



**PARKS DEVELOPMENT REVIEW APPLICATION**

**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) \_\_\_\_\_

#### 4. PROJECT DESCRIPTION

Project Name: \_\_\_\_\_ # Proposed Lots: \_\_\_\_\_

Address: \_\_\_\_\_

Map #: \_\_\_\_\_ 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:

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#### 5. REQUIRED SUBMITTALS

- Hillside Ordinance applies to this site:
  - Slope Analysis (1 copies)
  - If developing on slopes greater than 35%, attach recommendations received from the Planning Department after Pre-application Conference (1 copy).
  - If site contains slopes greater than 15%, Constraints Analysis Status Form which indicates Analysis has been deemed complete
  - Constraints Analysis (1 copy)
- Application Form (signed)
- Assessor's Map (w/site indicated)
- Site Plan, to scale (1 copy)
  - Indicating all existing & proposed buildings, parking, drives, vegetation or landscaping, and adjacent development
- Reduced copies (8 ½" x 11" and 11" x 17") (1 copy each)
- Narrative
- Findings of Fact addressing approval criteria (Section 10.185)
- Agricultural Impact Analysis (if applicable)
- Written Consent of Owner(s)
- Signed statement regarding posting of Public Hearing Signs
- Fees:
  - \$0
  - Fees are due at time of project submittal.
  - Checks shall be made payable to *City of Medford*.

**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

**7. SUBMIT APPLICATION AND REQUIRED DOCUMENTS:**

- a. PDF: send via email to [planning@cityofmedford.org](mailto: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 apply for a permit to the Division of State Lands and Army Corps of Engineers before any site work begins.

## **FINDINGS**

Findings are a statement of the criteria, facts, and conclusions used in making a decision.

In order for the Planning Commission or City Council to approve a project, they must find that the proposal complies with the approval criteria and standards listed in the Land Development Code. No other considerations are allowed. The findings must demonstrate and lead to the conclusion, based on the facts of the case, that the criteria are being met.

Findings for approval must contain the following information.

1. The approval criteria from the Land Development Code.
2. A complete description of the project including all facts about the proposal which support approval.
3. An analysis and rationale of how the facts show that the project meets each of the criteria.

If the findings are not adequately written, any of the following may occur:

- Rejection of the application by the Planning Department;
- Disapproval of the project by the Planning Commission or City Council because it is not adequately demonstrated that the facts relied upon lead to the conclusion that the project meets the criteria; or
- Reversal of an approval on appeal.

**10.185 Park Development Review.**

In order to ensure a harmonious transition between parkland and surrounding uses, a Park Development Review is required for new and expanded parks, trails, and paths within the Public Parks zone. All park facilities, including paths and trails within the Public Parks zone, previously approved under a Condition Use Permit are subject to the Park Development Review process for any major modification (as defined below) to the prior CUP.

The following uses are subject to a Conditional Use Permit:

1. New or expanded parks, trails, and paths outside of the Public Parks zone
2. New or expanded trails and paths within a riparian corridor

**A. Park Development Review Criteria**

The approving authority (Planning Commission) shall approve a Park Development Review application if it can find the proposed park development conforms, or can be made to conform through the imposition of conditions, with all of the following criteria:

1. The proposed park or park building facility is located within the Public Park zone.
2. The proposal is substantially consistent with the Leisure Services Plan of the Comprehensive Plan.
3. The proposal complies with all applicable provisions of all city ordinances or the Planning Commission has approved an exception as provided in Section 10.251.
4. The proposal addresses the mitigation of impacts as described in 10.185(B).

**B. Special Conditions**

In authorizing a Park Development Review approval, the Planning Commission may impose any of the following conditions to ensure compliance with the standards of the code, and to otherwise ensure the general welfare of the surrounding area and the community as a whole:

1. Modify the manner in which the park operates, including restricting the time an activity may occur, restraints to minimize noise, vibration, air pollution, glare, and odor;
2. Establish a special setback;
3. Modify the height, size, bulk, or location of a building or other structure; this can be accomplished with changes in: building orientation and articulation, surface materials, windows, doors, and other architectural features;
4. Designate the size, number, location, or nature of vehicular access points;
5. Modify the improvements within the street right-of-way;
6. Designate the size, location, screening, drainage, surfacing, or other improvement of the parking areas;
7. Designate the location, surfacing, or type of bicycle parking;
8. Limit or increase the number of vehicular and bicycle parking spaces;
9. Limit the number, size, location, height, or lighting of signs;
10. Limit the number, location, height, directional orientation, and intensity of exterior lighting;
11. Require the installation of landscaping, walls, or fences or other methods of screening and buffering; designate the size, height, location, or materials of fencing;
12. Increase or decrease the amount of landscaping on the site;
13. Protect, restore, and retain existing natural features.

