



**CONDITIONAL USE PERMIT APPLICATION – Type III**

**1. APPLICANT INFORMATION (If a corporation, list all principals)**

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP Code \_\_\_\_\_

Email \_\_\_\_\_

Telephone Primary \_\_\_\_\_ Secondary \_\_\_\_\_

**2. AGENT INFORMATION (Owner's consent required)**

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP Code \_\_\_\_\_

Email \_\_\_\_\_

Telephone Primary \_\_\_\_\_ Secondary \_\_\_\_\_

**3. PROPERTY OWNER/CONTRACT PURCHASER OF RECORD**

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP Code \_\_\_\_\_

Email \_\_\_\_\_

Telephone Primary \_\_\_\_\_ Secondary \_\_\_\_\_

## CONDITIONAL USE PERMIT APPLICATION – Type III

### 4. PROJECT DESCRIPTION

Project Name: \_\_\_\_\_  
Type of development/  
intended use: \_\_\_\_\_  
Assessor's Map &  
Tax Lot(s): \_\_\_\_\_  
Site  
Address(es): \_\_\_\_\_

Gross Acreage: \_\_\_\_\_ Net Acreage: \_\_\_\_\_  
General Land Use Plan  
(GLUP) Map Designation(s): \_\_\_\_\_

Zoning: \_\_\_\_\_  
Overlay Zone(s)  
(if applicable): \_\_\_\_\_  
Southeast Plan Map Designation(s)  
(if applicable): \_\_\_\_\_

Number of Dwelling Units:	Existing _____	Proposed _____
Area of Structures (square feet):	Existing _____	Proposed _____
Number of Parking Spaces	Required _____	Proposed _____
Number of Employees	Existing _____	Proposed _____
Percent of site covered by structures	_____ %	

List any land use application file numbers (including Pre-Application Conferences) associated with the subject property:

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### 5. REQUIRED SUBMITTALS (Single Sided – Documents Letter Size – Plans 11 x 17)

- This Application Form (completed and signed)
- Findings of Fact addressing the approval criteria (Page 4)
- Narrative describing the proposal
- Site Plan, if applicable (11 x 17) (Page 6)
- Architectural Plans, if applicable (11 x 17)
- Conceptual Stormwater Drainage and Quality/Detention Facility Plan, if applicable (11 x 17)
- Landscape Plan, if applicable (11 x 17)

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- Hillside Development Slope Analysis Form – **signed by staff** (Page 7)
- Hillside Ordinance Constraints Analysis Status Form – **signed by staff** (if applicable – Page 8)
  - Slope Analysis (Sections 10.929 – 10.933)
  - If developing on slopes greater than 35%, attach recommendations received from the Planning Department after required Pre-Application Conference
  - If site contains slopes greater than 15%, attach signed Constraints Analysis Status Form which indicates Analysis has been deemed complete
  - Constraints Analysis
- Traffic Impact Analysis Form – **signed by staff** (Page 9)
- Written Consent of Owner(s) (Page 10)
- Signed Statement Regarding Posting of Public Hearing/Public Notice Signs (Page 12)
- Agricultural Impact Assessment (if applicable – see Section 10.801 or 10.802)
- Assessor’s Map with site indicated
- Legal description of project site

### 6. SUBMIT THE APPLICATION AND REQUIRED DOCUMENTS

- Submit the package (one paper copy and electronic submittal required)
  - Electronic submittal options:
    - Send via email to [planning@cityofmedford.org](mailto:planning@cityofmedford.org)
    - Submit on a flash drive or other USB storage device (will not be returned)
  - Paper submittal options (one paper copy required):
    - Physical address: 200 S. Ivy Street, Medford, OR 97501
    - Mailing address: 411 W. 8th Street, Medford OR 97501
- Fees
  - \$3,300
  - Fees are due at time of application submittal
  - Checks shall be made payable to *City of Medford*

**All submittals must be  
single sided**

### 7. I HEREBY STATE THAT THE FACTS RELATED IN THE ABOVE APPLICATION AND THE PLANS AND DOCUMENTS SUBMITTED HERewith ARE COMPLETE, TRUE, CORRECT, AND ACCURATE TO THE BEST OF MY KNOWLEDGE.

Signature \_\_\_\_\_  Applicant  Agent  Owner

If any wetlands exist on the site, it is the applicant’s responsibility to apply for a permit to the Division of State Lands and Army Corps of Engineers before any site work begins.

