



PLANNED UNIT DEVELOPMENT: PRELIMINARY PLAN APPLICATION – Type III

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

Type of development/intended use: _____

Gross Floor area: _____ # Dwelling Units: _____

Employees _____ Project Acreage: _____

Address: _____

Map #: _____ Tax Lot #(s): _____

Existing Square Footage: _____ Proposed Square Footage: _____

Site Coverage: _____ % Total # Parking Spaces: _____

Type of irrigation system & backflow prevention device: _____

Project Name: _____

Existing Zoning: _____ Proposed Zoning: _____

General Land Use Plan 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

- Neighborhood Meeting
 - A neighborhood meeting is required prior to the submittal of the Preliminary PUD application. See Section 10.235(A).
- Application Form (signed)
- Current Assessor's Map(s) with site indicated
- Preliminary PUD Plan (1 copy)
- Landscape Plan (1 copy)
- Tentative Plat– if applicable (1 copy)
- Conceptual Grading Plan – if applicable (1 copy) see below
- Conceptual Stormwater Drainage Facility Plan (1 copy)
- All large plans folded as per attached *Plan Folding Instructions*
- Reduced copies of all graphic exhibits (8.5"x11" & 11"x17")
- Narrative Description (1 copy)
- Findings of Fact addressing applicable criteria
- Proposed CC&Rs
- Agricultural Impact Analysis (if applicable)
- Signed statement regarding posting of Public Hearing Signs
- Written Consent of Owner
- Legal Description
- Traffic Impact Analysis (TIA) (see attached TIA form)*
*Attached form must be filled out for all zone changes
- Hillside Ordinance applies to this site:
 - Slope Analysis (1 copy)
 - 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)
- Consolidated Application including Site Plan and Architectural Review:**
 - **SPAC review not required for detached single family dwellings
 - Site Plan (1 copy)
 - Architectural Plans (1 copy)
 - Applicant's Questionnaire (signed)

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Fees:

Planned Unit Development	\$4,200	\$ _____
Land Division	\$4,700	\$ _____
Zone Change	\$2,800	\$ _____
Conditional Use Permit	\$3,300	\$ _____
Exception Request	\$3,500	\$ _____
TOTAL		\$ _____

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

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 apply for a permit to the Division of State Lands and Army Corps of Engineers before any site work begins.

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PUD PLANS

PUD Plans shall be clearly and legibly drawn to scale with full dimensions, and must include the following:

SITE PLANS

- Location & dimensions of property lines
- Location, size, height, & use of buildings
- Dimensions of yards and open space between buildings
- Location of off-street vehicle, bicycle, and vanpool parking, number of spaces, dimensions, circulation pattern, paving type
- Pedestrian/bicycle, vehicular, and service access to site and buildings, internal circulation, points of ingress and egress
- Location of loading facilities, dimensions, number of spaces, internal circulation
- Location and general nature of outdoor lighting, height, directional control
- Street dedications and improvements
- Storm drainage, sewer, and water
- Location of existing public improvements, including power, telephone, gas, water, sewer, storm drainage, street lights, traffic signs and signals, & connection points
- Location and screening of outdoor mechanical equipment
- Location and screening of outdoor garbage/recycling receptacles

LANDSCAPE PLANS

- Existing natural features
- Existing trees over 6 inches in diameter by location and species
- Required landscaping such as for frontages, parking lots, and bufferyards
- Type of covering for all ground surfaces
- Proposed plant materials
 - Trees: Location, common name, genus, species, and cultivar, and an alternate for each (minimum size – 2" in diameter at 12" above ground)
 - Shrubs: Location, number, common name, genus, species (minimum size – 1 gallon)
- Ground Cover: Location, species, and an alternate for each
- Type of automatic irrigation system and type and location of backflow device

ARCHITECTURAL PLANS

- Roof Plan
- Floor Plans
- Elevations with materials & colors

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PURPOSE OF A PUD

- Promote creative and imaginative development.
- Promote development that is compatible with the natural topography.
- Preserve natural features and scenic qualities.
- Promote economic development without compromising public health, safety, and welfare.
- Promote the efficient use of land.
- Promote a mixture of land uses and housing types that are thoughtfully planned and integrated.
- Promote the development and maintenance of open space areas and other elements for common use by residents.
- Permit infill development on parcels that are difficult to develop.

