



MEDFORD PLANNING

HISTORIC REVIEW APPLICATION – Type III Standard or Major

1. CHECK THE HISTORIC DISTRICT:

- | | | |
|--|--|---|
| <input type="checkbox"/> Downtown | <input type="checkbox"/> Corning Court Ensemble | <input type="checkbox"/> Geneva-Minnesota |
| <input type="checkbox"/> South Oakdale | <input type="checkbox"/> Property Individually Listed on National Register | |

2. CHECK THE APPLICATION TYPE:

- | | |
|--|---|
| <input type="checkbox"/> Standard | <input type="checkbox"/> Major |
| <ul style="list-style-type: none">▪ Façade Improvement▪ New Awnings▪ Color Change (more than three colors)▪ New Signage (not Minor Type II) | <ul style="list-style-type: none">▪ New Construction▪ Building Additions (greater than 20% or 2,500 square foot increase in gross floor area)▪ Demolition or Relocation |

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

Name _____

Address _____

City _____ State _____ ZIP Code _____

Email _____

Telephone Primary _____ Secondary _____

4. AGENT INFORMATION (Owner's consent required)

Name _____

Address _____

City _____ State _____ ZIP Code _____

Email _____

Telephone Primary _____ Secondary _____

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5. PROPERTY OWNER/CONTRACT PURCHASER OF RECORD

Name _____

Address _____

City _____ State _____ ZIP
Code _____

Email _____

Telephone Primary _____ Secondary _____

6. PROJECT DESCRIPTION

Site Address(es): _____

Assessor's Map &
Tax Lot(s): _____

Gross Acreage: _____ Net Acreage: _____

General Land Use Plan
(GLUP) Map Designation(s): _____

Zoning: _____

Overlay Zone(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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7. REQUIRED SUBMITTALS (Single Sided – Documents Letter Size – Plans 11 x 17)

- ☐ This Application Form (completed and signed)
- ☐ Project Description
 - Describe the specific changes proposed in detail.
- ☐ Findings of fact demonstrating compliance with the approval criteria in Section 10.188, Historic Review, Approval Criteria.
- ☐ Site Plan (11 x 17) (Pages 8 - 9)
 - Required for Major application types. For Standard applications, if proposed changes do not affect the site or the structure footprint a site plan is not required.
- ☐ Building Elevations (11 x 17) (Page 8)
 - Indicate building materials
 - Color photograph or rendering may be submitted if no structural changes are proposed.
- ☐ Proposed Exterior Color Chips (if applicable)
- ☐ Conceptual Stormwater Drainage and Quality/Detention Facility Plan (11 x 17)
 - Required for new construction or building additions
- ☐ Landscape Plan (11 x 17) (Pages 9 - 11)
 - Required if new landscaping is proposed or required
- ☐ Hillside Development Slope Analysis Form – **signed by staff** (Page 12)
 - Required for new construction or building additions
- ☐ Hillside Ordinance Constraints Analysis Status Form – **signed by staff** (if applicable – Page 13)
 - 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
- ☐ Written Consent of Owner(s) (Page 14)
- ☐ Signed Statement Regarding Posting of Public Hearing/Public Notice Signs (Page 16)
- ☐ Agricultural Impact Assessment (if applicable – see Section 10.801 or 10.802)
- ☐ Legal description of project site

8. SUBMIT THE APPLICATION AND REQUIRED DOCUMENTS

- ☐ Submit the application (plans must be native .pdf files, no scans)
 - Via email planning@cityofmedford.org
 - For extra-large files, contact the planning department at planning@cityofmedford.org for a link to upload documents
- ☐ Fees
 - [Planning Fee Schedule](#)
 - Planning Fees are due at the time of application submittal

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- Payment options:
 - Checks shall be made payable to *City of Medford*
 - Credit/debit cards are accepted in the planning department, or to pay by phone, call (541) 774-2380

- ☐ **9. 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**

If any wetlands exist on the site, it is the applicant's responsibility to obtain a permit from the Oregon Department of State Lands and U.S. Army Corps of Engineers before any site work begins.

EXCERPTS FROM MEDFORD LAND DEVELOPMENT CODE SECTION 10.188

HISTORIC REVIEW

Section 10.188(C) Historic Review Approval Criteria

Approval of Historic Review applications shall require findings that the proposal is consistent with the indicated approval criteria:

(1) Changes to the Historic Preservation Overlay.

The extent of the Historic Preservation Overlay may be changed to include a historic resource other than those specified in Section 10.402 (1), (2), and (3) through a Type III Historic Review process if findings can be made substantiating that the proposal is consistent with the criteria below:

- (a) It has been demonstrated that the designation of the historic resource is consistent with the purposes of the Historic Preservation Overlay in Section 10.401; and,
- (b) It has been demonstrated that the designation of the historic resource is appropriate, considering the historic value of the resource and any other conflicting values, and will not result in a loss of substantial beneficial use of the property; and,
- (c) It has been demonstrated that the historic resource has a significance rank of “primary” or “secondary” on an historical survey conducted in conformance with the standards of the Oregon State Historic Preservation Office; or, the historic value of the resource has sufficient local significance to merit designation as a Local Historic Resource.

