



**GENERAL LAND USE PLAN MAP AMENDMENT
APPLICATION – Type IV**

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 _____

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4. PROJECT DESCRIPTION

Proposed GLUP

Map Designation: _____

Existing GLUP Map

Designation: _____

Current Zoning: _____

Overlay Zone(s)

(if applicable): _____

Southeast Plan Map Designation(s)

(if applicable): _____

Assessor's Map &

Tax Lot(s): _____

Gross Acreage: _____

List any land use application file numbers (including pre-applications) associated with this subject property:

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

- This Application Form (completed and signed)
- Findings of Fact addressing approval criteria (Page 4)
- GLUP Map Excerpt with site indicated
- Assessor's Map with site indicated
- Traffic Impact Analysis (TIA) Form **signed by staff** (Page 5)
- Written Consent of Owner(s) (Page 6)
- Signed Statement Regarding Posting of Public Hearing/Public Notice Signs (Page 8)

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
 - 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

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- Fees
 - \$4,500
 - Fees are due at time of application submittal
 - Checks shall be made payable to *City of Medford*

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

**All submittals
must be single
sided**

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GENERAL LAND USE PLAN MAP AMENDMENT CRITERIA

10.220 Major Type IV Amendments.

(B) Major Type IV Amendment Approval Criteria.

Refer to the Review and Amendment section of the Comprehensive Plan, except in the case of the following four actions:

- (1) Major Zoning Map Amendment. Refer to the approval criteria for Land Development Code Amendments in Section 10.218.*
- (2) Urban Growth Boundary Amendment. Refer to Urbanization Element of the Comprehensive Plan.*
- (3) Urban Reserve Adoption/Amendment. Refer to ORS 195.137-145 and OAR 660-021.*
- (4) Urbanization Plan. Refer to Sections 5 and 6 in the Urbanization Planning Chapter in the Neighborhood Element*

10.222 Minor Type IV Amendments.

(B) Minor Type IV Amendment Approval Criteria. For minor amendments to the Comprehensive Plan, General Land Use Plan Map, or Urban Growth Boundary refer to the Review and Amendment section of the Comprehensive Plan. For Transportation Facility Development approval criteria refer to Section 10.226 (B). For the approval criteria for Vacation of Public Right-of-Way refer to Section 10.228 (D).

10.224 Minor Comprehensive Plan Application Form.

An application for a minor Comprehensive Plan amendment shall contain the following items:

- (1) Vicinity map drawn at a scale of 1" = 1,000' identifying the proposed area to be changed on the General Land Use Map.*
- (2) Written findings which address the following:*
 - (a) Consistency with applicable Statewide Planning Goals.*
 - (b) Consistency with the goals and policies of the Comprehensive Plan.*
 - (c) Consistency with the applicable provisions of the Land Development Code.*

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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 **GLUP Map Amendment** 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 **GLUP Map Amendment** 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

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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: _____

GENERAL LAND USE PLAN MAP AMENDMENT APPLICATION – TYPE IV

ON-SITE POSTING SIGNS, SECTION 10.124

On-Site Posting – Type II (Section 10.124[C][d])


- (1) Contents of sign. On-site notice of decision date signs shall include a description of the proposed land use action, the date the decision will be rendered 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.

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ON-SITE POSTING 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: _____

	PUBLIC NOTICE OF PROPOSED LAND USE HEARING
File Number:	
Proposal:	
Public Hearing Date:	
For more information, contact the City of Medford Planning Department 541-774-2380	

For the applicant's convenience, the Planning Department will provide the sign(s) 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).