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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APPROVAL CRITERIA FOR PRELIMINARY PUD PLAN Section 10.190(D)

The Planning Commission shall approve a Preliminary PUD if it concludes that compliance exists with each of the following criteria:

- (1) The proposed PUD:
 - (a) preserves an important natural feature of the land; or
 - (b) includes a mixture of residential and commercial land uses; or
 - (c) includes a mixture of housing types in residential areas; or
 - (d) includes open space, common areas, or other elements intended for common use or ownership; or
 - (e) is otherwise required by the Medford Land Development Code.
- (2) The proposed PUD complies with the applicable requirements of this Code, or
 - (a) the narrative describes the proposed modified standards of the Code and how they are related specifically to the implementation of the rationale for the PUD as described in the application, and
 - (b) the proposed modifications enhance the development as a whole resulting in a more creative and desirable project, and
 - (c) the proposed modifications to the limitations, restrictions, and design standards of this Code will not materially impair the function, safety, or efficiency of the circulation system or the development as a whole.
- (3) The property is not subject to any of the following measures or if subject thereto the PUD can be approved under the standards and criteria thereunder:
 - (a) Moratorium on Construction or Land Development pursuant to ORS 197.505 through 197.540, as amended.
 - (b) Public Facilities Strategy pursuant to ORS 197.768 as amended.
 - (c) Limited Service Area adopted as part of the Medford Comprehensive Plan.
- (4) The location, size, shape and character of all common elements in the PUD are appropriate for their intended use and function.
- (5) If the Preliminary PUD Plan includes uses not allowed in the underlying zone pursuant to Subsection 10.192(B)(7)(c), the applicant shall alternatively demonstrate that either:
 - (a) Demands for the Category “A” public facilities listed below are equivalent to or less than for one or more permitted uses listed for the underlying zone, or
 - (b) By the time of development the property can be supplied with the following Category “A” public facilities in sufficient condition and capacity to support development of the proposed use:
 - (i) Public sanitary sewerage collection and treatment facilities.
 - (ii) Public domestic water distribution and treatment facilities.
 - (iii) Storm drainage facilities.
 - (iv) Public streets.

Determinations of compliance with this criterion shall be based upon standards of public facility adequacy as set forth in this Code and in goals and policies of the comprehensive plan which by their language and context function as approval criteria for comprehensive plan amendments, zone changes or new development. In instances where the Planning Commission determines that there is insufficient public facility capacity to support the development of a particular use, nothing in this criterion shall prevent the approval of early phases of a phased PUD which can be supplied with adequate public facilities.

- (6) If the Preliminary PUD Plan includes uses proposed under Subsection 10.192(B)(7)(c), approval of the PUD shall also be subject to compliance with the conditional use permit criteria in Section 10.184.
- (7) If approval of the PUD application includes the division of land or the approval of other concurrent land use applications as authorized in Subsection 10.190(B), approval of the

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PUD shall also be subject to compliance with the substantive approval criteria in Article II for each of the additional land use applications.

NEIGHBORHOOD MEETING REQUIREMENT – SECTION 10.194(A)

(A) Purpose of Neighborhood Meeting Requirement for Preliminary PUD Plans.

To ensure neighborhood knowledge of proposed development and to provide an opportunity for direct communication, the applicant shall present the development proposal at a neighborhood meeting prior to submitting the land use application to the Planning Department. The applicant shall arrange and conduct the neighborhood meeting. City staff need not attend. Attendees shall be asked to sign a signature sheet and provide their mailing address. Attendance at the neighborhood meeting does not give an attendee legal standing for appeal.

(B) Neighborhood Meeting Presentation, Preliminary PUD Plans.

