



REMOVAL OF PUBLIC UTILITY EASEMENT (PUE) – Type I

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. PROPERTY OWNER/CONTRACT PURCHASER OF RECORD

Name _____

Address _____

City _____ State _____ ZIP Code _____

Email _____

Telephone Primary _____ Secondary _____

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4. PROJECT DESCRIPTION

Assessor's Map &

Tax Lot(s): _____

Site

Address(es): _____

List any land use application file numbers (including Pre-Application Conferences) associated with the subject property:

5. REQUIRED SUBMITTALS (Single Sided – Documents Letter Size – Plans 11 x 17)

- This Application Form (completed and signed)
- Written findings that address the approval criteria in MLDC Section 10.159A(C)
- Site Plan or vicinity map (11 x 17 max)
 - The location of the PUE shall be clearly indicated
- Legal description and exhibit map of the easement to be removed
 - Must be prepared by an Oregon licensed land surveyor
- Franchise Utility Sign-off (Page 5)
 - The attached "Franchise Utility Sign-Off Form" shall be used
 - Letters, statements or emails from the franchise utility companies stating no opposition to the PUE removal may also be used in conjunction with the attached form. It shall be indicated on the form if there are supporting documents submitted with this application.
- A quitclaim deed, with signature line for the Planning Director approval
 - A quitclaim deed may be prepared in accordance with Oregon Revised Statute (ORS) 93.865
- Written Consent of Owner(s) (Page 6)

6. SUBMIT THE APPLICATION AND REQUIRED DOCUMENTS

- 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)
 - 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
 - \$1,200
 - Fees are due at time of application submittal
 - Checks shall be made payable to *City of Medford*

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7. 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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EXCERPTS FROM MEDFORD LAND DEVELOPMENT CODE SECTION 10.159A REMOVAL OF PUBLIC UTILITY EASEMENT (PUE)

(C) Approval Criteria. The removal of a PUE shall be approved by the Planning Director if it complies with the following:

- (1) The easement does not grant public access for open space, trails, shared-use paths or other similar facilities.
- (2) The City, or a franchise utility provider licensed by the City, have no need for the public utility easement or any portion thereof.
- (3) There are no existing or known utility facilities within the easement.
- (4) Future plans for development of the property do not necessitate the PUE.

(D) Removal of PUE, Procedure.

Once the application has been submitted and deemed complete within 30 calendar days of receipt, the Planning Department shall send a copy to affected agencies, including the City and County Surveyor, Medford Public Works Engineering and other applicable agencies for review; agencies shall have 15 calendar days to provide comment. Following the agency comment period, the Planning Director, or designee, shall send a written report to the applicant indicating:

- (1) The application has been conditionally approved and is consistent with the criteria in Section 10.159A(C); or
- (2) The application has been disapproved as it is not consistent with the criteria in Section 10.159A(C).

(E) PUE Removal Recordation, Notification and Expiration.

- (1) Within sixty days of the final decision date, applicant shall, at applicant's expense, record the PUE removal quitclaim deed with the Jackson County Recorder's Office. If the quitclaim deed is not filed within sixty days the approval shall expire.
- (2) Once a decision on the removal of the public utility easement (PUE) has been made, the property owner, agent, and franchise utility companies shall be sent written notification of the decision, with a copy of the recorded quitclaim deed.

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Franchise Utility Sign-off Form

Pacific Power and Light

Signature

Date

See Attached Document(s)

Printed Name

Century Link

Signature

Date

See Attached Document(s)

Printed Name

AT&T

Signature

Date

See Attached Document(s)

Printed Name

Qwest

Signature

Date

See Attached Document(s)

Printed Name

Charter Communications

Signature

Date

See Attached Document(s)

Printed Name

Avista

Signature

Date

See Attached Document(s)

Printed 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: _____