



TENTATIVE PLAT, PAD LOT DEVELOPMENT – Type II

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. OWNER/CONTRACT PURCHASER OF RECORD

Name _____

Address _____

City _____ State _____ Zip Code _____

Email _____

Telephone (Primary): _____ (Secondary) _____

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4. PROJECT DESCRIPTION

Project Name: _____ # Proposed Lots: _____

Address: _____

Map and Tax Lot(s) #: _____

Existing Zoning: _____ GLUP Map Designation: _____

Southeast Plan Map Designation (if applicable): _____

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

5. REQUIRED SUBMITTALS

- This Application Form (signed)
- Tentative Plat (1 copy)
 - Drawn to scale, including ALL applicable design criteria listed on page 4
- All large plans folded as per attached Plan Folding Instructions (Page 10)
- Reduced copies of tentative plat (8.5"x11" & 11"x17")
- Findings of Fact addressing approval criteria (Page 4-5)
- Written Consent of Owner(s) (Page 7)
- Expedited Land Division application form (if applicable) (Pages 8-9)
- Fees:
 - o Pad Lot Development (Type II Land Division): \$3,100
 - o Expedited Land Division: \$4,900
 - o Fees are due at time of project submittal.
 - o Checks shall be made payable to *City of Medford*.

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6. 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

Print Name: _____ Date _____

7. SUBMIT APPLICATION AND REQUIRED DOCUMENTS:

- a. PDF: send via email to planning@cityofmedford.org, and
- b. Paper: one (1) copy delivered to Planning Department, 200 S. Ivy Street, Medford, OR 97501

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.

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PLAN CHECKLISTS

TENTATIVE PLAT, PAD LOT DEVELOPMENT shall meet the following criteria:

- Clearly and legibly drawn on tracing paper of good quality
- Prepared by a civil engineer or land surveyor registered in Oregon
- Dimensions are not less than 18 inches by 24 inches

TENTATIVE PLAT, PAD LOT DEVELOPMENT shall contain the following data:

- Proposed land division name (if subdivision). Contact the Jackson County Surveyor for naming information (541)774-6191
- Date
- North Arrow
- Scale
- Gross Acreage and Net Acreage
- Sufficient legal information to define the boundaries of the proposed development
- A key map located in the upper right-hand corner identifying the location of the development relative to section and township lines and to adjacent property and major physical features such as street, railroads, and waterways
- Names & map lots of abutting property owners on all sides
- Names & widths of adjoining rights-of-way, topographic features, and all public improvements on adjacent property within 200-feet of the project boundary
- Names & address of owner of record, developer, & engineer or land surveyor registered in the State of Oregon who prepared the tentative plat
- All streets, highways, and other ways in the proposed project shall have:
 - Locations
 - Approximate Intersection Angle
 - Names
 - Widths
 - Centerline Radii
 - Centerline Slopes
- Number of Lots
- Dimensions of pad lots and parent parcels (to the nearest foot), including:
 - Frontage
 - Width
 - Area
- Location & height of all existing structures to remain on the property, & distance from proposed property lines
- Location of structures upon abutting parcels within ten feet of the property line or within ten feet of proposed streets
- Location & character of all easements existing & proposed by the developer for drainage, sewage, and public utilities
- Public or common area proposed
- Private open space and which pad it is associated with, if any
- The approximate distance to, and location of, the nearest sanitary sewer main.
- Name of the irrigation district, if any, and whether it is currently being assessed.
- Name of the School District within which the project is located

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MEDFORD LAND DEVELOPMENT CODE SECTION 10.170 (D), PARTITION APPROVAL CRITERIA

(A) Application

The land division associated with a pad lot development is a Type II administrative decision with notice and the Planning Director is the approving authority. If a pad lot development includes a cottage cluster development it shall be reviewed as a Type III quasi-judicial decision, and shall meet the requirements identified in Section 10.818A. Final plat for pad lot development is a Type I ministerial action which complies with the requirements established at the time of tentative plat approval, and the requirements set forth in Section 10.162 (B-E).

(B) Application for Pad Lot Development Tentative Plat. The application for each proposed pad lot development tentative plat shall be filed with the Planning Department.

(C) Form of Tentative Plat and Accompanying Data. The tentative plat shall comply with the requirements of 10.202(C).

(D) Pad Lot Development Tentative Plat Approval Criteria.

The Planning Director shall not approve any tentative plat for a pad lot development unless the Director can determine that the proposed land division, together with the provisions for its design and improvement, meet the following:

(1) Is consistent with the standards as outlined in Section 10.703 and as required in the underlying zoning district.