The presentation at the neighborhood meeting shall include at a minimum the following:

- (1) A map depicting the location of the subject property proposed for development; and,
- (2) A visual description of the project including a tentative site plan, tentative subdivision plan and elevation drawings of any structures, if applicable; and,
- (3) A description of the nature of the proposed uses and physical characteristics, including but not limited to, sizes and heights of structures, proposed lot sizes, density; and,
- (4) A description of requested modifications to code standards; and
- (5) Notification that attendance at the neighborhood meeting does not give legal standing to appeal to the City Council, the Land Use Board of Appeals, or Circuit Court.

(C) Scheduling and Noticing Neighborhood Meeting, Preliminary PUD Plans.

It shall be the responsibility of the applicant to schedule the neighborhood meeting and provide adequate notification of the meeting. The applicant shall send mailed notice of the neighborhood meeting to the owners of no less than 75 of the nearest tax lots regarding the neighborhood meeting. If 75 tax lots are not located within 200 feet of the exterior boundary of the PUD, the notification area shall be extended by successive 50-foot increments, until a minimum of 75 tax lots are included in the notification area. The owners of all tax lots within the extended notification shall receive written notice; therefore, noticing of more than 75 tax lots may be required. In addition to the affected property owners, the applicant shall also provide notice to the Planning Department. The applicant shall use the Jackson County Tax Assessor's property owner list from the most recent property tax assessment roll. The notice shall be mailed a minimum of 15 days prior to the neighborhood meeting which shall be held in Medford on a weekday evening. A certificate of mailing attesting to the date of mailing and the name and signature of the agent responsible for mailing said notices shall be prepared and submitted to the Planning Department in accordance with the materials identified in the application for Preliminary PUD Plan. The notice for PUD neighborhood meeting shall include:

- (1) Date, time and location of the neighborhood meeting; and,
- (2) A brief written description of the proposal; and,
- (3) The location of the subject property, including address (if applicable), nearest cross streets and any other easily understood geographical reference, and a map (such as a tax assessor's map) which depicts the subject property.

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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. I also give permission to City of Medford staff to post a public notice of this proposed land use action on the tax lot(s) noted above.

Signed: _____

Signed: _____

Print Name: _____

Print Name: _____

Date: _____

Date: _____

Signed: _____

Signed: _____

Print Name: _____

Print Name: _____

Date: _____

Date: _____

Signed: _____

Signed: _____

Print Name: _____

Print Name: _____

Date: _____

Date: _____

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NEIGHBORHOOD MEETING CERTIFICATE OF MAILING FORM

I, _____, the property owner (or authorized agent) of Tax Lot(s) _____ of Jackson County Assessor Map _____, acknowledge that I have read Medford *Land Development Code* Section 10.194(C), which specifies the mailing requirements for PUD Neighborhood Meetings.

I further attest that on _____, 20_____, in accordance with Section 10.194(C), the required notifications to affected property owners were placed in the U.S. mail.

A copy of the mailing labels containing the names and addresses of affected property owners has been attached to this acknowledgement.

Signed: _____

Print Name: _____

I am the Property Owner Authorized Agent

Dated: _____

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NEIGHBORHOOD MEETING VERIFICATION FORM

I, _____, the property owner (or authorized agent) of Tax Lot(s) _____ of Jackson County Assessor Map _____, acknowledge that on _____, 20____, a neighborhood meeting was held at _____ (location), at _____ PM. I have read Medford *Land Development Code* Section 10.194(B), which specifies the presentation requirements of a neighborhood meeting and acknowledge that the meeting presentation included the following:

- A map depicting the location of the subject property proposed for development; and
- A visual description of the project including a tentative site plan, tentative subdivision and elevation drawings of any structures, if applicable; and
- A description of the nature of proposed uses and physical characteristics, including but not limited to sizes and heights of structures, proposed lot sizes and project density; and
- A description of requested modifications to code standards.
- Notification that attendance at the neighborhood meeting does not give legal standing to appeal to the City Council, the Land Use Board of Appeals, or Circuit Court.