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### **EXCERPTS FROM MEDFORD LAND DEVELOPMENT CODE SECTION 10.184 CONDITIONAL USE PERMIT**

*(A) A development classified as a conditional use shall be given special review via this process in order to assure its appropriateness for the site and allow for adjustment to be made to assure its compatibility with adjacent land uses.*

*(B) Conditional Use Permits Exempt of Site Plan and Architectural Commission Review.*

*(1) Conditional Use Permits (CUPs) approved under this Section shall be exempt from, and there shall be no requirement to apply separately for, a Site Plan and Architectural Commission review or to demonstrate compliance with the approval criteria in Section 10.200(E). However, the Planning Director in their discretion may forward a CUP proposal or proposed revisions thereto to the Site Plan and Architectural Commission for review. When forwarded by the Planning Director, the Site Plan and Architectural Commission shall have authority to review the CUP plans and make recommendations to the Planning Commission.*

*(2) Delegation of Authority.*

*The Planning Commission may delegate authority to the Site Plan and Architectural Commission or to the Planning Director to approve in its name the plans for buildings or any other element of a CUP or revisions thereto after the Planning Commission has approved the CUP. The authority delegated by the Planning Commission under this Subsection shall be delimited in conditions attached to the approval. Notwithstanding any other provision of this Code, the approval of delegated matters shall be subject to a Type III Procedure as set forth in Article II.*

*(C) Conditional Use Permit Approval Criteria.*

*(1) The Planning Commission must determine that the development proposal complies with either of the following criteria before approval can be granted.*

*(a) The development proposal will cause no significant adverse impact on the livability, value, or appropriate development of abutting property, or the surrounding area when compared to the impacts of permitted development that is not classified as conditional.*

*(b) The development proposal is in the public interest, and although the development proposal may cause some adverse impacts, conditions have been imposed by the Planning Commission to produce a balance between the conflicting interests.*

*(2) In authorizing a conditional use permit the Planning Commission may impose any of the following conditions:*

*(a) Limit the manner in which the use is conducted, including restricting the time an activity may occur, and restraints to minimize such environmental effects as noise, vibration, air pollution, glare and odor.*

*(b) Establish a special yard or other open space or lot area or dimension requirement.*

*(c) Limit the height, size, or location of a building or other structure.*

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- (d) Designate the size, number, location, or nature of vehicle access points.*
- (e) Increase the amount of street dedication, roadway width, or improvements within the street right-of-way.*
- (f) Designate the size, location, screening, drainage, surfacing, or other improvement of parking or truck loading areas.*
- (g) Limit or otherwise designate the number, size, location, height, or lighting of signs.*
- (h) Limit the location and intensity of outdoor lighting, or require its shielding.*
- (i) Require screening, landscaping, or other facilities to protect adjacent or nearby property, and designate standards for installation or maintenance thereof.*
- (j) Designate the size, height, location, or materials for a fence.*
- (k) Protect existing trees, vegetation, water resources, wildlife habitat, or other significant natural resources.*

### *(D) Conditional Use Permits, Mitigation of Impacts.*

*A conditional use requiring the mitigation of impacts under Subsection (C)(1)( b) above must do one of the following:*

- (1) Preserve unique assets of interest to the community.*
- (2) Provide a public facility or public nonprofit service to the immediate area or community.*
- (3) Otherwise provide a use or improvement that is consistent with the overall needs of the community in a location that is reasonably suitable for its purpose.*

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### SITE PLAN CHECKLIST

- Location & dimensions of all existing & proposed property lines, public utility easements, and any other public or private easements
- FEMA Floodplain information showing 100 year floodplain lines & elevation data if any
- Location of existing public improvements & above & underground utilities **within 300 feet of the project boundaries** (i.e. power, telephone, natural gas, water lines and hydrants, sanitary sewer, storm drain, streets, curbs, sidewalks, street trees, utility poles, light fixtures, traffic signals, etc.). *Include existing half-width right-of-way dimensions.*
- Proposed public improvements (check with Engineering Division prior to drawing plans: 541-774-2100)
  - Block Length Ordinance (Section 10.426)
  - Legacy Street (Section 10.427[D] and [E]) – confer with City Engineer prior to submitting application
  - Street Dedication (Sections 10.428 – 10.430B)
  - Access Standards (Section 10.550)
- Proposed connection points to power, telephone, natural gas, water, sanitary sewer & storm drainage
- Conceptual Drainage plan (Sections 10.486[B] or 10.729[B])
- Location, size, height & proposed use of all buildings (proposed & existing)
- Treatment of all public and private yards and open space
- Location, height, & materials of all existing & proposed fences & walls (Sections 10.731 – 10.735)
- Location, number of spaces, dimensions, internal circulation pattern, and paving material of off-street loading (Section 10.742)
- Existing & proposed off-street vehicular parking including, but not limited to: location, number of spaces, dimensions, internal circulation pattern, and paving materials
  - Vehicle (Sections 10.743 – 10.746)
  - Bicycle (Sections 10.747 – 10.751)
  - Carpool & vanpool (Section 10.809)
- Vehicular & pedestrian access to site & buildings, including disabled person, service/loading, and points of ingress/egress
- Pedestrian walkways (Sections 10.772 – 10.776)
- Location & general nature, including height, directional control, etc. of exterior lighting (Section 10.764)
- Location & method of concealment of outdoor trash/recycling receptacles (Section 10.781)
- Location & method of concealment of exterior mechanical equipment (heating, ventilation, A/C, etc.) (Section 10.782)

