

**CITY OF MADRAS  
COMMUNITY DEVELOPMENT DEPARTMENT**

**CONDITIONAL USE APPLICATION**

(To be accompanied by a Site Plan Map and Letter Of Authorization, if applicable.)

OFFICE USE ONLY	
FILE # _____	FEE \$ _____
ZONING DISTRICT _____	
RECEIPT # _____	
DATE RECEIVED _____	

The Burden of Proof for Approval of an Application rests with the applicant. You must provide documentation regarding the property and application criteria in sufficient detail and accuracy to enable the department to find that your application complies with the approval criteria.

Please answer the questions as completely as possible.

-----  
Legal Description of the Subject Property:

Township \_\_\_\_\_ Range \_\_\_\_\_ Section \_\_\_\_\_ Tax Lot \_\_\_\_\_

Property street address \_\_\_\_\_

**I/WE, THE UNDERSIGNED APPLICANT(S) OR AUTHORIZED AGENT, AFFIRM BY MY/OUR SIGNATURE(S) THAT THE INFORMATION CONTAINED IN THE FOREGOING APPLICATION AND ASSOCIATED SUBMISSIONS IS TRUE AND CORRECT.**

**APPLICANT**

Printed Name \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

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

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

1. **Proposal** (purpose of this conditional use application 0 be specific and detailed):

---

---

2. **List all existing structures on the parcel and their use:**

---

---

3. **Current Use of Adjoining parcels?**

---

---

4. **Street Access for subject parcel:**

---

---

5. **Character of Land Including vegetations and topography:**

---

---

**In Order to Approve a Conditional Use Application, All Required Findings Must Be Met. It Is the Applicants Responsibility to Document Compliance with These Findings.**

6. To Comply with Article 6 of the Madras Land Development Ordinance the following findings must be made. (Please provide sufficient detail when addressing all the issues identified in each listed criteria. Use additional pages as necessary.)

**A.** The proposed use will be consistent with the goals and policies of the City of Madras Comprehensive Plan (a copy of the Comprehensive Plan is available for review at City of Madras Community Development Department.)

**B.** The proposed use will be in compliance with other required findings, if any which may be listed in the zone?

---

---

**C.** Please describe why the location, size, design and operating characteristics of the proposed use will have minimal and insignificant adverse impact on the livability, value or appropriate development of abutting properties and the surrounding area.

To provide adequate findings for the criteria, the courts have held that the applicant must identify the characteristics, which create livability in this area. The applicant must then show how the proposal will have a minimal adverse effect on each of these characteristics.

---

---

**D.** The location of the proposed structure and its use will be as attractive as the nature of the use and its setting warrants.

---

---

**E.** The proposal will preserve assets of particular interest to the community.

---

---

**F.** The applicant has a bonafide intent and capability to develop and use the land as proposed and has an appropriate purpose for submitting the proposal and is not solely motivated by the alteration of property values for speculative purposes.

---

---

**G.** The proposal will not place an excessive burden on sewer, water, parks, schools or other public facilities including traffic flows in the area.

---

---

Return Application To:

City of Madras  
Community Development Department  
71 SE 'D' Street  
Madras, Oregon 97741  
Phone: 541-475-3388  
Fax: 541-475-3959

## MAP INSTRUCTIONS AND CHECKLIST

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

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

- Provide a Title Report verifying ownership.
- Provide a vicinity map "to scale" on 8 ½ x 11 or 8 ½ x 14 inch white paper.
- Township, Range, Section and Tax Lot number of the subject property (ies) shall be included.
- North arrow, date, and map scale in one inch intervals (1" = 20') shall be noted.
- Illustrate all existing buildings and their sizes.
- The site plan shall be drawn to scale and shall indicate the following:
  - a) Location, size, and height of all existing or proposed structures.
  - b) Location, size, and dimension of existing and proposed setbacks, and all spaces between buildings.
  - c) Adjoining street and right-of-ways.
  - d) Points of access and circulation patterns, loading and maneuvering spaces.
  - e) Off-street parking; showing location of parking areas, number of parking spaces including handicap parking, and type of surface.
  - f) Sidewalks, patios, courtyards, and decks.
  - g) Storm drainage system, including but not limited to, draining and grading plan, existing topography, and elevations.
  - h) Fences, screens, and retaining walls, including heights and materials.
  - i) Existing utilities (i.e. electric, gas, power lines).
  - j) Exterior lighting (show location and general nature).
  - k) Sanitary sewer system or location of septic tank and drainfield (if still using and not connected to city sewer), and the distance the lot is from the nearest sewer connection.
  - l) Water supply (showing size of main, water flow and size of water line).
  - m) Location of existing and, if any, proposed fire hydrants with size and flow data.
  - n) Identify any existing or proposed easements.
  - o) Proposed public improvements.
  - p) Sign (if existing, location and size). Any new or sign alteration will require a sign application to be submitted to the Community Development Department for approval.
  - q) Give intended type of occupancy for the structure (i.e. assembly, educational, manufacturing, processing, storage and type of contents).
  - r) List all existing or proposed conditions that could be hazardous to life and property from fire or explosion (i.e. storage of: liquefied petroleum gas, flammable or combustible liquids, explosives and blasting agents).
- Provide Building Elevations; five full sized copies of each and one reduced (8.5x11 or 11x17) copy of each.
- Provide a Landscaping Irrigation Plan where a minimum of fifteen percent (15%) of the total lot area shall be landscaped and of the 15:
  - a) At least seven percent (7%) of the parking lot area shall be landscaped. Trees shall be planted at a ratio of one tree per ten (10) parking spaces to achieve a canopy effect over fifty percent (50%) of the lot area.
  - b) Landscape buffers are required between parking areas and streets and shall have a minimum width of three (3') feet.
  - c) Landscape buffers between parking abutting a property line shall have a minimum width of three (3') feet.
  - d) Front or exterior yard landscaping may not be submitted for the interior landscaping required for interior parking stalls.
  - e) There shall be a minimum distance of five feet (5') between parking areas and adjacent residential lots.
  - f) Landscape buffers shall consist of evergreens, ground cover and shrubs mixed with a variety of flowering and deciduous plant species of trees and shrubs.
  - g) Landscaping in a parking or loading area shall have a width of not less than five feet (5'). Landscaping in a parking lot or loading area shall be located in defined landscaped areas which are uniformly distributed throughout the parking or loading area.
  - h) Landscaping shall be continuously maintained and replaced as necessary.
- Provide three copies of the floor plan for each building, plus one reduced (8.5 x 11 or 11x17). Include the class of construction.

- Identify the location and direction of all water courses and drainage ways, as well as the location of the 100-year floodplain, if applicable.
- Illustrate all proposed new construction with dashed lines (include dimensions).
- Provide a Trip Generation statement prepared by a professional transportation planner or equivalent. Note if more than 200 ADT result (or at the discretion of the City Engineer), a Traffic Impact Study may be required.
- Illustrate the existing or proposed location, height, and material of all fences and walls.
- Illustrate existing or proposed trash and garbage container locations, including screening.
- Illustrate drainage plans. Surface drainage shall be contained on-site.