

**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"> <li><input type="checkbox"/> Plot Plan (See Page 6 for checklist of Plot Plan criteria)</li> <li><input type="checkbox"/> Elevation plans (See Page 6 for checklist of Plot Plan criteria)</li> <li><input type="checkbox"/> Landscaping Plan (See Page 6 for checklist of Landscaping Plan criteria)</li> <li><input type="checkbox"/> Sewer Inspection and Connection Permit</li> <li><input type="checkbox"/> Water Inspection and Connection Permit</li> <li><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</li> <li><input type="checkbox"/> System Development Charge Deferral Application (if desired; contact City of Madras Finance Department for additional information)</li> </ul>	
<b>CERTIFICATION</b>	
<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.

<b>FOR CITY USE ONLY</b>			
<b>LAND USE ZONES &amp; DESIGN STANDARDS</b>			
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
Nicholas Snead, Director	Community Development	541-475-2344	nsnead@cityofmadras.us
Fatima Taha, Associate Planner	Community Development	541-475-2344	ftaha@cityofmadras.us
Michael Whitfield, Director	Public Works	541-475-2344	mwhitfield@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](http://www.ci.madras.or.us)

**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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## 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.



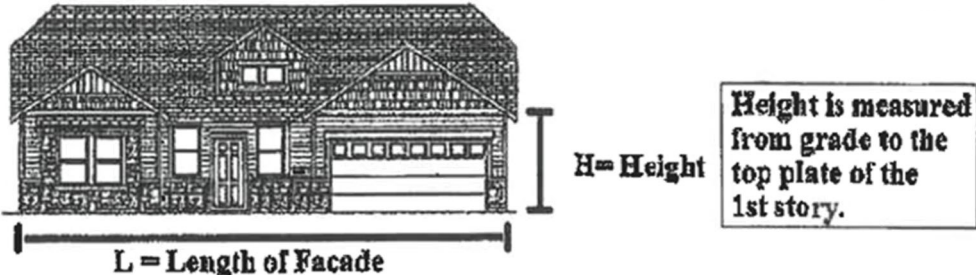
The type of transparency that can be counted toward the 15% may be found in either windows or doors, and both areas may be combined to meet the standard. Windows must be clear gazing to count. Doors are allowed to count any window area within the door frame, and it may be semi-transparent, e.g., frosted 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







**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](mailto: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.

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**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.

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**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.

