached or detached)	Cottage Clusters	Townhouses	Apartments	Mixed-Use Building or Development
(a) Articulation	[2]	[2]	[2]	[2]	[10]
(b) Transparency	[2] [3]	[2] [3]	[2] [3]	[2]	[10]
(c) Main entrance	[2] [3]	[2] [3]	[2] [3]	N/A	[10]
(d) Detailed design	[2]	[2] [3]	[2] [3]	[2] [7]	[10]
(e) Transitional space	[2] [7]	[2] [7]	[2] [7]	[2] [7]	[10]
(f) Common area	[11]	[8]	[1] [11]	[9] [11]	[11]
(g) Pedestrian circulation	[1] [5]	[1] [5]	[2] [7]	[1]	[1]
(h) Off-street parking	[1]	[1] [4]	[1] [4]	[1] [4]	[1] [4]
(i) Privacy and screening	N/A	[1]	[1]	[1]	[1]
(j) Storage	[6]	[6]	[6]	[6]	[6]
(k) Trash enclosures	[12]	[1]	[1]	[1]	[1]

Legend:

1: Applicable to the entire site.

2: Applicable to dwellings facing the street; apartments must meet these standards for all ground floor units.

3: Applicable to dwellings in a cluster or grouping, either facing a shared open space (e.g., a common courtyard) or a pedestrian path.

4: Clustered parking requirements apply for lots with four or more parking spaces.

5: Applicable only for additions or new buildings.

6: Applicable only for new buildings.

7: Applicable to ground floor dwellings with access from the street or shared open space (e.g., a common open space), and access entry door is:

(a) Within ten feet of the street-facing property line; or

(b) Within the front yard setback; or

(c) Within ten feet of a shared open space common tract or easement.

Apartments must meet these standards for all building façades facing a shared open space.

8: See special standards for common courtyards in MDC [18.30.192](#)

9: Only applicable to dwellings in residential zones.

10: Only applicable if residential portion of mixed-use building/development faces the street.

11: All residential development in the C-2 and C-3 zones other than cottage cluster developments must provide 50 square feet per dwelling unit for passive use, such as patios (ground level or rooftop), decks, balconies, etc.

12: Not applicable to residential developments with three or fewer dwelling units on a particular lot.

FOR CITY USE ONLY			
LAND USE ZONES & DESIGN STANDARDS			
Date Received:	Date Approved:		
City Building Permit No.:	Receipt No.:		
Application Fee Received: Yes <input type="checkbox"/> No <input type="checkbox"/>	Zoning Designation:		
Associated Land Use File Nos.:	Lot Area: Met <input type="checkbox"/> Not Met <input type="checkbox"/> Nonconforming <input type="checkbox"/>		
Use: Permitted <input type="checkbox"/> Conditional <input type="checkbox"/> Special Standards <input type="checkbox"/>	Landscaping: Met <input type="checkbox"/> Not Met <input type="checkbox"/> Nonconforming <input type="checkbox"/>		
Setbacks: Met <input type="checkbox"/> Not Met <input type="checkbox"/> Nonconforming <input type="checkbox"/>	Design Review: Met <input type="checkbox"/> Not Met <input type="checkbox"/> Nonconforming <input type="checkbox"/>		
Building Height: Met <input type="checkbox"/> Not Met <input type="checkbox"/> Nonconforming <input type="checkbox"/>	Parking Standards: Met <input type="checkbox"/> Not Met <input type="checkbox"/> Nonconforming <input type="checkbox"/>		
Townhome Standards (MDC 18.30.191): Met <input type="checkbox"/> Not Met <input type="checkbox"/> N/A <input type="checkbox"/>	Urban Street Frontage (MDC 18.30.193): Met <input type="checkbox"/> Not Met <input type="checkbox"/> Nonconforming <input type="checkbox"/>		
Lawful Access: Yes <input type="checkbox"/> No <input type="checkbox"/>	Cottage Cluster Standards (MDC 18.30.192): Met <input type="checkbox"/> Not Met <input type="checkbox"/> N/A <input type="checkbox"/>		
Other approvals required: Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, specify:			
Supplemental decision (create a supplemental decision if any standard is not met, to evaluate special standards, to verify non-conformities, to impose conditions of approval, or to include any supplemental findings): Yes <input type="checkbox"/> No <input type="checkbox"/>			
Applicable Design Standards (see Table 18.30.190-1):			
Articulation (18.30.190(4)(a))	Yes <input type="checkbox"/> No <input type="checkbox"/>	Transparency (18.30.190(4)(b))	Yes <input type="checkbox"/> No <input type="checkbox"/>
Main entrance (18.30.190(4)(c))	Yes <input type="checkbox"/> No <input type="checkbox"/>	Detailed design (18.30.190(4)(d))	Yes <input type="checkbox"/> No <input type="checkbox"/>
Transitional space (18.30.190(4)(e))	Yes <input type="checkbox"/> No <input type="checkbox"/>	Common area (18.30.190(4)(f))	Yes <input type="checkbox"/> No <input type="checkbox"/>
Pedestrian circulation (18.30.190(4)(g))	Yes <input type="checkbox"/> No <input type="checkbox"/>	Off-street parking (18.30.190(4)(h))	Yes <input type="checkbox"/> No <input type="checkbox"/>
Privacy and screening (18.30.190(4)(i))	Yes <input type="checkbox"/> No <input type="checkbox"/>	Storage (18.30.190(4)(j))	Yes <input type="checkbox"/> No <input type="checkbox"/>
Trash enclosures (18.30.190(4)(k))	Yes <input type="checkbox"/> No <input type="checkbox"/>	Urban Street Frontage (MDC 18.30.193)	Yes <input type="checkbox"/> No <input type="checkbox"/>
Townhome Standards (MDC 18.30.191)	Yes <input type="checkbox"/> No <input type="checkbox"/>	Cottage Cluster Standards (MDC 18.30.192)	Yes <input type="checkbox"/> No <input type="checkbox"/>
Proposed Waivers or Modification to Standards (see MDC 18.30.190(3)(c)):			

FOR CITY USE ONLY DEVELOPMENT PERMIT STATUS		
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:
<input type="checkbox"/> Approved	<input type="checkbox"/> Approved with Conditions	<input type="checkbox"/> Denied
Name:	Signature:	Date:

CITY OF MADRAS CONTACT INFORMATION:

Staff	Department	Phone	Email
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Madras Police Station/City Hall

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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.

ELEVATION PLAN REQUIREMENTS:

For each side of the structure, elevation drawings shall show:

- Each wall length and its height.
- The roof width and height.
- The visible portion of the foundation.
- Any exterior features (such as decks, porches, stairs, awnings).
- Window and door trim.
- Eavestroughs.
- Exterior wall and roof finishings (e.g., wood siding on exterior walls, asphalt shingles on roof).
- The finished ground level.

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.



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INTRODUCTION – MIDDLE HOUSING DESIGN AND DEVELOPMENT STANDARDS CHECKLISTS

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Checklist Introduction

As a result of the Development Code amendments passed by the City of Madras in 2022, a number of residential zones now permit a fuller range of housing types. In addition to single family detached dwellings, the following housing types are now permitted in most residential zones¹. The eight different housing types permitted are²:

- 1-4 units attached or detached. Included in this category are single detached dwellings, duplexes, triplexes, or fourplex (also called a quadplex)
- Cottage clusters
- Townhouses
- Apartments
- Residential units that are part of a mixed-use building or development; i.e., residential units occupying the same site or the same building as commercial development.

Design Standards

Along with the fuller list of permitted housing types, design standards were adopted. There are eleven design standards that apply to residential construction and remodels. They cover the following topics:

- Articulation
- Transparency
- Main entrance
- Detailed design
- Transitional space
- Common area
- Pedestrian circulation
- Off-street parking
- Privacy and screening
- Storage
- Trash enclosure

¹ In addition to some commercial zones

² Definitions for dwelling types can be found in MDC 18.05.030

Applicability

All eleven design standards apply to almost every housing type (see table on next page) but they apply differently, based on specific characteristics of the proposed development. For example, “articulation” applies to any dwellings facing the street. (Articulation refers to the requirement that all street-facing buildings incorporate design elements that break up street-facing façades into smaller planes.) This means that if a cottage cluster or a 4-unit development has some dwellings facing the street, those are considered to be “street-facing,” and the articulation standard applies to those particular street-facing building façades. Below is a list of the possible conditions that determine applicability. See [Table 18.30.190-1. Applicability of Residential Design Standards by Housing Type in R-1, R-2, R-3, C-1, C-2, and C-3 Zones](#) for more information.

- 1 Applicable to the entire site.
- 2 Applicable to dwellings facing the street; apartments must meet these standards for all ground floor units.
- 3 Applicable to dwellings in a cluster or grouping, either facing a shared open space (e.g., a common courtyard) or a pedestrian path.
- 4 Clustered parking requirements apply for lots with four or more parking spaces.
- 5 Applicable only for additions or new buildings.
- 6 Applicable only for new buildings.
- 7 Applicable to ground floor dwellings with access from the street or shared open space (e.g., a common open space), and access entry door is:
 - (a) Within ten feet of the street-facing property line; or
 - (b) Within the front yard setback; or
 - (c) Within ten feet of a shared open space common tract or easement.Apartment must meet these standards for all building façades facing a shared open space.
- 8 See special standards for common courtyards in MDC [18.30.192](#).
- 9 Only applicable to dwellings in residential zones.
- 10 Only applicable if residential portion of mixed-use building/development faces the street.
- 11 All residential development in the C-2 and C-3 zones other than cottage cluster developments must provide 50 square feet per dwelling unit for passive use, such as patios (ground level or rooftop), decks, balconies, etc.
- 12 Not applicable to residential developments with three or fewer dwelling units on a particular lot.