(2) Exterior Alteration and/or New Construction.

The Landmarks and Historic Preservation Commission shall approve a Historic Review application for exterior alteration and/or new construction within an Historic Preservation Overlay after consideration during a public hearing, if findings can be made substantiating that the proposal is consistent, or can be made consistent through the imposition of conditions, with all of the following criteria:

- (a) It has been demonstrated that the proposed exterior alteration and/or new construction is consistent with the purposes of the Historic Preservation Overlay in Section 10.401; and,
- (b) It has been demonstrated that the proposed exterior alteration and/or new construction will preserve the historic character, form, and integrity of the historic resource; and,
- (c) It has been demonstrated that the proposed exterior alteration and/or new construction is consistent with the most current version of the The Secretary of the Interior’s Standards for the Treatment of Historic Properties; and,

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- (d) It has been demonstrated that the proposed exterior alteration and/or new construction is compatible with the historical and architectural style of the historic resource, of adjacent historic properties, and of the historic district within which it is located, if any. Assessment of compatibility may include consideration of the design, arrangement, proportion, detail, scale, color, texture, and materials, and the way new features will be differentiated from the old; and,
- (e) It has been demonstrated that the proposed exterior alteration and/or new construction is consistent with all other applicable provisions of this Code.

- (4) Demolition and Relocation. The Landmarks and Historic Preservation Commission shall temporarily delay issuance of a demolition or relocation permit for all or part of a building, structure, object or site in an Historic Preservation Overlay, unless, during a public hearing:
 - (a) It is demonstrated that a temporary suspension of the demolition or relocation permit would not aid in avoiding the demolition or relocation of the historic resource; in informing the owner of the benefits of renovation; nor in pursuing public or private acquisition or restoration; and,
 - (b) In the case of a demolition, it is demonstrated that there is no practical opportunity to relocate the historic resource to another site, nor to salvage historic or architectural elements; and,
 - (c) It is demonstrated that the proposed demolition or relocation would not adversely affect the protection, enhancement, perpetuation, improvement, or use of any historic district or other historic resource; and,
 - (d) It is demonstrated that the benefits of protecting the historic resource no longer outweigh the benefits of allowing the demolition or relocation.
- (5) Temporary Suspension of a Demolition or Relocation Permit.
 - (a) In the case of temporary suspension of a demolition or relocation permit by the Landmarks and Historic Preservation Commission, issuance of the permit shall be delayed for a period of 120 days from the date of application for Historic Review or for the demolition or relocation permit, whichever is earlier.
 - (b) The Landmarks and Historic Preservation Commission may invoke an extension of the suspension period for an additional period not exceeding 90 days if it determines during a subsequent public hearing that there is a program underway that could result in public or private acquisition, or preservation or restoration of such building, structure, object, or site, and that there are reasonable grounds to believe that such a program will be successful.

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- (c) During the period of suspension, no permit shall be issued for demolition or relocation, nor shall any person demolish or move the building, structure, object, or site.
- (d) At the end of the suspension period, if all such programs have been unsuccessful, the Medford Building Safety Director shall issue a demolition or relocation permit as long as the application otherwise com-plies with all other city ordinances.

Section 10.188(D) Historic Review, Conditions of Approval.

In approving a Historic Review application, the Landmarks and Historic Preservation Commission may impose conditions necessary to ensure compliance with the standards of this Code and the criteria in this section, and to otherwise protect the health, safety and general welfare of the surrounding area and community as a whole. These conditions may include, but are not limited to the following:

- (1) Limiting the number, height, location and size of signs;
- (2) Requiring the installation of appropriate public facilities and services and dedication of land to accommodate public facilities when needed;
- (3) Limiting the visibility of mechanical equipment through screening or other appropriate measures;
- (4) Requiring the installation or modification of irrigated landscaping, walls, fences or other methods of screening and buffering;
- (5) Limiting or altering the location, height, bulk, configuration or setback of buildings, structures and improvements;
- (6) Requiring the improvement of an existing, dedicated alley which will be used for ingress or egress for a development;
- (7) Controlling the number and location of parking and loading facilities, points of ingress and egress and providing for the internal circulation of motorized vehicles, bicycles, public transit and pedestrians;
- (8) Requiring the retention of existing natural features;
- (9) Modifying architectural design elements including exterior construction materials and their colors, roofline, fenestration and restricting openings in the exterior walls of structures;
- (10) Restricting the height, directional orientation and intensity of exterior lighting.

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PLAN CHECKLISTS – All plans must be fully dimensioned

ARCHITECTURAL PLANS

- ☐ Roof plan
- ☐ Floor plans
- ☐ Architectural elevations
 - Materials and colors
 - 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, meters, etc.) (Section 10.782)

SITE PLAN

- ☐ 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)

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- ☐ 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)

LANDSCAPE PLAN

Please note irrigation plans are not reviewed or approved with this application, and need not be submitted. Irrigation review will be performed as part of building plan construction document review. Irrigation plans submitted with this application will not be reviewed for code compliance and will be considered conceptual.