Signed: _____

Print Name: _____

I am the Property Owner Authorized Agent

Dated: _____

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PROPERTY OWNER NOTIFICATION

Medford Land Development Code Section 10.124 – Preliminary PUD Plans

Affected Property Owners: All owners of property within the project boundaries plus all property owners within 200 feet of the project boundaries. The owners of no less than 75 tax lots shall be notified. If 75 tax lots are not located within 200 feet of the exterior boundary of the PUD, the notification area shall be extended by successive fifty (50) foot increments, until a minimum of 75 tax lots are included in the notification area. Owners of all tax lots within the extended notification area shall receive notice; therefore, noticing of more than 75 tax lots may be required.

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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).

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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: _____

Print Name: _____

I am the Property Owner Authorized Agent

Dated: _____

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

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HILLSIDE DEVELOPMENT SLOPE ANALYSIS FORM

PLEASE READ: FORM TO BE FILLED OUT AND SIGNED BY A PLANNER FROM THE PLANNING DEPARTMENT PRIOR TO SUBMITTAL OF A TYPE “III” APPLICATION.

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

Map and Tax Lot(s): _____

Address: _____

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 16.
- 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

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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

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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 **Zone Change** 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.

Printed Name

Signature

Title

C. If Traffic Impact Analysis is required, two (2) copies shall be submitted to the Public Works Department – Traffic Section prior to or upon submittal of this **Zone Change** application, and this section shall be filled out and signed by a representative from the Traffic Section.

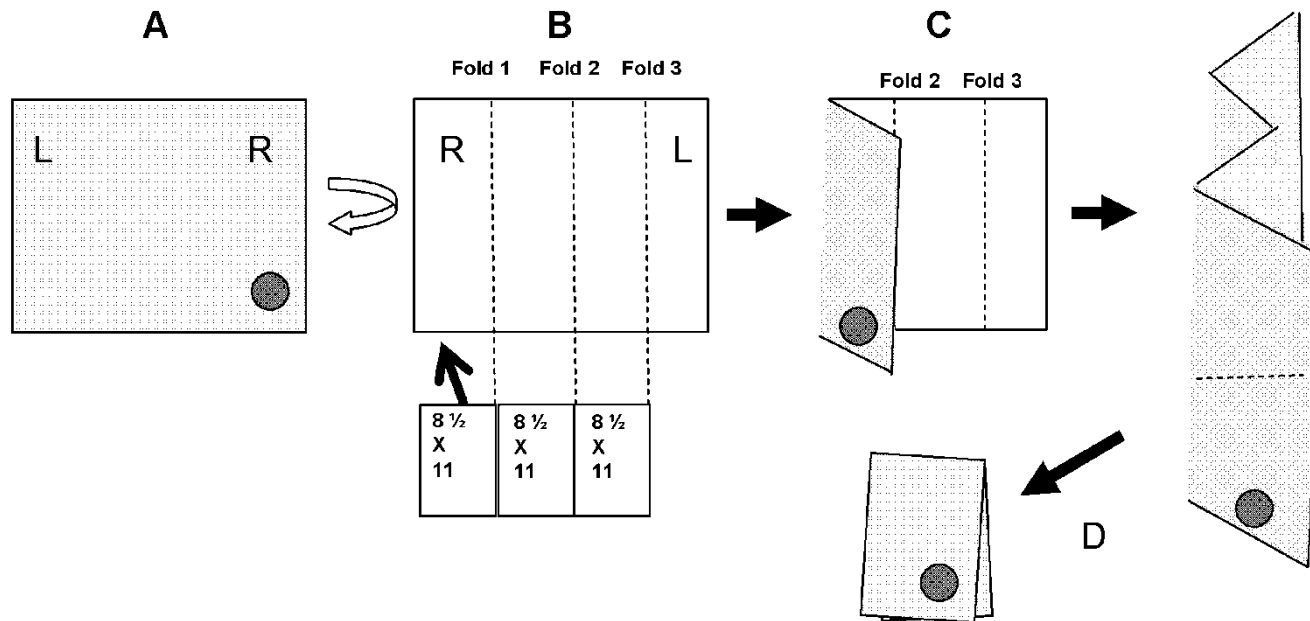
- A Traffic Impact Analysis is required and has been submitted to the Public Works – Traffic Section.

Printed Name

Signature

Title

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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.