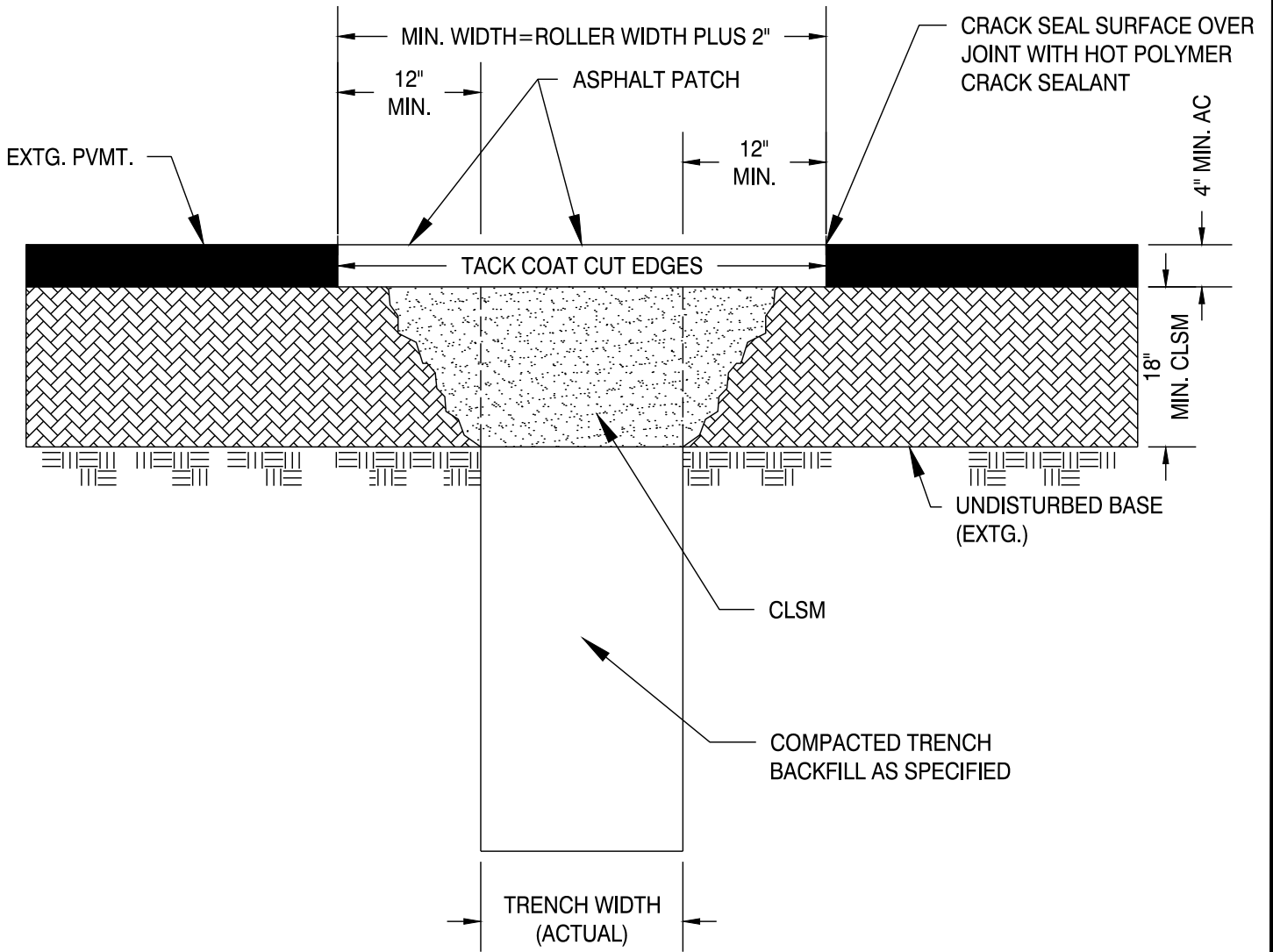
10. Utilities are to be buried a minimum of 30 inches of cover within the public right-of-ways.
11. When reconstructing sidewalk the Applicant is required to follow ADA requirements for sidewalk grade, ADA ramp, slopes and associated items. Ramps will be inspected per ODOT standard detail DET1720 and 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.