The landscape plan designer should be cognizant during plan preparation of required irrigation hydro-zoning. Unless irrigated by drip irrigation with emitters for individual plant water needs, plants located in the same irrigation zone shall have similar watering needs. Compatible plant water use materials are referenced in the *Plant Water Needs for Medford*, a copy which is available at the Planning Department or Planning web page.

This is a summarized Landscape Plan Checklist. Adopted provisions are located in Section 10.780, of the *Medford Land Development Code*. For a comprehensive designer checklist for landscape plan preparation, please refer to the *Landscape and Irrigation Plan Processing and Information (LIPPI) Packet* available at the Planning Department or Planning web page.

- ☐ For development with more than 1,500 square feet of landscaping area the Landscape Plan shall be prepared by a State of Oregon Registered Landscape Architect or Oregon All-Phased Landscape Contractor.
- ☐ Title block information per Section 10.780(F)(1).
- ☐ Scale in accordance with Section 10.780(F)(2).

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- ☐ Plan information consistent with Section 10.780(F)(3).
- ☐ Plan Details per Section 10.780(F)(4) including but not limited to: location of all plant materials, landscaping features and groundcover materials.
- ☐ Details and specifications of soil preparation for tree planting.
- ☐ Construction notes for the soil preparation procedures outlined in Section 10.780(G)(9)(b) and for mature compost content, certified by the US Composting Seal of Testing Assurance Program, spread at a rate of three (3) cubic yards per 1,000 square feet of landscape area.
- ☐ Landscape Plan Legend.
- ☐ Utilities Plan Sheet, showing aboveground and underground utilities.
- ☐ If applicable, areas provided with fencing for soil/tree protection.
- ☐ If applicable, other Landscape Design Standards:
 - Street Frontage Landscaping Requirements (Section 10.797)
 - Parking Area Planter Landscaping Requirements (Section 10.746[3])
 - Bufferyard Landscaping Requirements (Section 10.790)
 - SE Overlay District Landscaping Requirements (Sections 10.370 -10.385)
 - Large Retail Structure Landscaping Requirements (Sections 10.724 - 10.725)
 - Stormwater Facilities Landscaping Requirements – per the *Rogue Valley Stormwater Quality Design Manual*.
- ☐ Plant Size Requirements:
 - Deciduous trees 1¾-inch caliper minimum
 - Evergreen trees Eight (8) feet in height minimum
 - Shrubs One (1) gallon size minimum
 - Groundcovers Flats or a minimum size of four (4) inch pots
- ☐ Living Groundcover Requirements:

All landscaping areas, including right-of-way planter strips adjacent to the site, shall include sufficient shrubs, turf grass, and/or other living groundcover to spread over 85% of each area within eight (8) years. This standard can be reduced down to a minimum of 50%, subject to standards identified in Section 10.780(G)(3).
- ☐ Non-Living Groundcover Requirements:

Landscaping areas not covered with turf grass shall be covered with (3) inches of unsettled mulch. A limited application of rock or similar non-living groundcover material may also be utilized. Bark mulch within public right-of-way shall be of shredded texture. Nuggets or chips may not be applied.
- ☐ High Water Use Landscape Element Limitations:

Water features shall use recirculation water systems. Total landscaping area of a development site shall not exceed the following percentages of high water use landscape elements as defined by code:

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- Single-family residential open space/landscaping tract = 40%
 - Multiple-family residential = 40%
 - Commercial/office = 30%
 - Institutional = 30%
 - Industrial = 20%
- Turf Grass Limitations - Section 10.780(G)(6): Minimum average width of eight (8) feet and shall be no less than six (6) feet in width at any point; Slopes exceeding fifteen percent (15%) shall not be landscaped with turf.
 - Slope Limitations in Landscape Areas: Maximum finished slope is 33% (3 to 1). Slopes steeper than 33% shall be terraced.
 - Irrigated Landscaping Adjacent to Impervious Surfaces shall have a finished grade that is one (1) inch lower than the impervious surface where they adjoin.
 - Tree Requirements per Section 10.780(G)(10):
 - Soil Volume - New and existing trees shall have at least two (2) cubic feet of soil volume for each one (1) square foot of mature tree canopy.
 - Structural Soil can be utilized as an alternative material under impervious surfaces to meet the required soil volume calculation.
 - Root Barrier shall be installed for all new trees located within three (3) feet of any public right-of-way impervious surface.
 - Tree Fencing - Existing trees to be preserved shall be fully secured by fencing at the canopy edge for the purpose for protecting the tree.

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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 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 Land Division Application to the Planning Department. Please use the Constraints Analysis Status Form, Page 11.
- ☐ A Slope Analysis, Constraints Analysis, and Pre-Application are required before submittal of the Land Division 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.

Signature

Date

Print Name

Title

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

Date Submitted: _____
Public Works Signature: _____
Print Name: _____

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.

Date: _____
Public Works Signature: _____
Print Name: _____

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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: _____

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:

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.

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.

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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).

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. Historic Overlay District	10.401 - 408
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