How to use the checklists

1. Determine the housing type that is being applied for.
2. Determine which design standards apply and what conditions apply. Use the table below to assist in sorting through the different conditions that apply to each design standard and each housing type.
3. Once the housing type, applicable design standards, and conditions of applicability have been determined, refer to the Checklists.
 - **Checklist #1 – Design Standards and Conditions applicability Evaluation**
 - **Checklists # 2 – One-to-Four-unit Design Standards Checklist**
 - **Checklists # 3 – Townhouse Design and Development Standards Checklist**
 - **Checklists # 4 – Cottage Cluster Design and Development Standards Checklist**
 - **Checklist # 5 – Apartment and Mixed-Use Dwelling Checklist (Applicability and Design Standards Checklist)**

Note: The Checklists are a reference. For full text, diagrams, and cross-references please refer to the indicated section of the Madras Development Code (MDC)

Design Standards and Housing Types Overview

Key | A = Applicable | NA = Not Applicable

Housing type	Articulation	Transparency	Main entrance	Detailed design	Transitional space	Common area	Pedestrian circulation	Off-street parking	Privacy and screening	Storage	Trash enclosure
1-4 units, attached or detached	A	A	A	A	A	A	A	A	NA	A	A
Cottage cluster	A	A	A	A	A	A	A	A	A	A	A
Townhouse	A	A	A	A	A	A	A	A	A	A	A
Apartments	A	A	NA	A	A	A	A	A	A	A	A
Mixed-use building or development	A	A	A	A	A	A	A	A	A	A	A



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CHECKLIST #1 – DESIGN STANDARDS AND CONDITIONS APPLICABILITY EVALUATION

Which design standards may apply? Evaluate the conditions to which the design standard may apply		If the standard applies, what are the requirements?	Does the standard apply?
Design standard	Potentially applicable conditions *		
Articulation	<p><i>Do dwellings face the street?</i> This standard is applicable to dwellings facing the street. [2]</p> <p><i>Is this an apartment building?</i> Apartments must meet these standards for all ground floor units that face the street. [2]</p> <p><i>Is this a mixed-use building and does the residential portion of the building or development face the street?</i> This standard applies if the residential portion of mixed-use building or development faces the street. [10]</p>	<p>If the answer to any of the questions is yes, the standard applies to units facing the street. See MDC 18.30.190 (4) (a)</p>	Y/N

* The number shown in brackets at the end of each question (e.g. [2]) refers to the applicability conditions found in Table 18.30.190-1. See "Applicability of Residential Design Standards by Housing Type in R-1, R-2, R-3, C-1, C-2, and C-3 Zones" for more information.

Which design standards may apply? Evaluate the conditions to which the design standard may apply		If the standard applies, what are the requirements?	Does the standard apply?
Design standard	Potentially applicable conditions *		
Transparency	<p><i>Do dwellings face the street?</i> This standard is applicable to dwellings facing the street. [2]</p> <p><i>Is this an apartment building?</i> Apartments must meet these standards for all ground floor units that face the street. [2]</p> <p><i>Are there dwellings that face a shared open space?</i> This standard is applicable to dwellings in a cluster or grouping, either facing a shared open space (e.g., a common courtyard) or a pedestrian path. [3]</p> <p><i>Is this a mixed-use building and does the residential portion of the building or development face the street?</i> This standard applies if the residential portion of mixed-use building or development faces the street. [10]</p>	<p>If the answer to any of the questions is yes, the standard applies to units facing the street and units facing a shared open space. See MDC 18.30.190 (4) (b)</p>	Y/N

Which design standards may apply? Evaluate the conditions to which the design standard may apply		If the standard applies, what are the requirements?	Does the standard apply?
Design standard	Potentially applicable conditions *		
Main entrance	<p><i>Do dwellings face the street?</i> This standard is applicable to dwellings facing the street. [2]</p> <p><i>Are there dwellings that face a shared open space?</i> This standard is applicable to dwellings in a cluster or grouping, either facing a shared open space (e.g., a common courtyard) or a pedestrian path. [3]</p> <p><i>Is dwelling type something other than an apartment building?</i> This standard is applicable to all housing types except apartments.</p> <p><i>Is this a mixed-use building and does the residential portion of the building or development face the street?</i> This standard applies if the residential portion of mixed-use building or development faces the street. [10]</p>	<p>If the answer to any of the questions is yes, the standard applies to at least one main entrance. See MDC 18.30.190 (4) (c)</p>	<p>Y/N</p>

Which design standards may apply? Evaluate the conditions to which the design standard may apply		If the standard applies, what are the requirements?	Does the standard apply?
Design standard	Potentially applicable conditions *		
Detailed design	<p><i>Do dwellings face the street?</i> This standard is applicable to dwellings facing the street. [2]</p> <p><i>Is this an apartment building?</i> Apartments must meet these standards for all ground floor units that face the street. [2]</p> <p><i>Are there dwellings that face a shared open space?</i> This standard is applicable to dwellings in a cluster or grouping, either facing a shared open space (e.g., a common courtyard) or a pedestrian path. [3]</p> <p><i>Does the development have dwellings with access from the street or shared open space (e.g., a common open space), or is the access entry door within ten feet of the street-facing property line?</i> This standard is applicable to ground floor dwellings with access from the street or shared open space (e.g., a common open space), and access entry door is within ten feet of the street-facing property line. [7]</p> <p><i>If this is an apartment building, are there building façades that face a shared open space?</i> This standard is applicable to all apartment building façades that face a shared open space. [7]</p> <p><i>Is this a mixed-use building and does the residential portion of the building or development face the street?</i> This standard applies if the residential portion of mixed-use building or development faces the street. [10]</p>	<p>If the answer to any of the questions is yes, the standard applies to units facing the street and units facing a shared open space. See MDC 18.30.190 (4) (d)</p> <p>Applies to all buildings containing dwellings.</p>	Y/N

Which design standards may apply? Evaluate the conditions to which the design standard may apply		If the standard applies, what are the requirements?	Does the standard apply?
Design standard	Potentially applicable conditions *		
Transitional space	<p><i>Do dwellings face the street?</i> This standard is applicable to dwellings facing the street. [2]</p> <p><i>Is this an apartment building?</i> Apartments must meet these standards for all ground floor units. [2]</p> <p><i>Is access entry door within ten feet of the street-facing property line?</i> This standard is applicable to ground floor dwellings with access from the street or shared open space (e.g., a common open space), and access entry door is within ten feet of the street-facing property line. [7]</p> <p><i>Is access entry door is within the front yard setback?</i> This standard is applicable to ground floor dwellings with access from the street or shared open space (e.g., a common open space), and access entry door is within the front yard setback. [7]</p> <p><i>Is access entry door within ten feet of a shared open space common tract or easement?</i> This standard is applicable to ground floor dwellings with access from the street or shared open space (e.g., a common open space), and within ten feet of a shared open space common tract or easement. [7]</p> <p><i>Is this a mixed-use building and does the residential portion of the building or development face the street?</i> This standard applies if the residential portion of mixed-use building or development faces the street. [10]</p>	<p>If the answer to any of the questions is yes, the standard applies to ground-floor units facing the street and ground-floor units facing a shared open space. See MDC 18.30.190 (4) (e)</p>	<p>Y/N</p>

Which design standards may apply? Evaluate the conditions to which the design standard may apply		If the standard applies, what are the requirements?	Does the standard apply?
Design standard	Potentially applicable conditions *		
Common area	<p><i>Is this an apartment building in a residential zone?</i> This standard applies to apartment buildings in residential zones. [9]</p> <p><i>Are dwellings in C-2 or C-3 zones?</i> This standard applies to all residential development in the C-2 and C-3 zones other than cottage cluster developments. [11]</p> <p><i>Are dwellings a cottage cluster?</i> This standard does NOT apply to cottage cluster developments; see separate requirements for cottage clusters. [11]</p>	<p>If the answer to any of the questions is yes, 50 square feet of common space must be provided per dwelling unit. See MDC 18.30.190 (4) (f)</p> <p>See separate requirements for cottage clusters in MDC 18.30.192</p>	Y/N
Pedestrian Circulation	<p><i>Is this an addition or a new building?</i> This standard applies to additions or new buildings. [5]</p> <p><i>Does the development have dwellings with access from the street or shared open space (e.g., a common open space), or is the access entry door within ten feet of the street-facing property line?</i> This standard is applicable to ground floor dwellings with access from the street or shared open space (e.g., a common open space), and access entry door is within ten feet of the street-facing property line. [7]</p>	<p>If the answer to any of the questions is yes, the standard applies to the entire site. See MDC 18.30.190 (4) (g)</p>	Y/N

Which design standards may apply? Evaluate the conditions to which the design standard may apply		If the standard applies, what are the requirements?	Does the standard apply?
Design standard	Potentially applicable conditions *		
Off-street parking	<i>Does the development have four or more parking spaces?</i> These requirements apply for lots with four or more parking spaces. [4]	If the answer to any of the questions is yes, the standard applies to the entire site. See MDC 18.30.190 (4) (h)	Y/N
Privacy and screening	<i>Does the development have more than four units?</i> This standard applies to developments consisting of greater than 4 units.	If the answer to any of the questions is yes, the standard applies to the entire site. See MDC 18.30.190 (4) (i)	Y/N
Storage	<i>Is this a new building?</i> This standard applies to new buildings. [6]	If the answer to any of the questions is yes, the standard applies. See MDC 18.30.190 (4) (j)	Y/N
Trash enclosure	<i>Is the development more than three dwellings?</i> This standard is NOT applicable to residential developments with three or fewer dwelling units on a particular lot. [12]	If the answer to any of the questions is yes, the standard applies to the entire site. See MDC 18.30.190 (4) (k)	Y/N



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CHECKLIST #4 – COTTAGE CLUSTER DESIGN AND DEVELOPMENT STANDARDS CHECKLIST

City of Madras – Cottage cluster – Numerical and Development Standards							
From MDC 18.30.192 (Cottage cluster design and development standards)							
180.30.192 (2) <i>Approval Process</i> . Cottage clusters are permitted through a Type II procedure. Cottage clusters that include land divisions must also comply with applicable land division procedures and criteria except as modified herein.							
(3) Numerical or (4) Development Standard	R-1	R-2	R-3	C-2	C-3	Zone: _____	Plan Meets Standard
						Applicable Standard	Y N
(3a) Minimum number of cottages	4	n/a	4	n/a	n/a		
(3b) Maximum number of cottages in a cluster	Twelve – all zones						
(4a) Minimum lot size	Same as base zone						
(4b, c) Minimum lot width, maximum density	n/a						
(4d) Density, minimum	4 u/a	4 u/a	7 u/a	12 u/a	12 u/a		
(4) (e) Setbacks							
(i) Front, in feet	10	10	10	10	10		