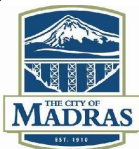
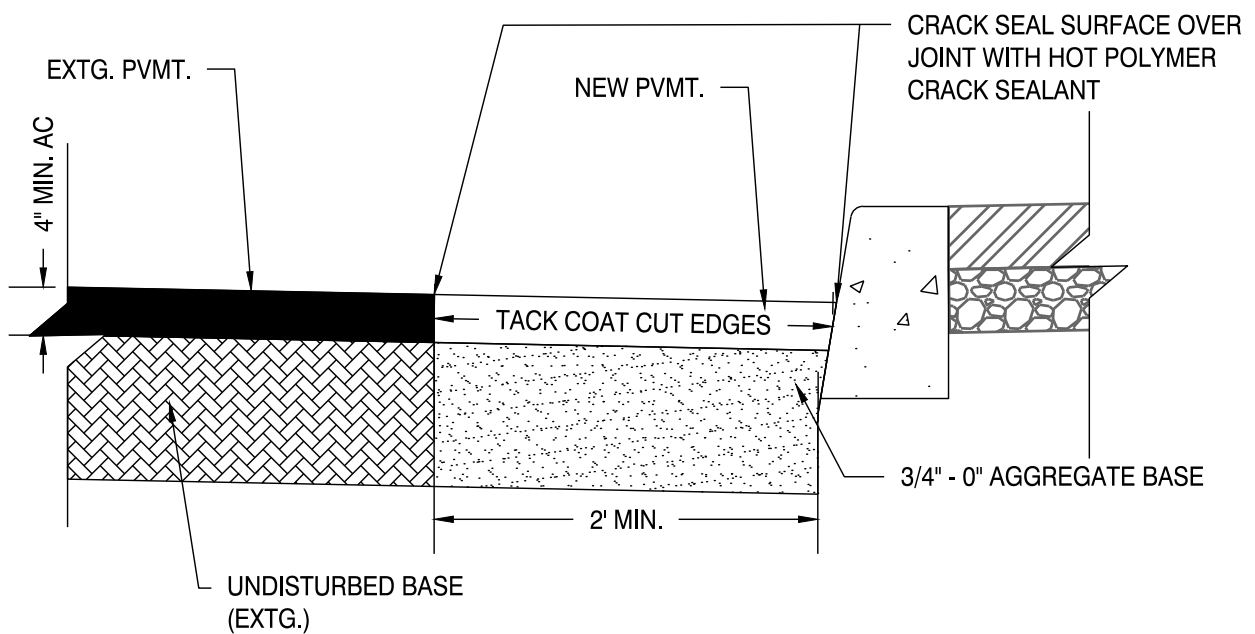
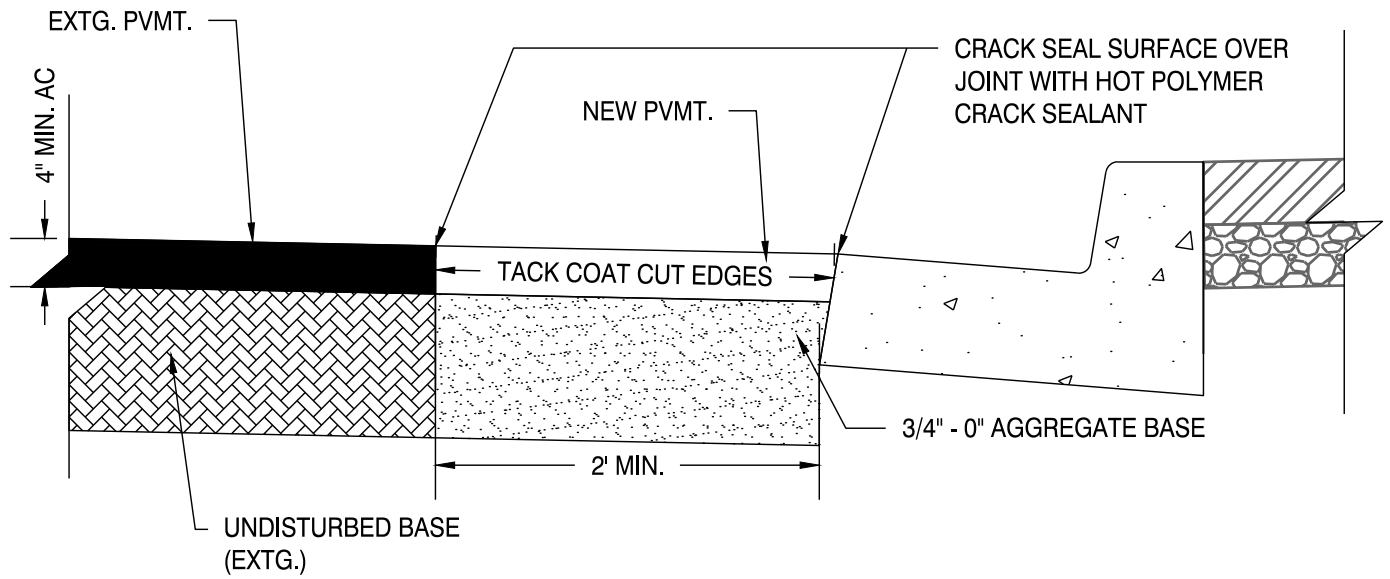