(2) Is consistent with the Comprehensive Plan, any other specific plans applicable to the proposed land division, including Neighborhood Circulation Plans, and all applicable development standards set forth in Articles IV and V of Chapter 10;

(3) Will not prevent development of the remainder of the property under the same ownership, if any, or of adjoining land or of access thereto, in accordance with this chapter;

(4) If it includes the creation of streets or alleys, that such streets or alleys are laid out to be consistent with existing and planned streets and alleys and with the plats of land divisions already approved for adjoining property, unless the approving authority determines it is in the public interest to modify the street pattern;

(5) If it has streets or alleys that are proposed to be held for private use, that they are distinguished from the public streets or alleys on the tentative plat, and reservations or restrictions relating to the private streets or alleys are set forth;

(6) Will not cause an unmitigated land use conflict between the land partition and adjoining agricultural lands within the EFU (Exclusive Farm Use) zoning district.

(E) Expiration of Pad Lot Development Tentative Plat Approval.

Approval of a tentative pad lot development plat application shall take effect fourteen calendar days following the date the notice of decision is mailed, unless appealed, in which case the decision is effective when all appeals are decided. The approval shall expire two years from the effective date. If a request for an extension of a tentative pad lot development plat application approval is filed with the Planning Department within two years from the date of the Planning Director's decision, an extension not to exceed one additional year shall be granted.

CONCEPTUAL GRADING PLAN

Purpose: A conceptual grading plan is a drawing that conveys the proposed change of ground elevation within a development. Such a drawing is meant to clearly indicate the change in grade within each lot as well as the direction of storm water runoff both within and outside of the project.

When

Required: A conceptual grading plan is required at the time of land division application, where the proposed development abuts existing developed lots, or where the grade of any part of the land division exceeds ten percent.

Content: A conceptual grading plan should be drawn to scale and contain the following information:

1. Existing/proposed contours, or cut and fill locations and depths
3. Proposed lots/lot numbers and the proposed method of access
4. Name and location of existing and proposed rights of way
5. Direction of storm water runoff
6. Preliminary system layout/location of detention facilities
7. Location of proposed retaining walls
8. Features adjacent to the development that could affect the project
9. Show how storm water runoff water will ultimately be disposed

For further questions concerning conceptual grading plans you may contact the Medford Planning Department at (541) 774-2380 or the Medford Engineering Department at (541) 774-2100.

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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: _____

Signed: _____

Print Name: _____

Print Name: _____

Date: _____

Date: _____

Signed: _____

Signed: _____

Print Name: _____

Print Name: _____

Date: _____

Date: _____

EXPEDITED LAND DIVISION APPLICATION FORM (ORS 197-380-380)

What is an Expedited Land Division?

The expedited land division process provides an alternative to the standard procedures for certain land division requests. An applicant may choose to use the expedited land division process if their land division request meets all of the applicable requirements specified in Oregon Revised Statute (ORS) 197-360 (see reverse side). The steps in this procedure differ from the regular land division procedure, but still include public review and opportunity for appeal. The steps are described in ORS 197.365-375.

Is it faster than the regular land division process?

The expedited land division process is intended to streamline the regular land use process that land divisions normally follow under state law, which allows up to 120 days for final city approval. In Medford, however, the typical processing time for a land division application that meets city standards and is complete when submitted is far less than the 120 days that state law allows. Therefore, in Medford, in many cases there is no difference in processing time between a regular land division and expedited land division.

What are the requirements to qualify for the Expedited Land Division process?

ORS 197-360 lists the requirements to qualify for an expedited land division review. These requirements are summarized below. The full text of ORS 197.360 is included on the reverse side of this form.

The proposed land division (i.e., subdivision, partition or replat):

1. Must be on residentially zoned land and must be solely for the purposes of residential use;
2. Must not create building lots that provide for dwellings or accessory buildings within areas that contain natural resource protections, such as, but not limited to, historic areas and riparian zones.
3. Must satisfy all City street standards and connectivity requirements; and
4. Must either:
 - a. *Create enough lots or parcels to allow building residential units at 80 percent or more of the maximum net density permitted by the zoning designation of the site;*
or
 - b. *Will be sold or rented to households with incomes below 120 percent of the median family income for the county in which the project is built.*

Is the filing fee more for an Expedited Land Division?

Yes. The application filing fee for an expedited land division is higher than the filing fee for a standard land division application to cover the costs of processing the application following a different, specialized set of expedited procedures. The Expedited Land Division fee is \$4,772.

Why am I receiving this application form for Expedited Land Division now?

The expedited land division process has existed since 1995; however, the 2015 Oregon Legislature required that all land division applicants be notified of the expedited land division option and how to apply.

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Are you applying for an expedited Land Division?

No Yes

(If yes, then attach a written description of how the proposal satisfies ORS197.360)

Applicant Name: _____ Telephone: _____

Mailing Address: _____

Site Address: _____

Signature

Print Name

Date

ORS 197.360:

(1) As used in this section:

(a) "Expedited land division" means a division of land under ORS 92.010 to 92.192, 92.205 to 92.245 or 92.830 to 92.845 by a local government that:

(A) Includes only land that is zoned for residential uses and is within an urban growth boundary.

(B) Is solely for the purposes of residential use, including recreational or open space uses accessory to residential use.