City of Madras – Cottage cluster – Numerical and Development Standards							
From MDC 18.30.192 (Cottage cluster design and development standards)							
(ii) Side, in Feet	5	5	5	5	5		
(iii) Rear, in Feet	10	10	10	10	10		
(4) (f) Building separation	10'	6'*	10'	6'*	6'*		
(g) Cottage Cluster Separation	Twenty feet is required between cottage clusters that occupy a single lot unless permitted to be attached.						
(h) <i>Unit Size, Average, in Square Feet.</i> (i) <i>Cottages on individual lots</i>	Applies to all cottage clusters (see sections in 18.30.192 4)						
(j) <i>Max Building height, in feet</i>	25' in all zones						
(k) Off-street parking	1 off-street space/unit	1 off-street space/unit	1 off-street space/unit	None required	None required		
	Garages and carports must not abut common courtyards (shared or individual)						
(l) Conversions	Applies to all cottage clusters (see sections in 18.30.192 4)						

City of Madras – Cottage cluster – Applicable design standards					
From MDC 18.30.190 (Residential design standards) and MDC 18.30.192 (Cottage cluster design and development standards)					
Design standard / applicable conditions	Standard <i>This table is a reference. For full text, diagrams, and cross-references please refer to the indicated section of the Madras Development Code (MDC)</i>	Standard applies		Plan complies	
		Y	N	Y	N
(a) Articulation					
2 Applicable to dwellings facing the street	<p>18.30.190 (4) (a) Articulation. All buildings shall incorporate design elements that break up all street-facing façades into smaller planes as follows:</p> <p>(i) For buildings with 30 to 60 feet in length that faces the street, a minimum of one of the following elements shall be provided along the street-facing façades:</p> <p>(A) A covered porch at least five feet deep.</p> <p>(B) A balcony that is at least two feet deep and is accessible from an interior room.</p> <p>(C) A bay window that extends at least two feet wide.</p> <p>(D) A section of the façade that is recessed by at least two feet deep and six feet long.</p> <p>(E) A gabled dormer.</p> <p>(ii) For buildings over 60 feet in length that faces a street, at least one element in subsection (4)(a)(i) of this section shall be provided for every 30 feet of street frontage. Elements shall be distributed along the length of the façade so that there are no more than 30 feet between two elements.</p> <p>(iii) For dwellings with less than 30 feet in length that faces a street, a covered porch at least five feet deep is required.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(b) Transparency					
2 Applicable to dwellings facing the street AND/OR	<p>18.30.190 (4) (b) Transparency. At least fifteen percent (15%) of the area of each street-facing façade must be windows or entrance doors.</p> <p>(i) Windows and/or doors (not including garage doors) utilizing clear glass and entry doors of any material may be used to meet this standard.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

City of Madras – Cottage cluster – Applicable design standards					
From MDC 18.30.190 (Residential design standards) and MDC 18.30.192 (Cottage cluster design and development standards)					
Design standard / applicable conditions	Standard <i>This table is a reference. For full text, diagrams, and cross-references please refer to the indicated section of the Madras Development Code (MDC)</i>	Standard applies		Plan complies	
		Y	N	Y	N
3 Applicable to dwellings in a cluster or grouping, either facing a shared open space (e.g., a common courtyard) or a pedestrian path.	<p>(ii) Roof area shall not count toward total street-facing façade area but wall area above wall headers (e.g., gable ends and dormers) shall count.</p> <p>(iii) Entry doors used to meet this standard must face the street or be at an angle of no greater than 45 degrees from the street.</p> <p>(iv) Half of the total window area in the door(s) of an attached garage counts toward the transparency standard. All of the window area in the street-facing wall(s) of an attached garage count toward meeting this standard.</p>				
(c) Main entrance					
2 Applicable to dwellings facing the street <i>AND/OR</i>	<p>18.30.190 (4) (c) <i>Main Entrance</i>. At least one main entrance must meet both of the following standards:</p> <p>(i) Be no further than eight feet behind the longest street-facing wall of the building.</p> <p>(ii) Face the street, be at an angle of up to 45 degrees from the street, or open onto a porch. If the entrance opens up onto a porch, the porch must meet all of these additional standards:</p> <p>(A) Be at least 25 square feet in area with a minimum four-foot depth.</p> <p>(B) Have at least one porch entry facing the street.</p> <p>(C) Have a roof that is no more than 12 feet above the floor of the porch.</p> <p>(D) Have a roof that covers at least 30% of the porch area.</p>				
3 Applicable to dwellings in a cluster or grouping, either facing a shared open space (e.g., a common courtyard) or a pedestrian path.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

City of Madras – Cottage cluster – Applicable design standards					
From MDC 18.30.190 (Residential design standards) and MDC 18.30.192 (Cottage cluster design and development standards)					
Design standard / applicable conditions	Standard <i>This table is a reference. For full text, diagrams, and cross-references please refer to the indicated section of the Madras Development Code (MDC)</i>	Standard applies		Plan complies	
		Y	N	Y	N
(d) Detailed design					
2 Applicable to dwellings facing the street <i>AND/OR</i>	18.30.190 (4) (d) <i>Detailed Design</i> . All buildings containing dwellings shall include at least five of the following features on any street-facing façade. (See MDC Figures 18.30.190(4) and 19.30.190(5) for illustration of this standard). (i) Covered porch at least five feet deep, as measured horizontally from the face of the main building façade to the edge of the deck, and at least five feet wide.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<p>3 Applicable to dwellings in a cluster or grouping, either facing a shared open space (e.g., a common courtyard) or a pedestrian path.</p>	<ul style="list-style-type: none"> (ii) Recessed entry area at least two feet deep, as measured horizontally from the face of the main building façade, and at least five feet wide. (iii) Offset on the building face of at least 16 inches from one exterior wall surface to the other. (iv) Dormer that is at least four feet wide and integrated into the roof form. (v) Roof eaves with a minimum projection of 12 inches from the intersection of the roof and the exterior walls. (vi) Roof line offsets of at least two feet from the top surface of one roof to the top surface of the other. (vii) Tile or wood shingle roofs. (viii) Horizontal lap siding between three to seven inches wide (the visible portion once installed). The siding material may be wood, fiber-cement, or vinyl. (ix) Brick, cedar shingles, stucco, or other similar decorative materials covering at least thirty percent (30%) of the street-facing façade. (x) Gable roof, hip roof, or gambrel roof design. (xi) Window trim around all windows at least three inches wide and five-eighths (5/8) inch deep. (xii) Window recesses, in all windows, of at least three inches as measured horizontally from the face of the building façade. (xiii) Balcony that is at least three feet deep, five feet wide, and accessible from an interior room. For townhouses, a balcony must be at least two feet deep and four feet wide. (xiv) One roof pitch of at least 500 square feet in area that is sloped to face the southern sky and has its eave line oriented within 30 degrees of the true north/south axis. (xv) Bay window at least two feet deep and five feet long. For townhouses, bay windows must be at least two feet deep by four feet wide. (xvi) Balconies and bay windows for townhouses may encroach into the required setback area. 				
<p>(e)Transitional space</p>					

City of Madras – Cottage cluster – Applicable design standards					
From MDC 18.30.190 (Residential design standards) and MDC 18.30.192 (Cottage cluster design and development standards)					
Design standard / applicable conditions	Standard <i>This table is a reference. For full text, diagrams, and cross-references please refer to the indicated section of the Madras Development Code (MDC)</i>	Standard applies		Plan complies	
		Y	N	Y	N
<p>2 Applicable to dwellings facing the street</p> <p style="text-align: center;"><i>AND/OR</i></p>	<p>(e) <i>Transitional Space</i>. Ground floor dwellings which have their entry access from the street or a shared open space (e.g., a common courtyard) must include an area of transition behind the right-of-way (or tract or easement). The standards below apply when the private dwelling entry access door is within 10 feet of the street-facing property line, within the front yard setback, or within 10 feet of a shared open space common tract. Mixed-use residential buildings are exempt from this standard. The transitional space between the public realm and the entry door may be either vertical or horizontal, as described below. A lobby counts as transitional space.</p> <p>(i) A vertical transition must be an uncovered flight of stairs that leads to the front door or front porch of the dwelling. The stairs must rise at least three feet, and not more than six feet, from grade. The flight of stairs may encroach into the required front yard, and the bottom step must be at least four feet from the front lot line.</p> <p>(ii) A horizontal transition shall be a covered porch with a depth of at least six feet. The porch may encroach into the required front yard, but it must be at least four feet from the front lot line.</p>				
<p>7 Applicable to ground floor dwellings with access from the street or shared open space (e.g., a common open space), and access entry door is:</p> <p>(a) Within ten feet of the street-facing property line; or</p> <p>(b) Within the front yard setback; or</p> <p>(c) Within ten feet of a shared open space common tract or easement.</p>		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>			
(f) Common area					

City of Madras – Cottage cluster – Applicable design standards					
From MDC 18.30.190 (Residential design standards) and MDC 18.30.192 (Cottage cluster design and development standards)					
Design standard / applicable conditions	Standard <i>This table is a reference. For full text, diagrams, and cross-references please refer to the indicated section of the Madras Development Code (MDC)</i>	Standard applies		Plan complies	
		Y	N	Y	N
8 See special standards for common courtyards in MDC 18.30.192. (Below)	(f) <i>Common Area.</i> (iii) Cottage clusters must provide the common courtyard required under MDC 18.30.192 regardless of zone.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(g) Pedestrian circulation					
1 Applicable to the entire site.	(g) <i>Pedestrian Circulation.</i> (i) An accessible pedestrian path must be provided that connects the main entrance of each dwelling to the following, as applicable: (A) The common courtyard; (B) Shared parking areas; (C) Community buildings; and (D) Sidewalks in public rights-of-way abutting the site or rights-of-way if there are no sidewalks. (ii) The pedestrian path must be hard-surfaced, ADA compliant, and a minimum of five feet wide.				
5 Applicable only for additions or new buildings.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(h) Off-street parking					
1 Applicable to the entire site.	(h) <i>Off-Street Parking.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