CITY OF MADRAS - STANDARD DETAIL

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

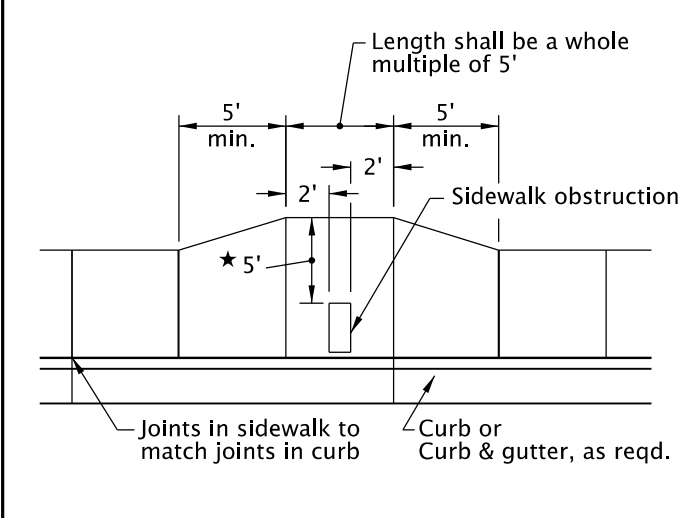
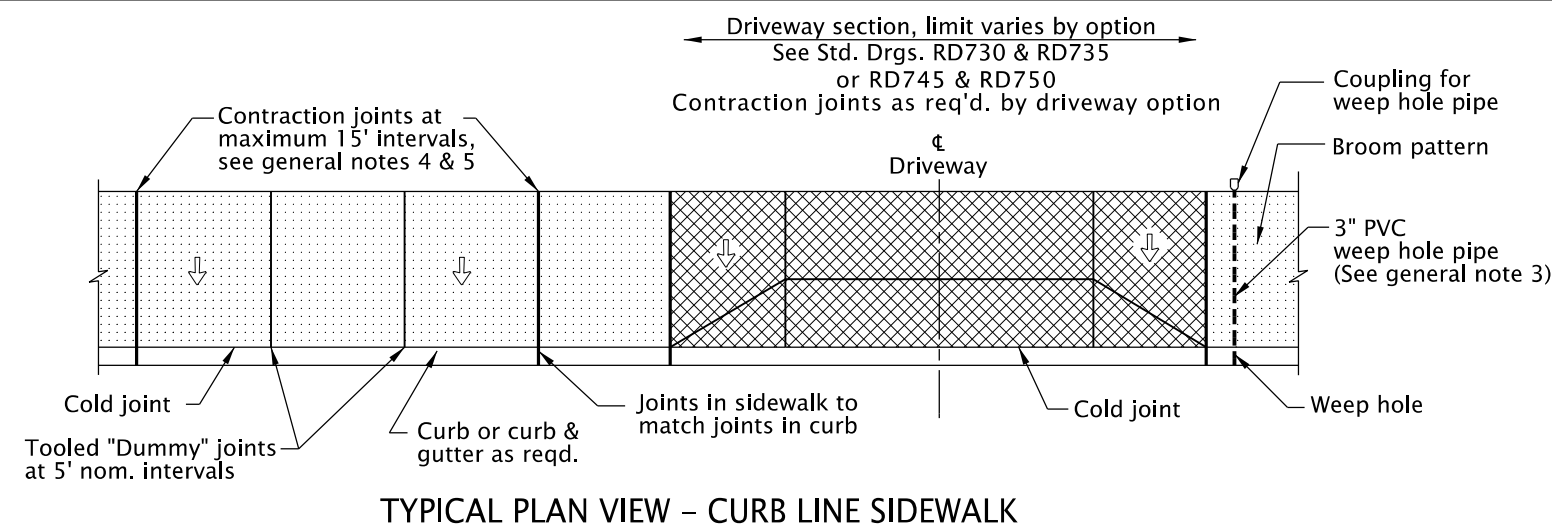
