



**City of Madras**  
**Final Plat Review Application**  
**125 SW E Street**  
**Madras, Oregon 97741**  
**541-475-3388**

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

***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.***

**If you are the authorized agent, please attach the letter of authorization signed by the owner.**

Applicant Name \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_

Signature \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Email \_\_\_\_\_

Property Owner \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_

Signature \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Email \_\_\_\_\_

**PROPERTY DESCRIPTION**

Property Address \_\_\_\_\_

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

Current Zoning \_\_\_\_\_ Total Land Area \_\_\_\_\_ Current Land Use \_\_\_\_\_

**PROJECT DESCRIPTION**

File Number of Subdivision or Partition Approval \_\_\_\_\_ Phase \_\_\_\_\_

Subdivision Name \_\_\_\_\_ Number of Lots \_\_\_\_\_

## Final Plat Application and Approval

- Signatures Required. The final plat must be signed by North Unit Irrigation, the City Community Development Director, the City Public Works Director, the City Administrator, the County Surveyor, the County Assessor and the Board of County Commissioners.
- Recording the Final Plat. Following City approval of the final plat, the subdivision shall be recorded by the **applicant** within three (3) years unless an extension request is filed by the applicant and approved by the Community Development Director. If it is a phased subdivision, the first phase shall be recorded within one year. Phased developments can be processed and recorded over a three (3) year period or as approved by the hearings body. Platting may not occur until required public improvements have been completed, inspected and accepted or bonded and a Land Division Agreement recorded.
- Building permits. Building permits can only be issued after the plat is recorded and improvements have been completed, inspected and accepted. Public Works issues the final letter of completion when construction of all public improvements is accepted.
- Occupancy permit. Occupancy permits can only be issued after any required Public Improvements have been accepted by Public Works.

**NOTE: This may not be a complete list of land use requirements. Dependent on the specifics of the proposal, additional information may be required after further review.**