



INFORMATION TO BE PROVIDED ON SITE PLANS FOR BUILDINGS AND STRUCTURES

Plans and details must follow the following format:

- 11 x17 or 22 x 34 paper size (22 x 34 prints at half scale on 11 x 17 paper) minimum.
Details and supplemental information may be provided on 8.5 x 11. Floor plans, site plans, etc. will not be accepted on 8.5 x 11.
Drawn to scale
Minimum scale for site plans is 1" = 50'
Minimum scale for architectural and structural drawings is 1/8 inch = 1 foot, drawn on an 11x17
Scale - written scale must be included for each sheet and detail in the following format: 1/8" = 1', 1" = 10', etc.
A scale bar is required on scanned plans (scanned plans often are not to scale).
Township, range, section and tax lot number, address, and North arrow are required for all site plans and site drawings.
All structural and architectural elements must be completely detailed and included on a comprehensive set of plans to include a site plan and floor plan at minimum, if applicable.
Locations of proposed and existing buildings and their distance to property lines.
Building dimensions and lot dimensions (feet) and size (square feet or acres)
Contour lines (1 foot contours, when applicable)
Locations of drainage ways, easements and 100 year and/or 500 year flood plain location, if applicable.
The minimum setbacks from property line to a single story residential structure is:

Table with 4 columns: Overhang, Side Yard Setback, Rear Yard Setback, Front Yard Setback. Values range from 1' to 21'.

a These setbacks are based on a 15' building height
b Add 0.5 setback for each 1' building height over 15'

For split level, two story and taller buildings contact the Planning Department for proper setbacks (541) 774-2380.

Building height shall mean the vertical distance from the average contact ground level at the front wall of the building to the highest point of the roof surface for flat roofs; to the deck line for mansard roofs, and to the average height between eave and ridge for gable, hip, and gambrel roofs.

Note: Please contact Public Works Engineering for public improvement plan submittals.

Once all (Building) forms are completed, they can be scanned and sent to Building@cityofmedford.org, faxed to (541) 618-1707, or delivered to the Lausmann Annex (drop box or counter) at 200 S. Ivy Street.

If you need assistance with the process, please call (541) 774-2350.