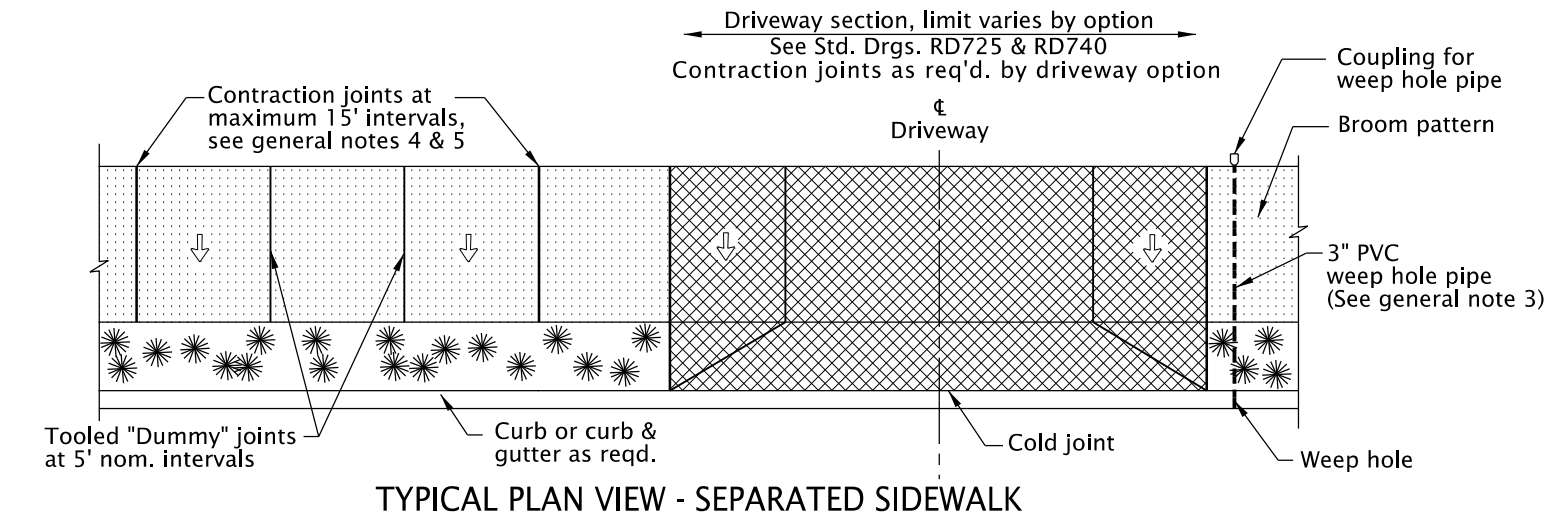
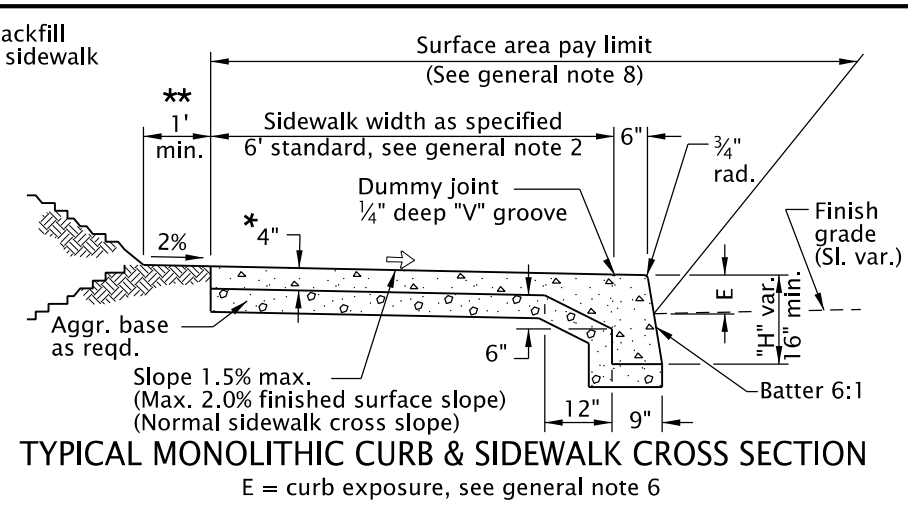
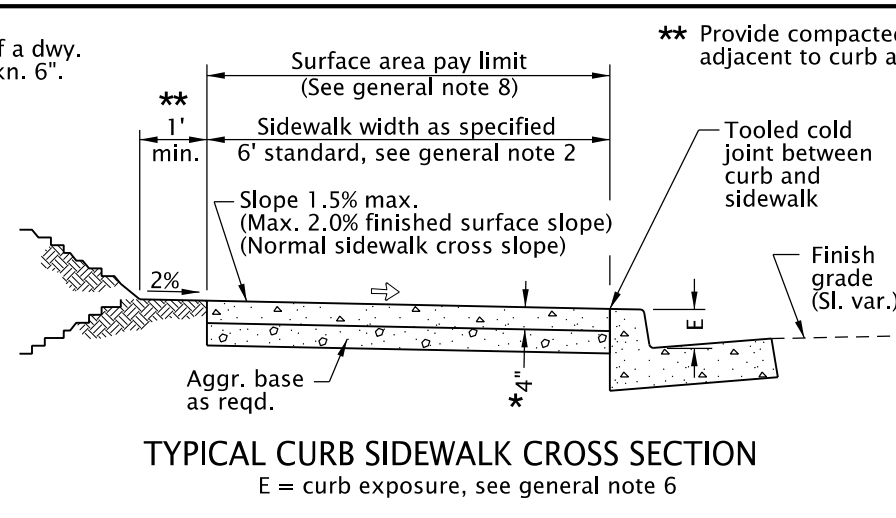
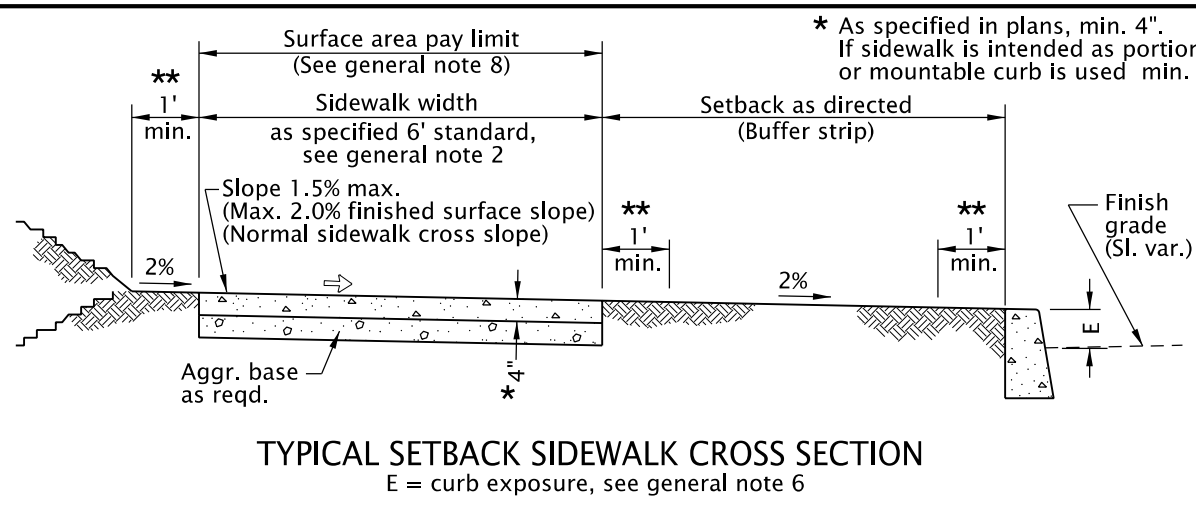
APPROVED BY: HAM

