

**CITY OF MADRAS  
COMMUNITY DEVELOPMENT DEPARTMENT**

**INDUSTRIAL SITE PLAN  
APPLICATION**

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

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

The site plan review process is a method for assuring compliance with the policies of the City of Madras Comprehensive Plan and Land Development Ordinance, for ensuring wise utilization of land resources, and proper integration of land uses utilizing appropriate landscaping or screening measures. An industrial enterprise must also consider traffic circulation patterns, off-street parking, refuse containers, safe exist and entrance to the business, building height, dust control, future widening of major thoroughfares, and signs. Please answer the questions as completely as possible.

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Legal Description of the Subject Property:

Township	Range	Section	Tax Lot
_____	_____	_____	_____

Street address of the property: \_\_\_\_\_

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

**APPLICANT:**

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

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

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_ Fax: \_\_\_\_\_

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

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

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

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_ Fax: \_\_\_\_\_

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1. Please describe your proposal with as much detail as possible: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. What type of business, commodity sold, manufactured, or service, are you proposing?  
\_\_\_\_\_  
\_\_\_\_\_

Number of employees: Current \_\_\_\_\_  
Projected number of customers per day \_\_\_\_\_  
Days of operation \_\_\_\_\_ Hours of operation \_\_\_\_\_  
Number of shipments/deliveries per day \_\_\_\_\_ per week  
By what method will these be arriving/sent \_\_\_\_\_

3. Does this property have an existing business or businesses? \_\_\_\_\_  
If yes, please list the business names and their addresses, and note these businesses on your site plan map.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Is there a residence or residence(s) on this property? \_\_\_\_\_  
If yes, please list the number of residences and please show these structures on your site plan map.  
\_\_\_\_\_  
\_\_\_\_\_

Will the residential use of these structures continue? \_\_\_\_\_ If so, who will occupy these residences?  
\_\_\_\_\_  
\_\_\_\_\_

What is their relationship with the business? \_\_\_\_\_

5. Availability of services: City water \_\_\_\_\_, City sewer \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

Where do you propose to store materials or merchandise for sale or processing? \_\_\_\_\_

\_\_\_\_\_

7. What percentage of the property is currently landscaped? \_\_\_\_\_

What percentage of the property do you propose to landscape as part of this project? \_\_\_\_\_

8. How do you intend to irrigate the existing and proposed landscaping? \_\_\_\_\_

\_\_\_\_\_

9. Signs require the submittal of a separate application, which may be submitted in conjunction with this site plan application.

10. Please explain how you propose to provide for the drainage of this property, or explain why no additional drainage consideration is necessary. \_\_\_\_\_

\_\_\_\_\_

11. Please provide the names and/or types of adjoining businesses, or the type of development on the neighboring properties.

North: \_\_\_\_\_

South: \_\_\_\_\_

East: \_\_\_\_\_

West: \_\_\_\_\_

12. Will all parking for your business be provided on this property? Yes \_\_\_ No \_\_\_

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

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

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MAP INSTRUCTIONS AND CHECKLIST  
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A Site Plan Map, which shows all existing and proposed structures and parking areas, must accompany this application. The following checklist identifies the specific information which should be included on this map.

- \_\_\_ Title the map "Industrial Site Plan".
- \_\_\_ The map may be drawn 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.
- \_\_\_ Shape, dimensions, and square footage of the parcel shall be shown. Draw the property lines with a solid black line and label adjacent street(s), if any.
- \_\_\_ Identify existing and proposed easements with a dotted line.
- \_\_\_ 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 existing buildings and their sizes.
- \_\_\_ Illustrate all proposed new construction with dashed lines (include dimensions).
- \_\_\_ Illustrate parking area with number of spaces, and access drive areas. If off-street parking is to be provided, even in part, on another property, please show its location on your site plan map, and attach a copy of the parking easement or agreement from the adjoining property owner.
- \_\_\_ Illustrate the entrance and exit points to the property, pattern of traffic flow, loading and unloading area, sidewalks and bike paths.
- \_\_\_ 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.
- \_\_\_ Name of the person who prepared the map.