

## How to use this Guide?

This Guide is intended to provide a general overview of the development process for development located in the City of Madras in the Industrial zoning district. The circumstances for each development project is different! This Guide will help you identify if you need a land use permit (i.e. Site Plan Review) and if so, what are the important steps to complete the development process. Ultimately, you'll need to contact the City of Madras and other agencies to gather additional information which will allow you to better understand what is needed to complete your project.

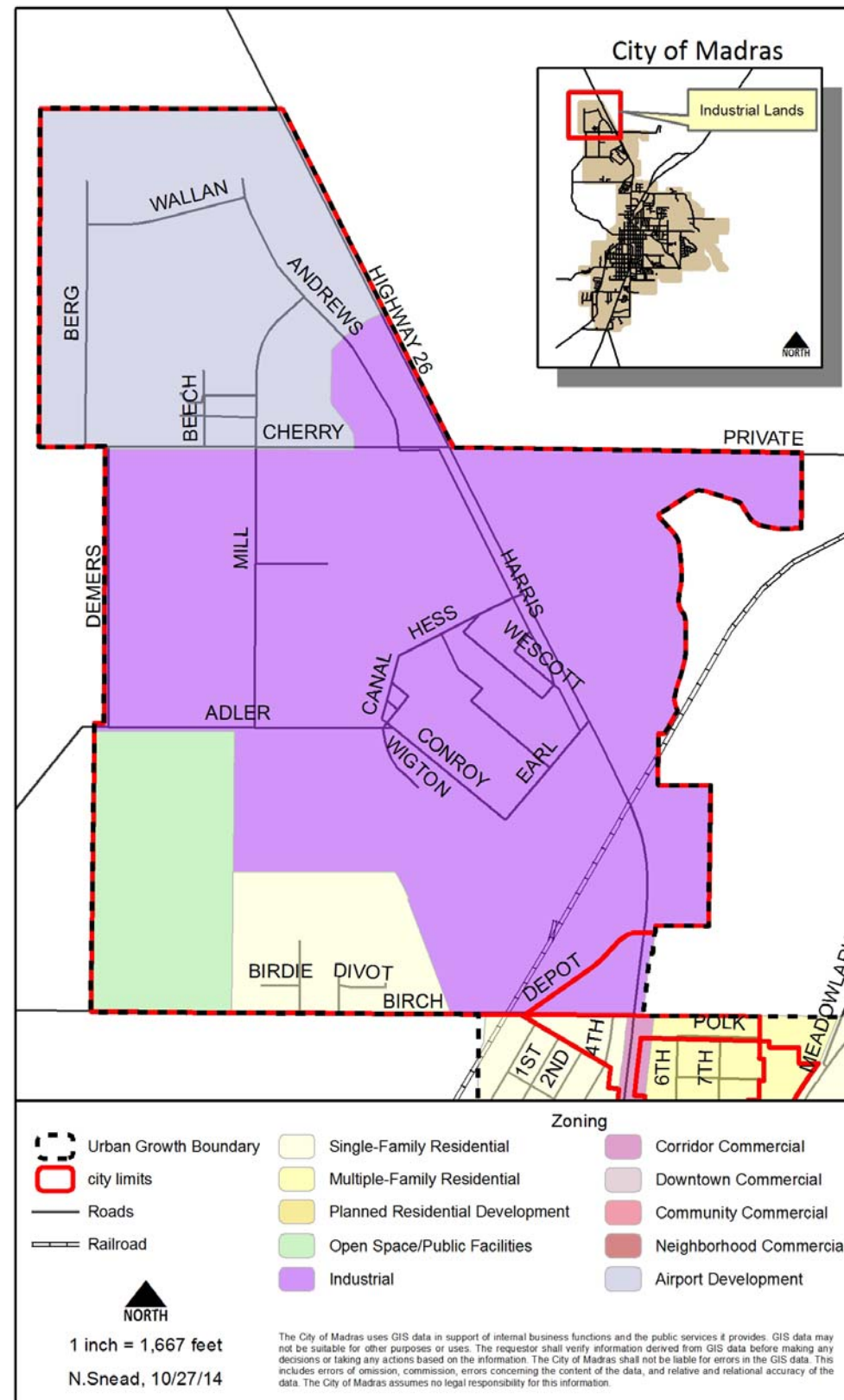
Finally, the City of Madras is here to help you! We want you and your project to be successful. In doing so, the City will rely upon the information that it is provided. As circumstances change, the permitting process and development standards may also change. To avoid any surprises, make sure the City is aware of any changes to your project so that timely feedback can be provide!