(C) Does not provide for dwellings or accessory buildings to be located on land that is specifically mapped and designated in the comprehensive plan and land use regulations for full or partial protection of natural features under the statewide planning goals that protect:

(i) Open spaces, scenic and historic areas and natural resources;

(ii) The Willamette River Greenway;

(iii) Estuarine resources;

(iv) Coastal shorelands; and

(v) Beaches and dunes.

(D) Satisfies minimum street or other right-of-way connectivity standards established by acknowledged land use regulations or, if such standards are not contained in the applicable regulations, as required by statewide planning goals or rules.

(E) Will result in development that either:

(i) Creates enough lots or parcels to allow building residential units at 80 percent or more of the maximum net density permitted by the zoning designation of the site; or

(ii) Will be sold or rented to households with incomes below 120 percent of the median family income for the county in which the project is built.

(b) "Expedited land division" includes land divisions that create three or fewer parcels under ORS 92.010 to 92.192 and meet the criteria set forth in paragraph (a) of this subsection.

(2) An expedited land division as described in this section is not a land use decision or a limited land use decision under ORS 197.015 or a permit under ORS 215.402 or 227.160.

(3) The provisions of ORS 197.360 to 197.380 apply to all elements of a local government comprehensive plan and land use regulations applicable to a land division, including any planned unit development standards and any procedures designed to regulate:

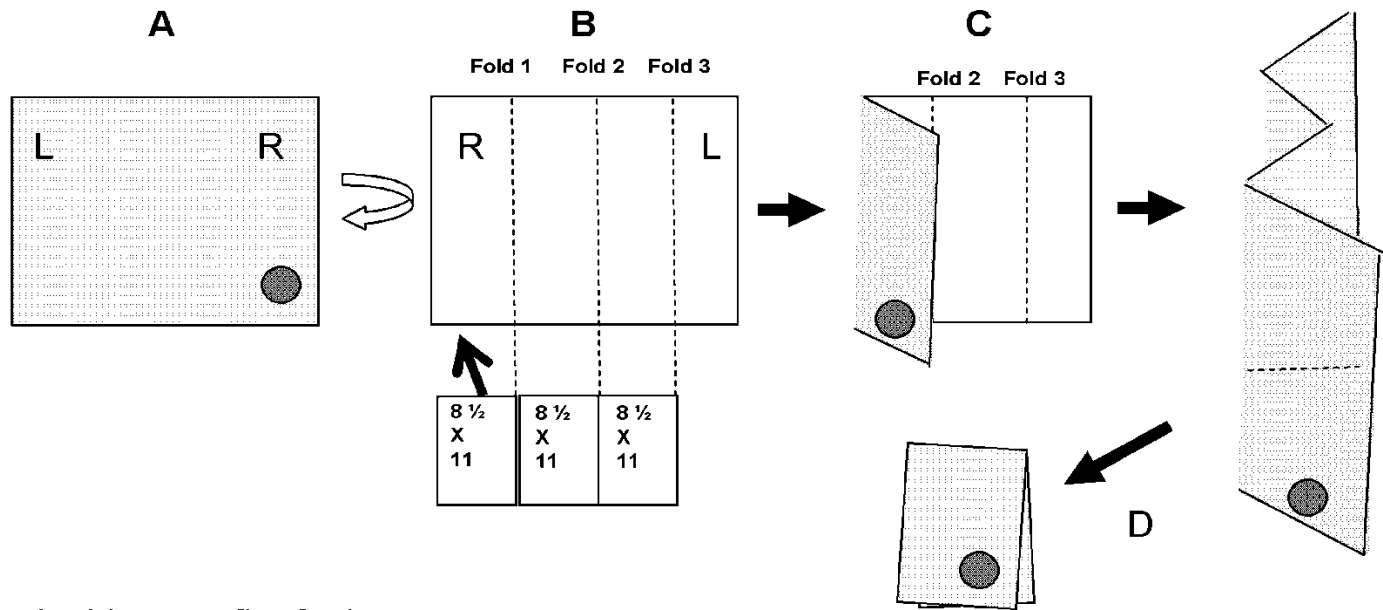
(a) The physical characteristics of permitted uses;

(b) The dimensions of the lots or parcels to be created; or

(c) Transportation, sewer, water, drainage and other facilities or services necessary for the proposed development, including but not limited to right-of-way standards, facility dimensions and on-site and off-site improvements.

(4) An application for an expedited land division submitted to a local government shall describe the manner in which the proposed division complies with each of the provisions of subsection (1) of this section.

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- A. Lie map flat facing up.
- B. Flip the map over (the top right corner is now the top left corner). Using the width of an 8 ½ x 11 piece of paper as a guide, start with the left side of the map and fold the map over as wide as the guide (8 ½ inches).
- C. Repeat folding, no wider than the first fold (8 ½ inches), and continue in an accordion style until you no longer have any folds left to make.
- D. Fold the accordion map in half by folding the top edge behind the bottom edge so that the lower right corner of the map ends up on top.