City of Madras – Cottage cluster – Applicable design standards					
From MDC 18.30.190 (Residential design standards) and MDC 18.30.192 (Cottage cluster design and development standards)					
Design standard / applicable conditions	Standard <i>This table is a reference. For full text, diagrams, and cross-references please refer to the indicated section of the Madras Development Code (MDC)</i>	Standard applies		Plan complies	
		Y	N	Y	N
4 Clustered parking requirements apply for lots with four or more parking spaces.	<p>(i) Development involving dwellings must provide the applicable amount of off-street parking required under MDC 18.25.050.</p> <p>(ii) Driveways for any development involving dwellings must be hard surfaced (i.e. asphalt, concrete, pavers, turfstone pavers, or other material acceptable to Community Development Director) and otherwise compliant with design and construction standards.</p> <p>(iii) If a development involving dwellings features four or more parking stalls outside of garages, such external parking stalls shall be arranged in clusters, subject to the following standards:</p> <p style="padding-left: 40px;">(A) Parking clusters shall not exceed eight contiguous spaces.</p> <p style="padding-left: 40px;">(B) Parking clusters must be separated from other clusters by at least four feet of landscaping.</p> <p style="padding-left: 40px;">(C) All parking stalls and vehicle maneuvering areas must be hard surfaced.</p> <p>(iv) Except for driveways (and permitted parking on driveways), off-street parking spaces and vehicle maneuvering areas must not be located:</p> <p style="padding-left: 40px;">(A) Within 10 feet from any street-facing property line, except alley property lines.</p> <p style="padding-left: 40px;">(B) Between a street property line and the front façade of any building. This standard does not apply to alleys.</p> <p style="padding-left: 40px;">(C) Off-street parking spaces must not be located within five feet of any other property line, except alley property lines. Driveways and drive aisles are permitted within five feet of other property lines.</p> <p>(v) Landscaping, fencing, or walls that are at least three feet tall must separate and screen</p>				

City of Madras – Cottage cluster – Applicable design standards					
From MDC 18.30.190 (Residential design standards) and MDC 18.30.192 (Cottage cluster design and development standards)					
Design standard / applicable conditions	Standard <i>This table is a reference. For full text, diagrams, and cross-references please refer to the indicated section of the Madras Development Code (MDC)</i>	Standard applies		Plan complies	
		Y	N	Y	N
(i) Privacy and screening					
1 Applicable to the entire site.	(i) <i>Privacy and Screening.</i>				
	(i) Mechanical, communication equipment, outdoor garbage, and recycling areas must be screened so they are not visible from streets and common open spaces.				
	(ii) Utilities such as transformers, heating and cooling, power meters, and other utility equipment must not be located within five feet of a front entrance of a dwelling and must be screened with sight-obscuring materials.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	(iii) All fences must be no more than six feet high. Chain-link fences are prohibited.				
(j) Storage					
6 Applicable only for new buildings.	(j) <i>Storage.</i>				
	(i) All dwellings except for dwellings within mixed-used buildings and apartments must provide a minimum of 24 square feet of storage per each unit. Storage must be individually assigned to each dwelling unit and located in garages, exterior accessible closets or attached storage units, or detached storage units within 200 feet from each unit.				
	(ii) Dwellings within mixed-used buildings and apartments may either comply with subsection (4)(j)(i) of this section, provide 24 square feet of storage within each dwelling unit in closets other than bedroom closets, or some combination of the foregoing two options that amounts to 24 square feet of storage in total.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	(iii) Only storage areas with six feet or more of vertical clearance shall count toward the minimum storage requirements.				
	(iv) Only garage space in excess of 150 square feet may be applied towards storage requirements.				
(k) Trash Enclosures					

City of Madras – Cottage cluster – Applicable design standards					
From MDC 18.30.190 (Residential design standards) and MDC 18.30.192 (Cottage cluster design and development standards)					
Design standard / applicable conditions	Standard <i>This table is a reference. For full text, diagrams, and cross-references please refer to the indicated section of the Madras Development Code (MDC)</i>	Standard applies		Plan complies	
		Y	N	Y	N
1 Applicable to the entire site.	(k) <i>Trash Enclosures.</i> Any residential development of three or more dwelling units (including any townhome or cluster development of three or more dwelling units) must provide an enclosure for storage of trash and recycling bins or dumpsters. The trash enclosure may either be at a centralized location or incorporated into the design of each dwelling unit. Trash enclosures must use the same color and materials as the dwelling units on the site. Trash collection bins or carts must be approved by the collection company. The trash enclosures and service areas are subject to the same setback standards from all public or private streets as the dwellings on the site. [Ord. 968 § 2.5 (Exh. E), 2022; Ord. 945 § 2 (Exh. B), 2020.]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Additional Design Standards for Cottage Clusters 18.30.192 (5)					
(a) Cottage Orientation	(i) A minimum of fifty percent (50%) of cottages within a cluster must be oriented to the common courtyard and must: (A) Have a main entrance facing the common courtyard; (B) Be within 10 to 15 feet of the common courtyard, measured from the façade of the cottage to the nearest edge of the common courtyard; (C) Be connected to the common courtyard by a pedestrian path; (ii) Cottages within 20 feet of a street property line may have their entrances facing the street; and (iii) Cottages not facing the common courtyard or the street must have their main entrances facing a pedestrian path that is directly connected to the common courtyard.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

City of Madras – Cottage cluster – Applicable design standards					
From MDC 18.30.190 (Residential design standards) and MDC 18.30.192 (Cottage cluster design and development standards)					
Design standard / applicable conditions	Standard <i>This table is a reference. For full text, diagrams, and cross-references please refer to the indicated section of the Madras Development Code (MDC)</i>	Standard applies		Plan complies	
		Y	N	Y	N
(b) Common Courtyard Design	(i) The common courtyard must be a single, contiguous area or unit of land.				
	(ii) At least two sides of the courtyard must abut cottages.				
	(iii) The common courtyard must contain a minimum of 150 square feet per cottage in the cottage development.				
	(iv) The common courtyard must be a minimum of 15 feet wide at its narrowest dimension.				
	(v) The common courtyard must abut a public street for a minimum of 15 feet.				
	(vi) The common courtyard may be developed with only the following elements: landscaping, lawn area, pedestrian paths, and/or paved courtyard area, and may also include recreational amenities. Impervious elements of the common courtyard shall not exceed seventy-five percent (75%) of the total common courtyard area.				
	(vii) Areas such as utility vaults, perimeter setbacks and common parking areas and driveways do not qualify toward common courtyard area.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	(viii) Common courtyards may contain drainage swales and utilities, provided the area is otherwise usable for open space purposes.				
	(ix) Pedestrian paths must be included in a common courtyard. Paths that are contiguous to a courtyard shall count toward the courtyard's minimum dimension and area. Parking areas, required setbacks, and driveways do not qualify as part of a common courtyard.				
	(x) Common courtyard area must be either located within common tracts or subject to a recorded instrument acceptable to the City to ensure the common open space will perpetually benefit all residents of the cottage cluster development.				
	(xi) Common open space areas must be constructed and landscaped prior to filing a final plat or, in the case of a site plan, construction and landscaping will be tied to final occupancy of the first cottage.				

City of Madras – Cottage cluster – Applicable design standards					
From MDC 18.30.190 (Residential design standards) and MDC 18.30.192 (Cottage cluster design and development standards)					
Design standard / applicable conditions	Standard <i>This table is a reference. For full text, diagrams, and cross-references please refer to the indicated section of the Madras Development Code (MDC)</i>	Standard applies		Plan complies	
		Y	N	Y	N
(c) Community Buildings	<p>(c) <i>Community Buildings.</i> Cottage cluster projects may include community buildings for the shared use of residents that provide space for accessory uses such as community meeting rooms, guest housing, exercise rooms, day care, or community eating areas. Community buildings must meet the following standards:</p> <p>(i) Each cottage cluster is permitted one community building, which shall count towards the maximum average floor area.</p> <p>(ii) A community building that meets this Development Code’s definition of a dwelling unit is permitted notwithstanding the maximum number of dwellings permitted in a cottage cluster, provided it is subject to a recorded instrument acceptable to the City restricting the community dwelling unit from being used for long term (i.e., thirty (30) days or more residential use by any particular party).</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(d) Transparency	(d) <i>Transparency.</i> Cottages within 20 feet of a street property line must meet any window coverage requirement in MDC 18.30.190(4)(b).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(e) Existing Structures	<p>(e) <i>Existing Structures.</i> On a lot or parcel to be used for a cottage cluster project, an existing detached single dwelling on the same lot at the time of proposed development of the cottage cluster may remain within the cottage cluster project area under the following conditions:</p> <p>(i) The existing dwelling may be nonconforming with respect to the requirements of this code.</p> <p>(ii) The existing dwelling may be expanded up to the maximum height in subsection (4)(j) of this section or the maximum building footprint in subsection (4)(h) of this section; however, existing dwellings that exceed the maximum height and/or footprint for a cottage may not be expanded.</p> <p>(iii) The existing dwelling shall be excluded from the calculations of orientation toward the common courtyard and average cottage footprint.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



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

Transparency Calculation Sheet

MMC 18.30.190(4)(b) Transparency

At least fifteen percent (15%) of the area of each street-facing façade must be windows or entrance doors.

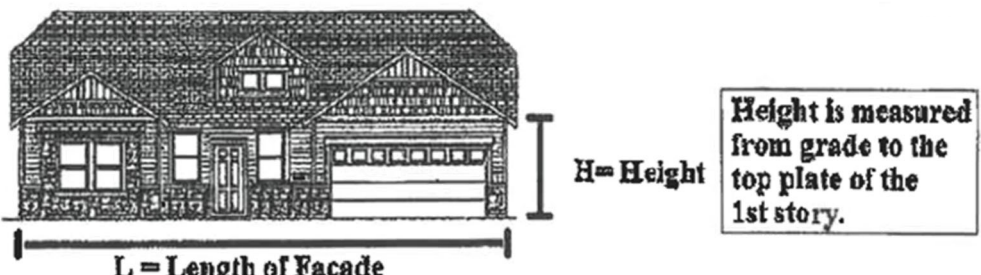
- (i) Windows and/or doors (not including garage doors) utilizing clear glass and entry doors of any material may be used to meet this standard.
- (ii) Roof area shall not count toward total street-facing façade area but wall area above wall headers (e.g., gable ends and dormers) shall count.
- (iii) Entry doors used to meet this standard must face the street or be at an angle of no greater than 45 degrees from the street.
- (iv) Half of the total window area in the door(s) of an attached garage counts toward the transparency standard. All of the window area in the street-facing wall(s) of an attached garage count toward meeting this standard.



The type of transparency that can be counted toward the 15% may be found in either windows or doors, and both areas may be combined to meet the standard. Windows must be clear gazing to count. Doors are allowed to count any window area within the door frame, and it may be semi-transparent, e.g., frosted or textured. "Any material may be used" means any glazing material may be used and, unlike window glass, it need not be clear.

