

# JEFFERSON COUNTY COMMUNITY DEVELOPMENT DEPARTMENT

85 SE "D" STREET, MADRAS, OREGON 97741 (541) 475-4462

<b>ACCOUNT#</b>	<b><u>SITE/DRIVEWAY REVIEW</u></b>	<b>PERMIT #</b>
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### JOB SITE INFORMATION

SITE ADDRESS:						ZONE:
CITY:	ST:	ZIP:	TWN:	RGE:	SEC:	TL:
PROJECT DESCRIPTION:						

### OWNER INFORMATION Note: All fields must be completed

APPLICANT NAME:				PHONE #:	
ADDRESS:			CITY:	ST:	ZIP:
APPLICANT EMAIL:					

### CONTRACTOR INFORMATION Note: All fields must be completed

CONTRACTOR NAME:				PHONE #:	
ADDRESS:			CITY:	ST:	ZIP:
LICENSE #:			EXPIRATION DATE:		
CONTACT PERSON:			CONTACT PHONE #:		
CONTRACTOR EMAIL:					
APPLICANTS SIGNATURE:				DATE:	
OWNERS SIGNATURE:				DATE:	

### FOR OFFICE USE ONLY

PUBLIC WORKS	COMMUNITY DEVELOPMENT DEPT
DRIVEWAY ACCESS COMMENTS:	DRIVEWAY AS-IS (NO UPGRADES NEEDED): <input type="checkbox"/>
	SITE/DRIVEWAY REVIEW COMMENTS:
CONCRETE APRON REQUIRED: (YES) (NO)	ADDRESS POSTED: (YES) (NO)
CULVERT REQUIRED: (YES) (NO)	FIRE DEPARTMENT NOTIFIED: DATE:
APPROVED BY: DATE:	APPROVED BY: DATE:

ALL DOCUMENTATION MUST BE RECEIVED AND APPROVED BY JEFFERSON COUNTY CDD BEFORE PERMITS WILL BE ISSUED. IT IS THE RESPONSIBILITY OF THE AUTHORIZED AGENT TO KEEP JEFFERSON COUNTY UPDATED OF CURRENT CONTRACTOR INFORMATION FOR THE APPROVED PERMITS.



## REQUIRED INFORMATION FOR SITE PLAN AND DRIVEWAY SUBMITTAL

### ITEMS THAT **MUST BE SHOWN** ON YOUR SITE PLAN:

Failure to include all the items listed below will delay the review process necessary to obtain permits in a timely manner.

- 1. Site plan must be current, **DRAWN TO SCALE** on the minimum paper size of 8 ½"x11" preferred size is 11"x17".
- 2. **SCALE OF DRAWING**, the site plan must be drawn to scale, indicate scale used.
- 3. **NORTH ARROW** and **TOTAL ACREAGE** needs to be noted.
- 4. **STREET NAMES** and their **LOCATIONS** surrounding the property.
- 5. **ALL PROPERTY LINES, PROPERTY LINE DIMENSIONS AND EASEMENTS.**
- 6. **DRIVEWAYS, DRIVEWAY TURNOUTS and TURNAROUNDS and DRIVEWAY ACCESS LOCATIONS.**  
**NOTE:** Driveways that cannot meet Jefferson County Code requirements may require a licensed engineer to provide documentation of the installation necessary to bring the driveway into compliance.
- 7. **EXISTING & PROPOSED STRUCTURES: Proposed structures must be staked at 4 corners.**
  - Label structures as "**PROPOSED**" and "**EXISTING**".
  - Identify square footage and use of structures. "**ALL**" structures must be identified. Examples: Decks, Covered Patios, Lean-tos, Gazebos, Chicken Coops, ETC....
  - Structure locations to be identified with two points of reference from the property lines by distance in feet, IE: from north and west. Building not meeting the setback requirements may have to be moved for approval.
- 8. **UTILITIES LOCATIONS** such as **WATER, SEWER, GAS** and **ELECTRICAL** shall be identified on the site plan with their total lengths of installation and identified as "**PROPOSED**" and/or "**EXISTING**".
- 9. **SEPTIC TANK, DRAIN FIELD and REPAIR DRAIN FIELD AREA** shall be identified with two points of reference from the property lines by distance in feet, IE: from south and east.  
**NOTE:** Any structures that are near the septic drain field and/or septic tank must show the distance from the structure to the nearest point of the septic system.
- 10. **SLOPE, CONTOURS & MAJOR FEATURES (Rims, canals/ditches, streams, rivers, etc.)** shall be indicated.
- 11. **GEOGRAPHIC FEATURES and EXCAVATION WORK** such as, but not limited to, manmade slopes, cuts, backfill materials and natural features such as escarpments, rims and cliffs that can affect the proposed structure may require additional setbacks, geotechnical report and/or survey from a licensed professional.
- 12. **FENCES and LIVESTOCK AREAS** need to be indicated.

**Site Review:** The purpose of site review is to look at the building site compared to the site plan prior to work beginning. The inspector that goes out is looking at the items listed above which is why it is so important to have a complete site plan (also known as a plot plan).

**Driveway Process:** New driveway access locations **must be approved** by Jefferson County Public Works Department. Public Works approval is part of the site plan/driveway review application. New and existing driveways will be reviewed, and must be installed, in accordance with Jefferson County Code 12.18 which can be found at <https://www.codepublishing.com/OR/JeffersonCounty/>.