



# CITY OF MADRAS SUBDIVISION APPLICATION

125 SW E Street Madras Oregon 97741 541-475-3388 Fax 541-475-3959

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

Name of Subdivision \_\_\_\_\_  
File Number \_\_\_\_\_ Number of Lots Created \_\_\_\_\_

## APPLICANT AND PROPERTY OWNER INFORMATION

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** \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Signature \_\_\_\_\_ Email \_\_\_\_\_

Property Owner \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Signature \_\_\_\_\_ Email \_\_\_\_\_

Business Name \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

## PROPERTY DESCRIPTION

Property Location (Address, intersection of cross street; general area)

Township \_\_\_\_\_ Range \_\_\_\_\_ Section \_\_\_\_\_ Tax Lot \_\_\_\_\_  
Present Zoning \_\_\_\_\_ Total Land Area \_\_\_\_\_ Square Ft.) \_\_\_\_\_ (Acres)  
Present Land Use \_\_\_\_\_

## PROFESSIONAL SERVICES

Surveyor/Engineer \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Email \_\_\_\_\_

Realtor or Agent \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Email \_\_\_\_\_

## **SUBMITTAL REQUIREMENTS**

The following information and material must be submitted by the applicant. *Please note: additional information may be required by the City.*

- Application. The application must be signed by the owner(s) and shall include the information requested on this form. If the owner does not sign this application, then a letter of authorization must be signed by the owner for the agent.
- Tentative Plan. Four full size copies of the tentative plan, one 11x17 copy and a pdf of all submitted documents, plans etc.
- Title report or subdivision guarantee, including legal description of property.
- Fee (as shown on page one of this application).
- Burden of proof statement addressing approval criteria in MDC Section 8.11(3.10)
- Vicinity map.
- Supplemental information: All agreements with local governments that affect the land and proposed use of property.
- Traffic impact study (may be required by the City Public Works Director or Planning Director)
- Names, address, and phone numbers of the owner of record, authorized agents or representatives, engineer or surveyor, and any assumed business names filed or to be filed with the Corporation Commission by the applicant.
- Date of preparation, north point, scale and gross area of the proposed subdivision.
- Appropriate identification of the drawing as a tentative plan for a subdivision. Location and tract designation sufficient to define its location and boundaries, and a legal description of the tract boundaries in relation to existing plats and streets.
- Certified copy of the recorded instrument under which the applicant claims an ownership interest, or copy of a land sales contract which binds the applicant in the event of tentative approval.
- Location, names and widths of existing improved and unimproved streets and roads within and adjacent to the proposed subdivision.
- Location of any existing features such as section lines, section corners, City and special district boundary lines, and survey monuments.
- Location of existing structures, irrigation canals and ditches, pipelines, waterways, railroads and any natural features such as rock outcroppings, and natural hazards.
- Location and direction of water courses, and the location of areas subject to flooding.

- Location, width and use or purpose of any existing easement or right-of-way within and adjacent to the proposed subdivision.
- Existing sewer lines, water mains, culverts, and other underground and overhead utilities within and adjacent to the proposed subdivision together with pipe sizes, grades and locations.
- Contour lines related to some established bench mark or other engineering acceptable datum and having minimum intervals of two feet for slopes of less than five percent, five feet for slopes of five to fifteen percent, ten feet for slopes of fifteen to twenty percent, and twenty feet for slopes greater than twenty percent.
- Zoning classification of land within and adjacent to the proposed subdivision.
- Location, names, width, typical improvements, cross sections, bridges, culverts, approximate grades, curve radii and centerline lengths and reserve strips of all proposed streets, and the relationship to all existing and projected streets.
- Location of at least one temporary bench mark within the proposed subdivision boundary.
- Location, approximate area and dimensions of each lot, and proposed lot and block numbers.
- Location, approximate area and dimensions of any lot or area proposed for public use, the use proposed, and plans for improvements or development thereof.
- Proposed use, location, approximate area and dimensions of any lot intended for non-residential use.
- An outline of the area proposed for partial recording, if contemplated or proposed.
- Source, method, and preliminary plans for domestic water supplies, sewer lines, and all utilities.
- Description and location of any proposed community facility.
- Storm water and other drainage facility plans.
- Proposed deed restrictions including access restrictions or protective covenants if such are proposed to be utilized for the proposed subdivision.
- Statement from each utility company proposed to serve the proposed subdivision stating that each company is able and willing to serve the proposed subdivision as set forth in the tentative plan, and the conditions.
- Proposed fire protection system for the proposed subdivision and written approval thereof by the appropriate serving fire protection agency.