APPLICANT INFORMATION							
Please provide the following information. The proposed development has the following square footages of:							
(Left and Right only needed if facing a street)							
	<u>Front</u>	<u>Rear</u>	<u>Left</u>	<u>Right</u>			
Windows:	_____ sq. ft.	_____ sq. ft.	_____ sq. ft.	_____ sq. ft.			
Doors:	_____ sq. ft.	_____ sq. ft.	_____ sq. ft.	_____ sq. ft.			
Garage Door:	_____ sq. ft.	_____ sq. ft.	_____ sq. ft.	_____ sq. ft.			
Vents:	_____ sq. ft.	_____ sq. ft.	_____ sq. ft.	_____ sq. ft.			
Other:	_____ sq. ft.	_____ sq. ft.	_____ sq. ft.	_____ sq. ft.			
Total:	_____ sq. ft.	_____ sq. ft.	_____ sq. ft.	_____ sq. ft.			

	Length of Façade (L)	Height of Façade (H)	Provide façade Area L x H = AREA	% Req'd	Total Required Amount of transparency AREA x (% Req'd)	Proposed Amount of transparency	Pass/Fail
SAMPLE							
Front	50 feet	9 feet	50 feet x 9 feet = 450 sq. ft.	15%	450 x 0.15 = 67.5 sq. ft.	200 sq. ft.	<u>Pass/Fail</u>
Front							<input type="checkbox"/> Pass/ <input type="checkbox"/> Fail
Rear							<input type="checkbox"/> Pass/ <input type="checkbox"/> Fail
Left							<input type="checkbox"/> Pass/ <input type="checkbox"/> Fail
Right							<input type="checkbox"/> Pass/ <input type="checkbox"/> Fail



L = Length of Façade

Height is measured from grade to the top plate of the 1st story.



SEWER CONNECTION AND INSPECTION PERMIT

DATE: _____ ACCOUNT # _____

PERMIT FEE: \$175.00 RECEIPT #: _____ NUMBER OF EDU'S _____

SINGLE FAMILY RESIDENCE DUPLEX TRIPLEX APARTMENT BLDG. COMMERCIAL

APPLICANT: _____ PHONE #: _____

ADDRESS: _____
City State Zip

OWNER'S NAME: _____ PHONE #: _____

ADDRESS: _____
City State Zip

MAP #: _____ TAX LOT #: _____

SERVICE LOCATION/ADDRESS: _____

ESTIMATED TURN ON DATE: _____ (All new sewer connections are plugged until customer notifies the City to begin services)

By signing this application, I fully understand that I am responsible for payment of services to this address. If my sewer service is utilized without billing in place I will be liable for back dated charges or measured usage.

Customer Signature Date

CONTRACTOR PERFORMING

CONTRACTOR: _____ CCB #: _____ EXP: _____

ADDRESS: _____
City State Zip

CITY OF MADRAS BUSINESS LICENSE NUMBER: _____

OFFICE USE ONLY

APPROVAL IS HEREBY GRANTED TO MAKE CONNECTION TO THE CITY SEWER SYSTEM AND CONNECTION HAS BEEN COMPLETED IN CONFORMANCE WITH THE CITY OF MADRAS STANDARDS AND SPECIFICATIONS.

APPROVED BY: _____ DATE: _____
Utility Dept. Supervisor or Designee

CONNECTION TO CITY SEWER MUST BE SUPERVISED AND INSPECTED BY CITY PERSONNEL. FOR AN INSPECTION, PLEASE CALL 541-475-7259 48 HRS IN ADVANCE TO SCHEDULE AN INSPECTION.



THE CITY OF MADRAS

City of Madras, 125 SW E Street, Madras, OR 97741. Tel. (541) 475-2344 Fax (541) 475-1038

WATER CONNECTION AND INSPECTION PERMIT

DATE: _____ ACCOUNT # _____

PERMIT FEE: \$125.00 RECEIPT #: _____

3/4" SERVICE 1" SERVICE 1 1/2" SERVICE 2" SERVICE _____ SERVICE

APPLICANT: _____ PHONE #: _____

ADDRESS: _____

City State Zip

OWNER'S NAME: _____ PHONE #: _____

City State Zip

ADDRESS: _____

MAP #: _____ TAX LOT #: _____

SERVICE LOCATION ADDRESS: _____

CONTRACTOR PERFORMING INSTALLATION

CONTRACTOR: _____ CCB #: _____ EXP: _____

ADDRESS: _____

City State Zip

CITY OF MADRAS BUSINESS LICENSE NUMBER: _____

OFFICE USE ONLY

APPROVAL IS HEREBY GRANTED TO MAKE CONNECTION TO THE CITY WATER SYSTEM IN CONFORMANCE WITH THE CITY OF MADRAS STANDARDS AND SPECIFICATIONS.

APPROVED BY: _____ DATE: _____

Utility Dept. Supervisor or Designee

CONNECTION HAS BEEN COMPLETED IN CONFORMANCE WITH CITY OF MADRAS REGULATIONS AND STANDARDS.

APPROVED BY: _____ DATE: _____

Utility Dept. Supervisor or Designee

CONNECTION TO CITY WATER MUST BE SUPERVISED AND INSPECTED BY CITY PERSONNEL. FOR AN INSPECTION, PLEASE CALL 541-475-7259 48 HRS IN ADVANCE TO SCHEDULE AN INSPECTION.



Right of Way Construction & Use Permit Requirements checklist

Right of Way Permits will be deemed incomplete and will not be reviewed or approved without the following attachments.

- Insurance Certificate (see insurance requirements)
- Proof of Business License (see business license requirement)
- Proof of payment
- Site Plan showing proposed work (see submittal requirements for work in the Public Right-of-Way)
- Traffic Control Plan (see submittal requirements for work in the Public Right-of-Way)
- Submit completed ROW permit to Michele Quinn, Public Works Office Coordinator at mquinn@ci.madras.or.us for questions call (541) 325-0313 office or (541) 777-7347 cell

CITY OF MADRAS
RIGHT-OF-WAY CONSTRUCTION & USE PERMIT
125 SW "E" Street, Madras, Oregon 97741 Telephone (541)475-2622 – Fax (541) 475-1038

Permit type (may include multiple types, please provide detail in the description field below).

Utilities

- Waterline*
- Sewerline*
- Storm
- Fire Line
- Franchise Utility

New Improvement

- Sidewalk
- Curb
- Handicap Access
- Driveway Access

Repairs/Replacement

- Sidewalk
- Curb
- Handicap Access
- Driveway Access

May require additional permitting (i.e. sewer permit, water permit) call 541-475-2622 to verify

1. All forms shall be inspected prior to pour, please call for inspection 48 hrs. before 541-475-2622
2. Curb shall be poured separate from the sidewalk and/or driveway apron NO MONOLITHIC POURS
3. Non-Remonstrance Agreement for Sidewalks only
4. Contact Oregon Utility Notification Center (1-800-332-2344 or 811) before you dig
5. Contact Oregon Department of Transportation when working within State ROW

Miscellaneous

Roadway or Pedestrian Encroachment (Closure and/or Reroute)

Other: _____

Description and location of work being performed:

If project is to serve a new development, provide development name: _____

Proposed work start date: _____ Proposed completion date: _____

Will work require a lane closure? Yes No

Field Contact Name: _____ (must be available at all times)

Cell Number: _____ Email: _____

Closure Times: _____ AM PM to _____ AM PM

Approved Times are 7:00 AM – 6:00 PM

Applicant Name: _____ Phone: _____

Address: _____

Contractor: _____ Phone: _____

Address: _____

Application Date: _____ Name of person picking up permit: _____

INSURANCE REQUIREMENTS:

Contractor/Franchisees shall provide and maintain, the following minimum levels of insurance: (a) general liability insurance for all losses or claims arising out of or related to Contractor’s performance of its obligations under this Agreement (including, without limitation, damages as a result of death or injury to any person or destruction or damage to any property) with limits of not less than \$1,000,000 per occurrence, \$2,000,000 in the aggregate; (b) comprehensive automobile liability insurance for all owned, non-owned, and hired vehicles that are or may be used by Contractor in connection with Contractor’s performance of the Services with limits of not less than \$1,000,000 per occurrence, \$2,000,000 in the aggregate; (c) errors and omissions insurance with limits of not less than \$1,000,000 per occurrence, \$2,000,000 in the aggregate; and (d) workers’ compensation insurance in form and amount sufficient to satisfy the requirements of applicable Oregon law.

As evidence of the insurance coverage required by this permit, the Permittee shall furnish a certificate of insurance to the City prior to issuance of the Right-of-Way Construction and Use Permit. The City of Madras, its officers, agents, and employees shall be named as an additional insured on such certificate. The certificate of insurance shall be accompanied by a copy of the additional insured endorsement.

Franchisees that have a current Certificate of Insurance on file at the Madras City Hall will not be required to provide proof of insurance with each permit application.

BUSINESS LICENSE REQUIREMENT:

Except as otherwise exempted under section 4 of Ordinance No. 849, no person may establish, maintain, operate, engage, conduct, and/or carry on any business within the City of Madras without first applying for and obtaining a business license.

NOTE: NO WORK SHALL COMMENCE UNTIL APPLICANT HAS RECEIVED A VALID SIGNED PERMIT.

Notify Public Works Department at 541-475-2622 and Oregon Utility Notification Center at 1-800-322-2344 or 811 before commencing work

This approval is requested pursuant to City Ordinance No. 477. Neither party to this permit is relieved of the responsibility or liability for injury or damage by its intentional conduct. Applicant will hold harmless and will indemnify the City, its agents, officers, and employees against any and all claims, demands, loss, injury, damage actions, or costs of actions whatsoever which they or any of them may sustain by reason of the acts, omissions or other negligence of applicant, its agents, or employees in connection with the construction, maintenance, repair, operations, or use of said facility.

Specifications for, and placement of, all facilities shall be to City of Madras standards and shall conform to any specifications attached to and made a part of this permit.

Permittee/Applicant hereby acknowledges that they have read and understand these requirements.

_____/_____
Signature of Applicant Permittee / Date

OFFICE USE ONLY

Comments: _____

Fee Received YES Franchise YES NO

Approved: _____ Date: _____

See next page for submittal requirements, application deemed incomplete if submittal requirements are not met.