REVISION DATE: 12/16/2016

DRAWING NO.

7-5

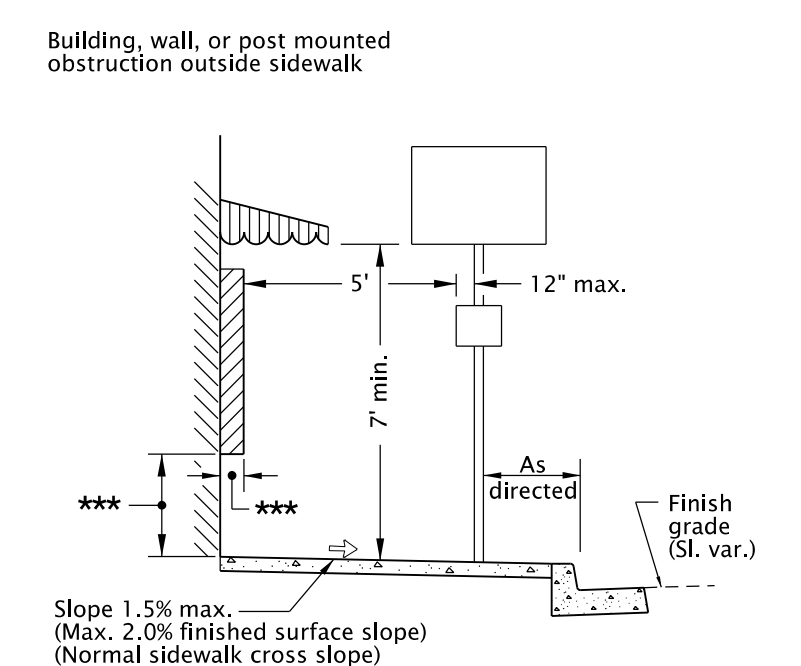
rd720.dgn 25-JUL-2017



★ 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. Dwgs. RD700 & RD701.
7. Sidewalk details are based on United States Access Board Standards.
8. For driveway details not shown, see Std. Dwgs. 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