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### HILLSIDE DEVELOPMENT SLOPE ANALYSIS FORM

A Slope Analysis is required for all applications (except Zone Changes) where development is proposed on slopes greater than fifteen percent (15%).

Map and

Tax Lot(s): \_\_\_\_\_

Address(es): \_\_\_\_\_

.....  
**To Be Completed by Planning Department Staff Prior to Submitting**

Based upon the City of Medford Slope Map:

- A Slope Analysis is not required.
- A Slope Analysis is is required, but a Constraints Analysis is not required.
- A Slope Analysis and a Constraints Analysis are required. The Constraints Analysis must be submitted to the Public Works Department and deemed complete before submittal of the Application to the Planning Department. Please use the Constraints Analysis Status Form, Page 15.
- A Slope Analysis, Constraints Analysis, and Pre-Application are required before submittal of the Application to the Planning Department. The Constraints Analysis must be submitted to the Public Works Department and deemed complete before submittal of the Pre-Application Form to the Planning Department. Please use the Constraints Analysis Status Form included in the Pre-Application Form.

\_\_\_\_\_  
Staff Member Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

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**HILLSIDE DEVELOPMENT CONSTRAINTS ANALYSIS STATUS FORM**

A Constraints Analysis is required for all applications (except Zone Changes) where development is proposed on slopes greater than 15%.

The Constraints Analysis must be deemed complete by the Public Works Department **prior** to submittal of the Application to the Planning Department. This form, signed by the Public Works Department, must accompany the application submittal to the Planning Department. After review, Public Works will mail this form to the Agent and forward a copy to Planning.

**Section A: To be filled out by the applicant prior to submittal to the Public Works Department**

Document Title: \_\_\_\_\_  
Subject Tax Lots: \_\_\_\_\_  
Agent Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Email: \_\_\_\_\_  
Telephone: \_\_\_\_\_

**Section B: To be filled out by the Public Works Department at time of submittal**

_____ Signature	_____ Date
_____ Print Name	_____ Title

**Section C: To be filled out by Public Works after review of the Constraints Analysis**

Based upon the information submitted with this application:

- The Constraints Analysis dated \_\_\_\_\_ is deemed complete.
- The Constraints Analysis is deemed incomplete.

_____ Signature	_____ Date
_____ Print Name	_____ Title



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**TRAFFIC IMPACT ANALYSIS FORM**

A. This section to be filled out by the applicant.

Map and Tax Lot(s): \_\_\_\_\_  
Acreage: \_\_\_\_\_  
Current Zoning District: \_\_\_\_\_  
Proposed Zoning District: \_\_\_\_\_

B. This section shall be filled out and signed by a representative from the Public Works Department – Traffic Section **prior** to submittal of this application.

Based upon the information above:

- A Traffic Impact Analysis is not required.
- A Traffic Impact Analysis is required.
- Insufficient information to determine if Traffic Impact Analysis is required.

_____ Signature	_____ Date
_____ Print Name	_____ Title

C. If Traffic Impact Analysis is required, two copies shall be submitted to the Public Works Department – Traffic Section prior to or upon submittal of this application, and this section shall be filled out and signed by a representative from the Traffic Section.

- A Traffic Impact Analysis is required and has been submitted to the Public Works – Traffic Section.

_____ Signature	_____ Date
_____ Print Name	_____ Title

**CONDITIONAL USE PERMIT APPLICATION – Type III**

**WRITTEN CONSENT OF OWNER**

I/We, \_\_\_\_\_, the property owner(s) of  
Tax Lot(s) \_\_\_\_\_ on Jackson County  
Assessor Map \_\_\_\_\_, hereby consent to the filing of an  
application for \_\_\_\_\_ on said property, and will  
allow \_\_\_\_\_ to represent me  
before the City of Medford approving authority.