Submittal Requirements for Work in the Public Right-of-Way

- ✓ Complete Right-of-way Construction and Use Permit Application.
 - ✓ Vicinity map showing nearest cross street(s)
 - ✓ Site plan showing proposed work – legible, accurate, and drawn to scale (1" = 20') which shall include the following:
 - ✓ North arrow
 - ✓ Location of property lines abutting the area of proposed work
 - ✓ Location and name of streets, alleys and walkways in the area of and adjacent to the proposed work
 - ✓ Location of all driveways on the subject property and nearest driveway on adjacent properties
 - ✓ Location of on street parking spaces, accessible parking spaces must be marked as such
 - ✓ Location of known utilities and drainage facilities in the work area
 - ✓ Dimensions from known utilities identified through current locate to property lines and area of work
 - ✓ Dimensions of proposed work, distance between driveways and property lines, property line for curb
 - ✓ Location and type of all traffic control devices and street lights adjacent to the proposed work
-

Additional submittal requirements for traffic closures

- ✓ Show proposed traffic control devices including; sign types/legends and device types/spacing within delineated work area
 - ✓ Traffic control plan in accordance with the Manual on Uniform Traffic Control Devices (MUTCD) or utilize ODOT Standard Detail Drawings where applicable.
 - ✓ Show limits of work zone, existing lane configuration, distance to all intersections within 500 linear feet and existing traffic control devices.
 - ✓ Show proposed traffic control devices including, sign types/legends and device types/spacing
-

Additional submittal requirements for walkway and bike lane closures

- ✓ Pedestrians should be provided with a safe, convenient travel path that replicates as nearly as possible the most desirable characteristics of sidewalks, footpaths or bike lanes.
- ✓ Plan, Drawing or declaration depicting how pedestrian and bicyclist movement through or around the work site will be managed. Refer to Manual on Uniform Traffic Control Devices (MUTCD) or utilize ODOT Standard Detail Drawings where applicable.
- ✓ If a pedestrian walkway structure is to be constructed, provide detailed drawings to scale with dimensions, including:
 - ✓ Elevation
 - ✓ Cross-section
 - ✓ Walkway slope elevations
 - ✓ Bracing and framing details

**City of Madras
Public Works Department
125 SW "E" Street
Madras, Oregon 97741
541.475.2622**

Right of Way Construction and Use Permit Conditions

General Conditions:

1. Provide a scaled sketch of the work to be performed. Include dimensions and layout in relation to the existing roadway, utilities and adjacent property line.
2. The Applicant and or its representative shall be responsible for Traffic Control according to ODOT standards during construction.
3. Provide drawings (surveyed and engineered when required by the Public Works Department) for review and approval by the City of Madras for any infrastructure proposed for construction within the public right-of-way.
4. Provide the name of Applicant, its contractor and contact information for permit work. Applicant's representative is to be a licensed contractor, franchise utility or public utility within the State of Oregon and is to carry active liability insurance for all work performed under this permit. Submit verification of contractor liability insurance to the City of Madras.
5. Unless otherwise allowed by the City, work hours in the public right away are Monday-Friday, 7am – 6pm.
6. Pay applicable fee at City Hall (DVWD water utility and franchise utilities are exempt from fee).
7. Follow all City of Madras Ordinances and Street Standards for work within the public right- of-way. The Madras Public Works Departments uses the 2021 Oregon Standard Specifications for Construction as one of its main specification manuals.
8. Use ¾"-0 crushed rock for road base and trench backfill work follow standard drawings 1.1 and 7.5. Compactive effort is required on all trench work. Asphalt patches are to be a minimum of 4 inches in depth (or match existing asphalt depth; whichever is greater). Asphalt is to be a level II or III, ½" dense mix with PG 58-34 oil per section 745 of the Oregon Standard Specifications for Construction. Asphalt joints are to be crack sealed with a hot polymer crack sealant according to section 746 of the Oregon Standard Specifications for Construction. Do not leave trenches backfilled with aggregate base only for a period of more than 10 days. If asphalt plants are not operating, backfill with cold mix to minimum depth of 3 inches.
9. Restore all disturbed ground outside of the paved surfaces to its original condition. This includes seeding, landscaping replacement or existing surfacing replacement as required.

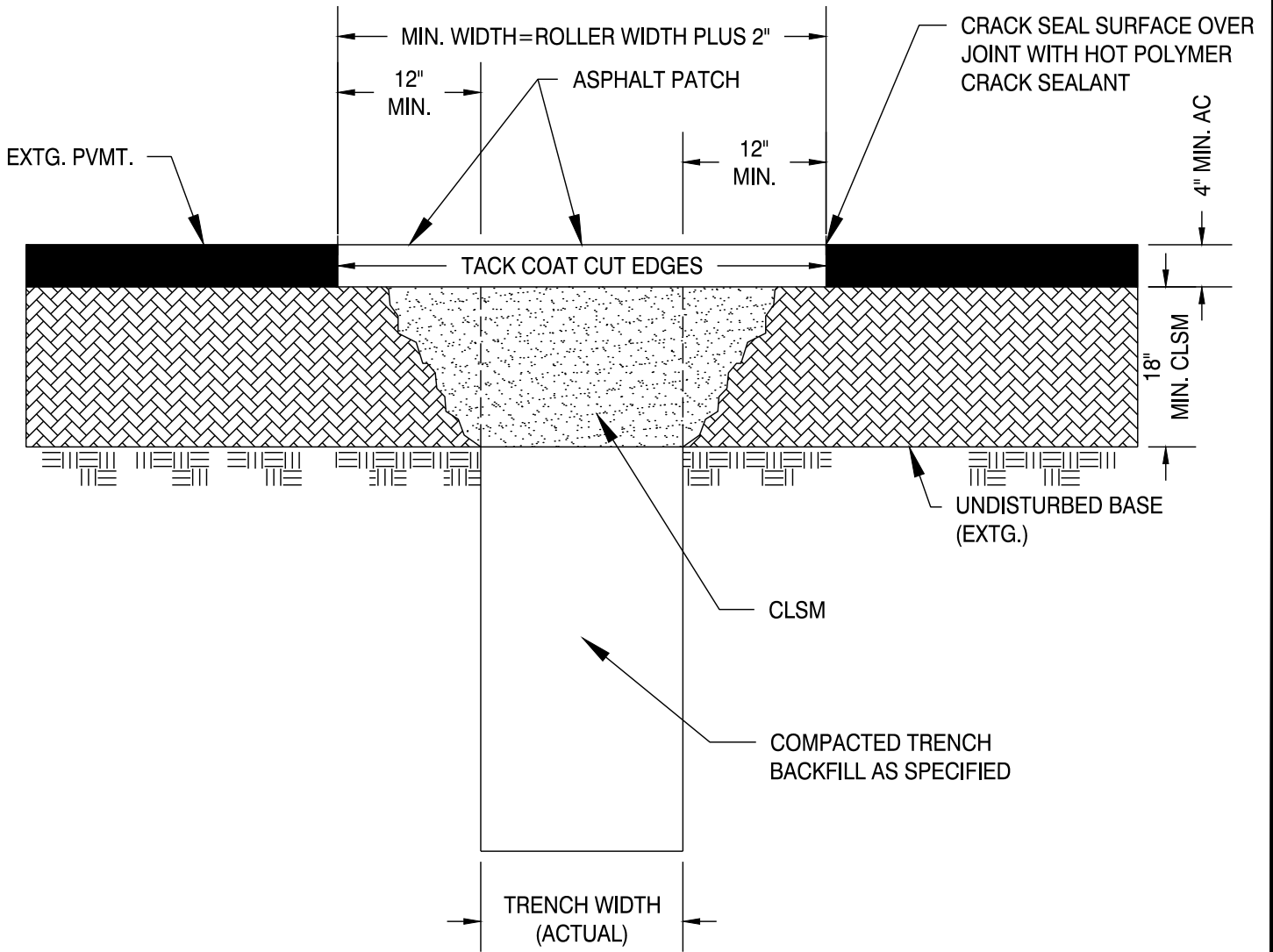
10. Utilities are to be buried a minimum of 30 inches of cover within the public right-of-ways.
11. When reconstructing sidewalk the Applicant is required to follow ADA requirements for sidewalk grade, ADA ramp, slopes and associated items. Ramps will be inspected per ODOT standard detail DET1720 and DET1721. You can find the ODOT standard details website to show an example detail and give directions about developing the detail. All walk and curb ramps will be inspected using ODOT form 734-5020 and must pass in order to be accepted by the City.

[http://www.oregon.gov/ODOT/HWY/ENGSERVICES/pages/details_roadway.aspx#Curbs, Islands, etc-DET_1700s](http://www.oregon.gov/ODOT/HWY/ENGSERVICES/pages/details_roadway.aspx#Curbs,_Islands,_etc-DET_1700s)
12. Roads that have been paved within 5 years or less are not allowed to be open-cut trenched. They will have to be bored at minimum depth to not interfere with other utilities (i.e. min.12" separation) and not to create a heaving issue to the existing surface.
13. Contact the Public Works Department (541-475-2622) and request a final inspection of all work (or in phases to assure compliance and sign off for each stage of work) within the City right-of-way, easements and associated properties.
14. Applicant is to warranty all street, sidewalks, landscaping and utility repair/restore work within the public right-of-way. Any trench settlement due to trenching work is the responsibility for repair by the utility owner.
15. Follow ODOT permit requirements for all work performed within ODOT jurisdiction public right-of-ways, easements and associated property.

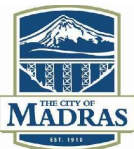
Call for all inspections:

Call Chris Funk at (541) 948-6950 for all above ground inspections (sidewalk, road repair, ect.)

Call Dan Hall at (541) 948-6960 for Utilities (sewer connections, water connections etc.)



NOTE
 REFER TO MADRAS PUBLIC IMPROVEMENT DESIGN & CONSTRUCTION STANDARDS,
 SECTIONS 7-33.2 AND 7-35.



