



PRE-APPLICATION – Type I

The purpose of a pre-application is to provide potential applicants with information prior to the formal submittal of a project. Any responses are based upon current City requirements. These requirements change over time and different requirements may apply at the time your application is submitted.

There are no particular submittal requirements for a pre-application, but the more information provided, the more thorough the responses will be. Be sure to include any specific questions you would like to have answered.

This application will be discussed at a Land Development Committee meeting. The Committee meets every Wednesday at 9:30 a.m. The applications are generally on a meeting agenda about 30 – 45 days after the application is submitted. The Committee is made up of City staff, including the Planning, Public Works, Fire, Building Safety, and Legal Departments. Outside agencies also often provide comments, including the Medford Water Commission, Rogue Valley Sewer Services, ODOT, and others.

The pre-application process does not provide a final decision or determination of conditions of approval.

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 _____

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3. PROPERTY OWNER/CONTRACT PURCHASER OF RECORD

Name _____

Address _____

City _____ State _____ ZIP Code _____

Email _____

Telephone Primary _____ Secondary _____

4. PROJECT DESCRIPTION

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: _____

Number of Dwelling Units: Existing _____ Proposed _____

Area of Structures
(square feet): Existing _____ Proposed _____

5. SUBMIT THE APPLICATION

- This application form, signed
- Specific questions, if any
- Preliminary plans, if any (maximum size 11 x 17)
- Written consent, if applicable (page 4)
- 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)

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- 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
 - \$400
 - Fees are due at time of application 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

**All submittals
must be single
sided**

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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: _____