Signed: \_\_\_\_\_  
Print  
Name: \_\_\_\_\_  
  
Date: \_\_\_\_\_

Signed: \_\_\_\_\_  
Print  
Name: \_\_\_\_\_  
  
Date: \_\_\_\_\_

Signed: \_\_\_\_\_  
Print  
Name: \_\_\_\_\_  
  
Date: \_\_\_\_\_

Signed: \_\_\_\_\_  
Print  
Name: \_\_\_\_\_  
  
Date: \_\_\_\_\_

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### **ON-SITE POSTING SIGNS, SECTION 10.124**

On-site posting signs shall be placed on the project site for any Type II or Type III land use actions according to the following:

#### Public Hearing Signs – Type III (Section 10.124[B])

- (1) Contents of sign. Public Hearing signs shall include a description of the proposed land use action, the date of the public hearing, and the City of Medford file number for the proposed land use action.
- (2) Location and number of signs. A posted notice sign must be placed on each existing street frontage of the project site. If a frontage is over 600 feet long, a notice sign is required for each 600 feet, or fraction thereof. Notice signs must be posted within 10 feet of a street lot line and must be visible to pedestrians and motorists. Notice signs may not be posted in a public right-of-way, unless the land use action specifically pertains to a public right-of-way. If posting must occur in the right-of-way, care should be taken to comply with Section 10.735, Clear View of Intersecting Streets.
- (3) Sign posting schedule. The required sign(s) shall be posted as specified in Table 10.124-1. Posted signs shall be removed within 10 days following the final decision.

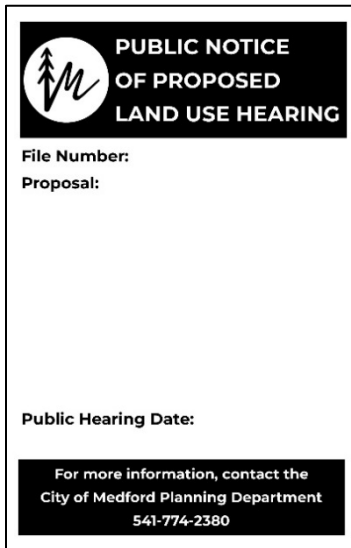
**For the applicant's convenience, the Planning Department will provide the signs at the Land Development Committee Meeting. Should this meeting not be scheduled 21 days prior to the hearing, it is the applicant's responsibility to contact the Planning Department to pick up the sign(s).**

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**PUBLIC HEARING SIGNS**

I, \_\_\_\_\_, the property owner (or authorized agent) of  
Tax Lot(s) \_\_\_\_\_ on Jackson County Assessor Map  
\_\_\_\_\_, have read *Medford Land Development  
Code* Section 10.124 which specifies the posting requirements for the tax lot(s) noted above,  
agree to post the property according to those requirements, and understand the  
consequences for not doing so.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_



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### COMMONLY USED CODE REFERENCES

1. Permitted Uses – Residential Zones	10.314
2. Permitted Uses – Commercial and Industrial Zones	10.337
3. Central Business District	10.358
4. Southeast Plan Overlay District	10.370 - 385
5. Block Length Ordinance	10.426
6. Legacy Streets	10.427(D) & (E)
7. Street Improvement Requirements	10.428 - 430(B)
8. Townhouse Development Standards	10.712
9. Duplex Development Standards	10.713
10. Multiple Family Site Development Standards	10.714
11. Multiple Family Special Development Standards	10.715A - 719
12. Commercial and Industrial Development Standards	10.421
13. Large Retail Structures (Big Box Ordinance)	10.722 - 725
14. Fencing	10.731 - 733
15. Clear View of Intersecting Streets (visibility triangle)	10.735
16. Off-Street Parking and Loading	10.741 - 746
a. Off-Street Parking Standard	10.743
b. General Design Requirements for Parking	10.746
c. Parking Area Planter Bays	10.746(3)
d. Parking, Required Yard	10.746(10)
e. Parking Aisles	10.746(12)
f. Connecting Parking Areas	10.746(15)
g. Parking Lot Dimension Standards	10.746(16)
h. Compact Cars (maximum 20 percent)	10.746(17)
17. Bicycle Parking	10.747 - 751
18. Pedestrian Walkways	10.772 - 776
19. Landscape and Irrigation	10.780
20. Bufferyards	10.790
21. Street Frontage Landscaping Requirements	10.797
22. Vanpool and Carpool Parking	10.809