CITY OF MADRAS - STANDARD DETAIL

T PATCH

SCALE: NTS

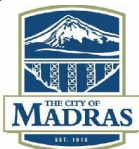
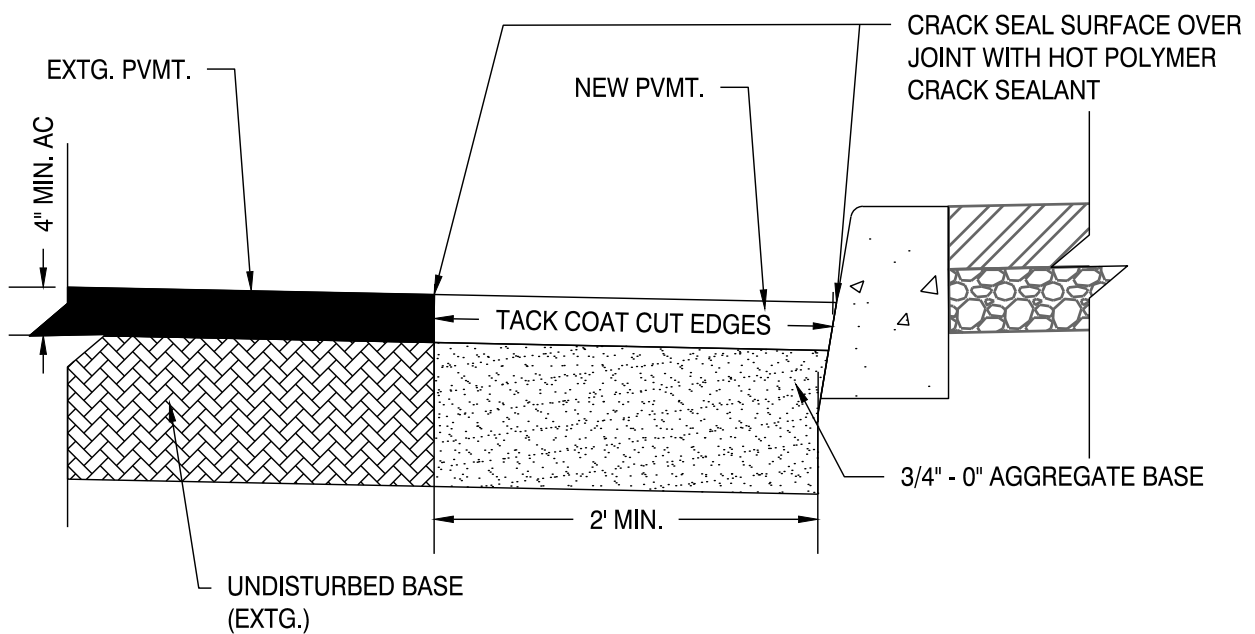
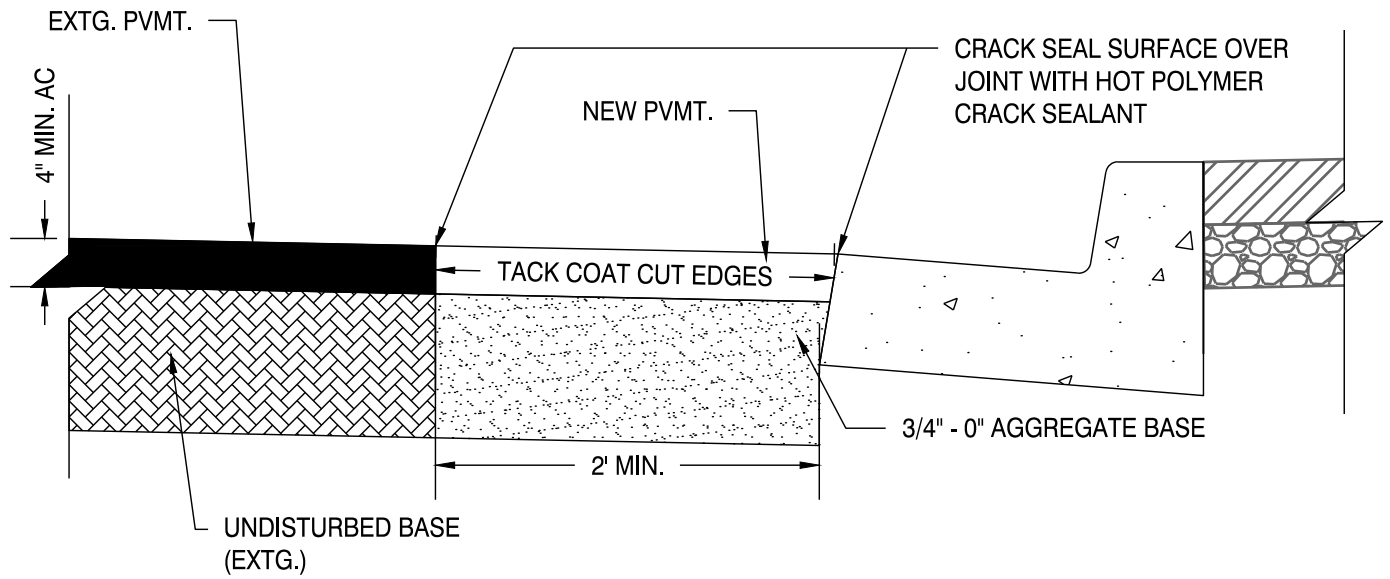
DRAWN BY: CPF

APPROVED BY: HAM

REVISION DATE: 12/12/2016

DRAWING NO.