## HILLSIDE DEVELOPMENT SLOPE ANALYSIS FORM

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

- A. Form to be filled out and signed by a Planner from the Planning Department **prior** to submittal of a Type "III" Application.

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

Address: \_\_\_\_\_

- B. 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 Type "III" Application to the Planning Department. Please use the Constraints Analysis Status Form, Page 7.
- A Slope Analysis, Constraints Analysis, and Pre-Application are required before submittal of the Type "III" 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.

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

### HILLSIDE DEVELOPMENT CONSTRAINTS ANALYSIS STATUS FORM

A Constraints Analysis is required for all Type "III" 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 Type "III" Application to the Planning Department. This form, signed by the Public Works Department, must accompany the Type "III" 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: \_\_\_\_\_

**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.

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**WRITTEN CONSENT OF OWNER**

I, \_\_\_\_\_, the property owner of Tax Lot \_\_\_\_\_ 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. I also give permission to City of Medford staff to post a public notice of this proposed land use action on the tax lot noted above.

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

Dated: \_\_\_\_\_



**Public Hearings Signs, Section 10.124 (B)**

Public hearing signs shall be posted on the project site for any proposed Type II, III, or IV (minor) land use actions according to the following:

- (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.
- (4) Consequences of failing to post the property as required. Failure to post the signs as required by this section is a violation of the Medford Municipal Code.



**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).**

**PUBLIC HEARING SIGNS**

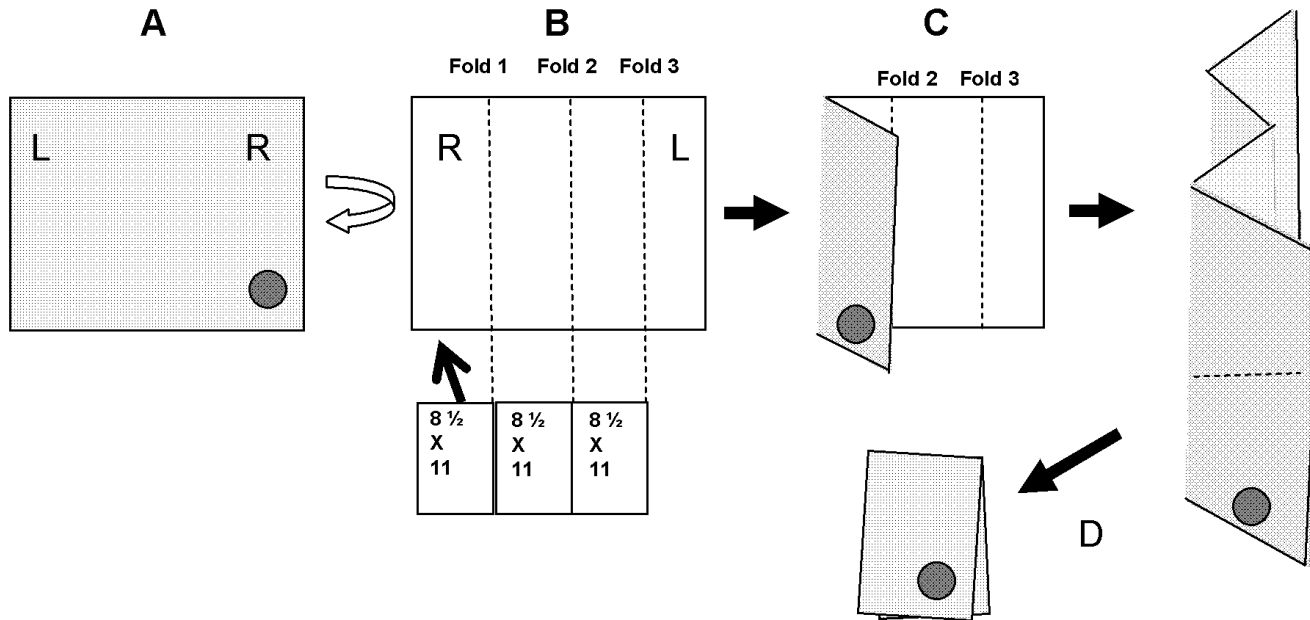
I, \_\_\_\_\_, the property owner (or authorized agent) of Tax Lot \_\_\_\_\_ on Jackson County Assessor Map \_\_\_\_\_, have read Medford *Land Development Code* Section 10.124 which specifies the posting requirements for the tax lot(s) noted above, agree to post the property according to those requirements,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

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

Dated: \_\_\_\_\_

	<b>PUBLIC NOTICE OF PROPOSED LAND USE ACTION</b>
Proposed Land Use Action:	
Public Hearing Date: File No.:	
	For more information: Contact the City of Medford Planning Department at 774-2380

**PLAN FOLDING INSTRUCTIONS**



- 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  $8\frac{1}{2}$  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 ( $8\frac{1}{2}$  inches).
- C. Repeat folding, no wider than the first fold ( $8\frac{1}{2}$  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.