## Things to Consider When Looking for Industrial Land...

- ◆ Confirm the property is zoned "Industrial" with the City of Madras Community Development Department.
- ◆ Contact the City of Madras Community Development Department to determine what if any land use approvals have been issued for the property you are interested in using or developing.
- ◆ Contact the City of Madras to determine if the City will charge System Development Charges for your development plans.
- ◆ Confirm that sewer, water, gas, telephone, internet service, and other utilities are available for the property?
- ◆ Contact the Jefferson County Building Department to determine what, if any, Build-

### Notes:

## Industrial Land in the City of Madras



## Industrial Development Guide



THE CITY OF  
**MADRAS**

125 SW "E" Street  
Madras, OR 97741  
541-475-2344

[www.ci.madras.or.us](http://www.ci.madras.or.us)

# Step 1: Zoning & Land Use

## Do you need a land use permit?

On the property that you are interested in:

- Is the proposed use a “permitted” use in the Industrial Zoning District?
- Will you use an existing building?
- Is there landscaping (live & maintained)?
- Is there parking that is striped or has

### Yes...then:

1. Apply for a Business License at City Hall.
2. Contact Jeff Hurd, Public Works Director about System Development Charges (SDCs) for your business.
3. Contact Jefferson County Building Dept. if any permits are needed.

No...Proceed to Step 2.

### Questions ?

Contact Nicholas Snead  
Community Development Director  
541.475.3388

# Step 2: Public Infrastructure and Design / Construction Standards

Meet with  
**Jeff Hurd**  
Public Works  
Director  
jhurd@ci.madras.or.us  
541.475.2344



The design and construction of public infrastructure necessary to support industrial development must conform to City standards. Construction of public infrastructure can be expensive so it's best to know upfront what kind of costs are involved!

### TIP!

Set up a meeting early in the process with Jeff! He will provide helpful advice to your project engineer regarding design and location issues and connect you with utility providers.

Jeff can also tell you about SDCs & whether SDC charges may apply to your development proposal.

# Step 3: Development Team Meeting

Meet with  
**Nicholas Snead**  
Community Development  
Director  
nsnead@ci.madras.or.us  
541.323-2916



The purpose of the Development Team meeting is to identify the permitting process, development standards, and fees for your project. The Development Team is here to answer any of your questions & communicate what is needed to get your project completed. Contact Nicholas Snead to schedule your Development Team meeting!

# Step 4: Prepare & Submit Site Plan Review application

### TIP!

Ask Nicholas Snead about the review process, development standards, fees, or anything else that applies to your project.

Before you submit your Site Plan Review application to the City, review the notes from the Development Team meeting. Make sure you have all information requested by the City. Only you can provide the information needed to get your permit approved!

### Basic Site Plan Review Application Check List:



- ◇ Completed Site Plan Review application
- ◇ Site Plan Map & any other related documents
- ◇ Any special studies (i.e. Traffic, Storm Water, etc.)
- ◇ Application fees

# Step 5: Site Plan Approval (Land Use Approval)

Nicholas Snead, Community Development Director will approve your Site Plan Review application with Conditions of Approval. It's often more efficient to let you know of minor changes that need to be accounted for when finalizing your building and construction plans. This keeps the permitting process moving forward!

### TIP!

Ask Nicholas Snead if you need a design and construction professional to help you with your project. It could result in unexpected delays!

### Common Conditions of Approval:



- ◇ Adjust the design of your parking lot
- ◇ Revise an aspect of your construction plans.
- ◇ Revise your storm water plans

# Step 6: Building & Construction Permits

You're almost there! After you've received Site Plan approval, you can submit for Building Permits at the Jefferson County Community Department. Building permits plans must meet state building, fire, life, & safety standards. Your Building Permit plans must also be consistent with the approved Site Plan.

### TIP!

Contact the Jefferson County Building Department early in the process to identify needed permits, construction standards, permit timelines, permit fees.

# Step 7: Certificate of Occupancy

The Certificate of Occupancy (i.e. C. of O.) is the final step in the local review process! The C. of O. is issued after City and County officials have physically inspected your property & building to confirm that it meets the requirements outlined in your Site Plan approval and meets applicable state and meet State building, fire, life, & safety standards. Once you receive C. of O. you are authorized to move into the building, open to the public, and begin operations.

# Congratulations!

It's extremely important that you carefully review your site plan approval letter & make sure that each and every requirement is met before asking for City & County for final inspections. Nothing is worse - for you or for us - than scheduling a "grand opening" that doesn't happen because all requirements haven't been met.

## Resource Center

### Utility Providers:

- Pacific Power: 1-888-221-7070
- Central Electric Coop: 541-475-3266
- Deschutes Valley Water: 541-475-3849
- Cascade Natural Gas: 1-888-522-1130
- Crestview Cable: 541-475-2969
- Bend Broadband: 541-382-5551
- Qwest/Century Link: 866-541-3331

### Websites:

- City of Madras: [www.ci.madras.or.us](http://www.ci.madras.or.us)
- Jefferson County: [www.co.jefferson.or.us](http://www.co.jefferson.or.us)

### Important Phone Numbers:

#### City of Madras:

- City Hall: 541-475-2344
- Community Development Department: 541-323-2916
- Public Works Department: 541-475-2344

#### Jefferson County:

- Planning Department: 541-475-4462
- Building Department: 541-475-4462
- Assessor's Office: 541-475-2443