1-1



CITY OF MADRAS - STANDARD DETAIL

CURB PATCH

SCALE: NTS

DRAWN BY: CPF

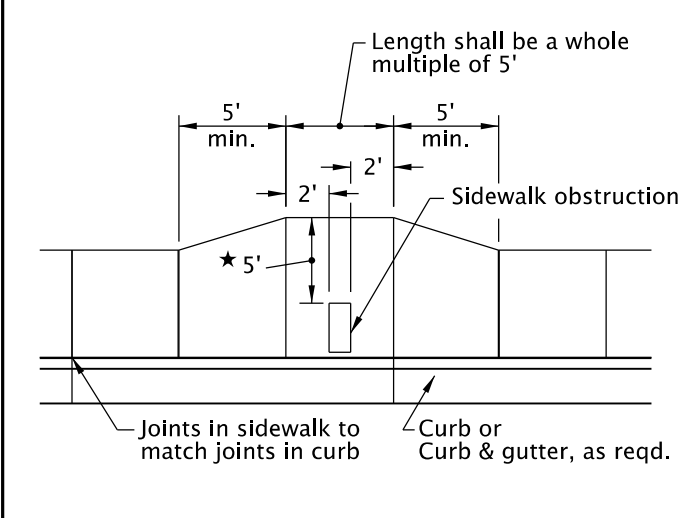
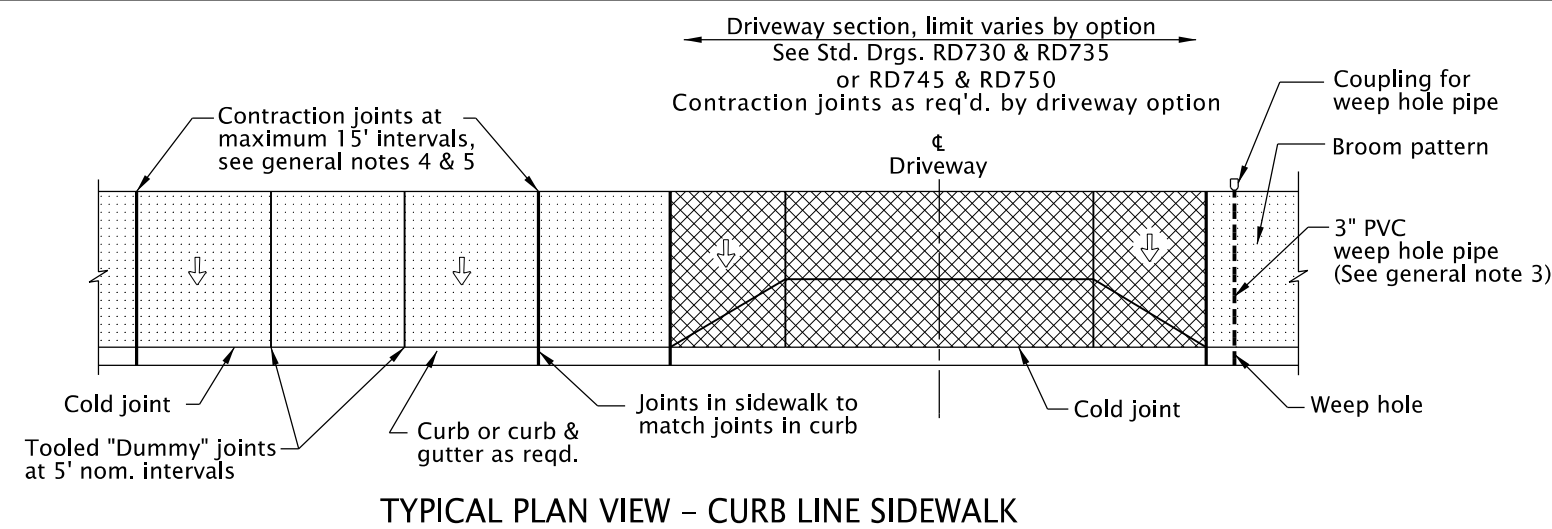
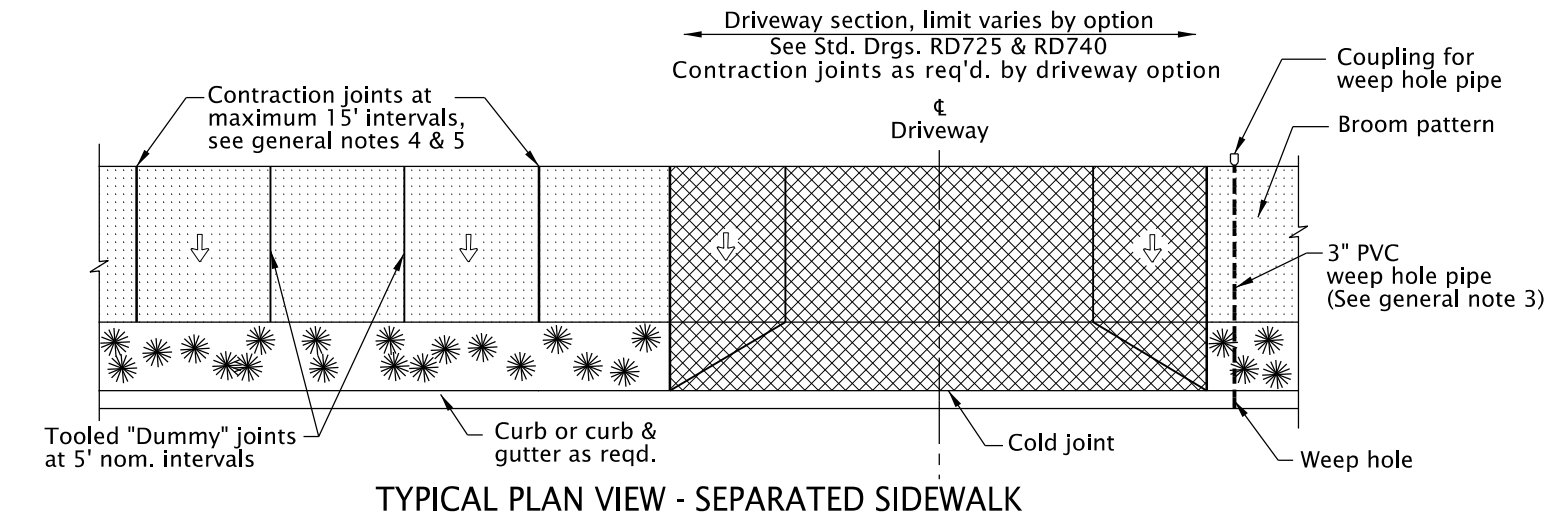
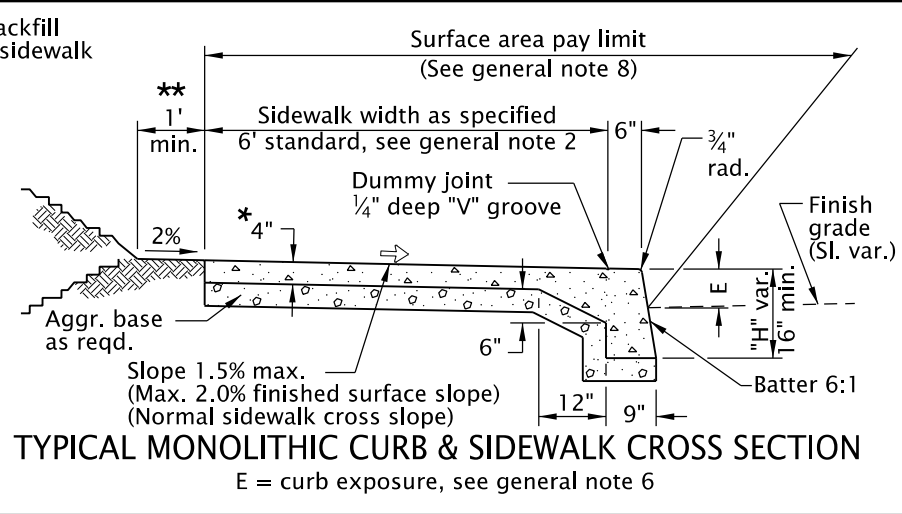
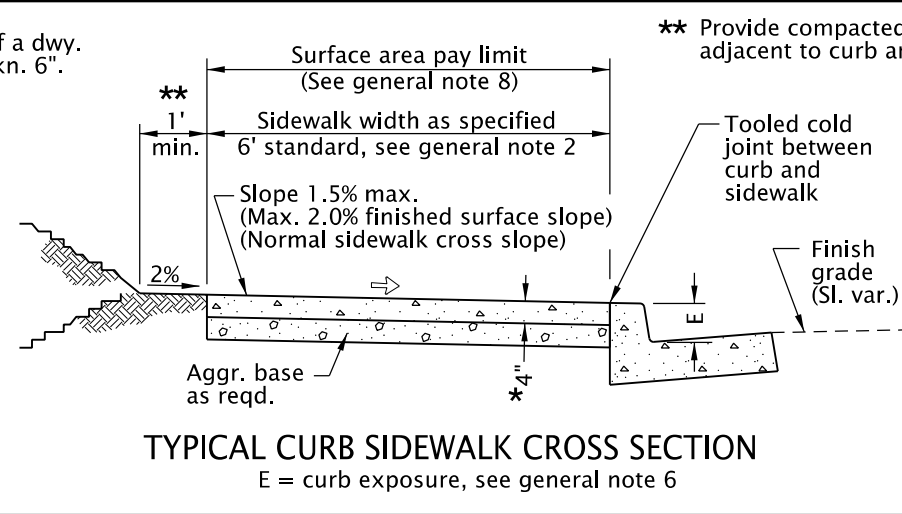
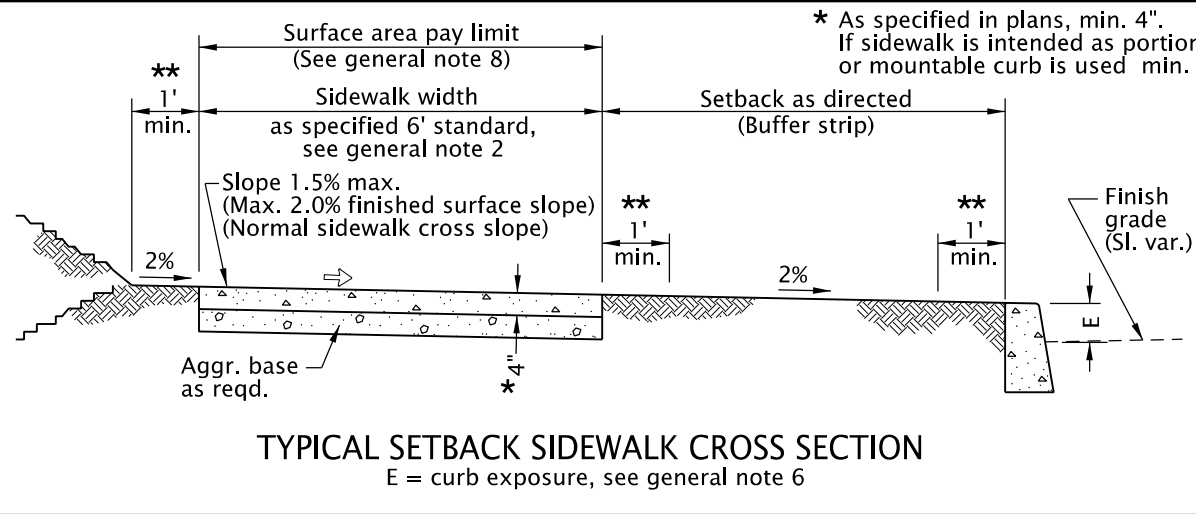
APPROVED BY: HAM

REVISION DATE: 12/16/2016

DRAWING NO.

7-5

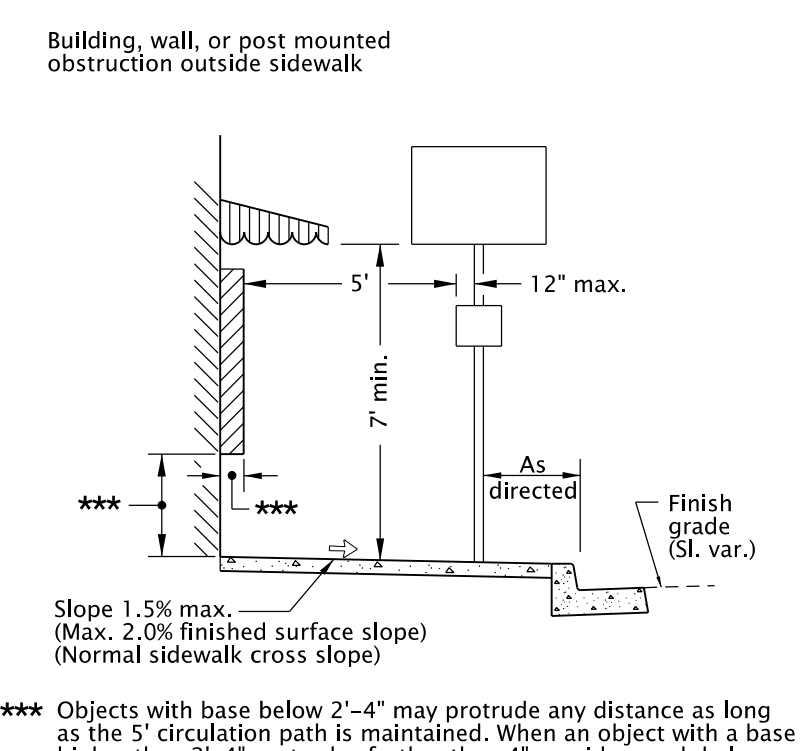
rd720.dgn 25-JUL-2017



★ When site constraints prohibit a 5' passage, the Engineer may direct this to be reduced, but no less than 4'.

- Sidewalk
- General configuration of driveway pay limit (See general note 8), varies by option. (See project plans for details not shown)

↓ Slope 1.5% max. (Max. 2.0% finished surface slope) (Normal sidewalk cross slope)



GENERAL NOTES FOR ALL DETAILS:

1. Include additional paved or unpaved 2' clearance to vertical faces higher than 5' such as retaining walls, sound walls, fences and buildings.
2. Curb type and sidewalk width as shown on plans or as directed. On sidewalks 8' and wider, provide a longitudinal joint at the midpoint.
3. Install 3" pvc weep hole pipes in sidewalks where shown on plans, and allowed by jurisdiction. Place contraction joint over top of pipe. See Std. Dwg. RD700 for weep hole detail.
4. Const. expansion joints at 200' maximum spacing, and at points of tangency, and at ends of each driveway. For monolithic curb & sidewalk, const. expansion joints at 45' maximum spacing.

4. Const. expansion joints at 200' maximum spacing, and at points of tangency, and at ends of each driveway. For monolithic curb & sidewalk, const. expansion joints at 45' maximum spacing.
5. Const. contraction joints at 15' maximum spacing, and at ends of each driveway and ramp.
6. For curb details, see Std. Drgs. RD700 & RD701.
7. Sidewalk details are based on United States Access Board Standards.
8. For driveway details not shown, see Std. Drgs. RD725, RD730, RD735, RD740, RD745 & RD750.
9. See project plans for details not shown.

CALC. BOOK NO. N/A

BASELINE REPORT DATE 23-JAN-2017

NOTE: All material and workmanship shall be in accordance with the current Oregon Standard Specifications

OREGON STANDARD DRAWINGS

SIDEWALKS

2018

DATE	REVISION DESCRIPTION

The selection and use of this Standard Drawing, while designed in accordance with generally accepted engineering principles and practices, is the sole responsibility of the user and should not be used without consulting a Registered Professional Engineer.

RD720