

**CITY OF MADRAS
COMMUNITY DEVELOPMENT DEPARTMENT**

NON-CONFORMING USE APPLICATION

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

OFFICE USE ONLY
FILE # _____
FEE \$ _____
ZONING DISTRICT _____
Date Received _____

Legal Description of the Subject Property:

Township	Range	Section	Tax Lot
_____	_____	_____	_____

Street address of the property: _____

I have examined all statements and information contained herein, and all attached exhibits, and to the best of my knowledge and belief, they are true and correct. I authorize the City of Madras staff, Hearing's Officers and Planning Commissioners to enter property for inspection of the site in conjunction with this land use application.

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: _____

The non-conforming use 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. Please answer the questions as completely as possible.

1. Please check those situations, which apply to this application.

- New construction in districts where site plan review is required.
- The change of a use from one permitted use to another permitted use, which results in the increase of traffic, or employees, or intensification of the use.
- An expansion of a permitted or nonconforming use, which will result in an increase of land committed to the use.
- Remodeling of a permitted or nonconforming use, which will result in an increase of floor area of the existing structure on the site.
- Paving within a required front, side, or rear yard setback.
- Addition of a drive-up window, or addition of a curb cut providing access to road or highway.

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

2. What type of business, commodity for sell, or manufactured, or service are you proposing?

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. Are there either homes or mobile homes on this property? _____
If yes, please list the number of residences and their addresses, 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. 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 off-street parking for your business be provided on this property? Yes _____ No _____

If off-street parking is to be provided, even in part on another property, please attach a copy of the parking easement or agreement from the adjoining property owner.

MAP INSTRUCTIONS AND CHECKLIST

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.

- _____ The map may be drawn on white paper which is either 8 ½ x 11 or 8 ½ x 14 inches in size, with the information drawn in black ink.
- _____ 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 and dimensions of your property must be accurately drawn. Show the square footage of the parcel. Draw the property lines with a solid black line and label adjacent public roads, if any.
- _____ Identify existing and proposed easements with a dotted line.
- _____ Identify the location and direction of all water courses and drainageways, as well as the location of the 100-year floodplain, if applicable.
- _____ Illustrate all structural development, with dimensions.
- _____ Illustrate all proposed new construction with dashed lines, including dimensions.
- _____ Illustrate the location, dimension and surface material of all off-street parking and access drive areas.
- _____ Illustrate the entrance and exit points to the property, curbing and sidewalks.
- _____ Illustrate the location, height, and material of all fences and walls.
- _____ All utilities are required underground.
- _____ Title the map "Residential Site Plan".

Return Application To: City of Madras
 Community Development Department
 125 SW 'E' Street, Madras, Oregon 97741

Phone: 541-475-3388
Fax: 541-475-3959