



SITE PLAN AND ARCHITECTURAL REVIEW APPLICATION

SPAR – Type II

Used for multi-family residential of 3 net acres
or less per Medford Land Development Code
Section 10.175A

SPAC - Type III

Used if not a SPAR – 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. PROPERTY OWNER/CONTRACT PURCHASER OF RECORD

Name _____

Address _____

City _____ State _____ ZIP
Code _____

Email _____

Telephone Primary _____ Secondary _____

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4. PROJECT DESCRIPTION

Project Name: _____
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: _____
Overlay Zone(s)
(if applicable): _____
Southeast Plan Map Designation(s)
(if applicable): _____

Number of
Dwelling Units: Existing _____ Proposed _____
Area of Structures
(square feet): Existing _____ Proposed _____
Number of
Parking Spaces Required _____ Proposed _____
Number of
Employees Existing _____ Proposed _____
Percent of site covered by
structures _____ %

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

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

- This Application Form (completed and signed)
- Site Plan (11 x 17) (Pages 5 - 6)
- Architectural Plans (11 x 17) (Pages 5 - 6)
- Conceptual Stormwater Drainage and Quality/Detention Facility Plan (11 x 17)
- Landscape Plan (11 x 17) (Pages 7 - 8)
- Applicant's Questionnaire (Pages 11 - 12)
- Section II – Code Compliance Worksheet (Pages 13 - 14)
- Hillside Development Slope Analysis Form – **signed by staff** (Page 16)
- Hillside Ordinance Constraints Analysis Status Form – **signed by staff** (if applicable – Page 17)
 - Slope Analysis (Sections 10.929 – 10.933)
 - If developing on slopes greater than 35%, attach recommendations received from the Planning Department after required Pre-Application Conference
 - If site contains slopes greater than 15%, attach signed Constraints Analysis Status Form which indicates Analysis has been deemed complete
 - Constraints Analysis
- Written Consent of Owner(s) (Page 18)
- Signed Statement Regarding Posting of Public Hearing/Public Notice Signs (Page 20)
- Agricultural Impact Assessment (if applicable – see Section 10.801 or 10.802)
- Legal description of project site

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
 - \$3,100
 - Fees are due at time of application submittal
 - Checks shall be made payable to *City of Medford*

**All submittals must be
single sided**

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

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DISTINCTION BETWEEN SPAR – TYPE II and SPAC – TYPE III LAND USE REVIEW

This application form is used for two different processes. A Type II application is decided by the Planning Director and does not require a public hearing. A Type III application requires a public hearing and is decided by the Site Plan and Architectural Commission. Both processes include notification to surrounding property owners,

Only multi-family residential projects of three net acres or less are a Type II process. If an Exception or other Type III process is required in conjunction with a Type II residential project, the residential project must be decided by the Site Plan and Architectural Commission as a Type III application (see Section 10.175A(B) below). All other applications for site plan approval are Type III.

The application requirements are the same for Type II and Type III. Note that there are different approval criteria for residential projects – see Page 5.

Site Plan and Architectural Review – Type II Required, Section 10.175A(B)

A SPAR – Type II shall be used to review land uses proposing multi-family development, in place of the SPAC Type-III, when the following conditions apply:

- (1) Is a multi-family development of three (3) net acres or less; and*
- (2) The proposed land use does not require a Type III or Type IV land use review in conjunction with the multi-family development such as, but not limited to, an Exception, Historic Review or Land Division.*

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EXCERPTS FROM MEDFORD LAND DEVELOPMENT CODE SECTION 10.200 SITE PLAN AND ARCHITECTURAL REVIEW

Section 10.200(E) Site Plan and Architectural Review Approval Criteria

Type III Commercial and Industrial Development

*(1) The Site Plan and Architectural Commission, SPAC – Type III, shall approve a site plan and architectural review application for **commercial or industrial development**, if it can find that the proposed development conforms, or can be made to conform through the imposition of conditions, with the following criteria:*

- (a) The proposed development is compatible with uses and development that exist on adjacent land, and*
- (b) The proposed development complies with the applicable provisions of all city ordinances or the Site Plan and Architectural Commission has approved (an) exception(s) as provided in Section 10.186.*

Type II & III Residential Development

*(2) The approving authority shall approve a site plan and architectural review application for a **residential development** if the proposed development complies with the applicable provisions of all city ordinances, or if the Site Plan and Architectural Commission has approved either of the following:*

- (a) Any Exceptions, as provided for in MLDC Section 10.186, which resolve(s) any instances of non-compliance with those provisions.*
- (b) Any Adjustments or Exceptions from the Special Development Standards for Multiple-Family Dwellings, as provided for in MLDC Section 10.715A through 10.717.*
- (c) Any adjustments or Exceptions from the Development Standards for a Cottage Cluster Development, as provided for in MLDC Section 10.818A.*

Section 10.200(F) Conditions of Approval (Applies to Type II and Type III)

In approving a site plan and architectural review application, the approving authority may impose, in addition to those standards expressly specified in this code, conditions determined to be reasonably necessary to ensure compliance with the standards of the code and the criteria in Subsection (E) above, and to otherwise protect the health, safety and general welfare of the surrounding area and community as a whole. These conditions may include, but are not limited to the following:

- (1) Limiting the number, height, location and size of signs;*
- (2) Requiring the installation of appropriate public facilities and services and dedication of land to accommodate public facilities when needed;*

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- (3) Limiting the visibility of mechanical equipment through screening or other appropriate measures;*
- (4) Requiring the installation or modification of irrigated landscaping, walls, fences or other methods of screening and buffering;*
- (5) Limiting or altering the location, height, bulk, configuration or setback of buildings, structures and improvements.*
- (6) Requiring the improvement of an existing, dedicated alley which will be used for ingress or egress for a development;*
- (7) Controlling the number and location of parking and loading facilities, points of ingress and egress and providing for the internal circulation of motorized vehicles, bicycles, public transit and pedestrians;*
- (8) Requiring the retention of existing natural features;*
- (9) Modifying architectural design elements of commercial and industrial buildings. Such modifications may include, but are not necessarily limited to: exterior construction materials and their colors, roofline, fenestration and restricting openings in the exterior walls of structures;*
- (10) Modifying architectural design elements of multiple-family dwellings when the applicant has affirmatively elected to request an adjustment from the Special Development Standards in MLDC Sections 10.715A through 10.717. Such modifications may include but are not necessarily limited to: exterior construction materials and their colors, roofline, and fenestration; and, restricting openings in the exterior walls of structures;*
- (11) Modifying elements of Cottage Cluster Developments when the applicant has affirmatively elected to request an adjustment from the Development Standards for a Cottage Cluster Development, as provided for in MLDC Section 10.818A;*
- (12) Restricting the height, directional orientation and intensity of exterior lighting.*

Section 10.200(J) Site Plan and Architectural Review Application Form

The application for Site Plan and Architectural Review shall contain the following plans, submitted in the quantity and sizes specified on the Site Plan and Architectural Review application form, including legible reduced copies of all plan documents.

- (1) Landscape Plan meeting the specifications and requirements in Section 10.780.*
- (2) Building Construction Plans: A site plan and architectural plan which are clearly and legibly drawn to scale shall be provided. Building construction plans shall include north arrow, orientation of building elevations indicating full dimensions and providing the following information:*
 - (a) Site Plan:*
 - (i) Lot dimensions.*

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- (ii) All proposed and existing buildings and structures: location, size, height, proposed use.*
 - (iii) Public and private yards and open space between buildings.*
 - (iv) Walls and fences: location, height and material.*
 - (v) Existing and proposed off-street parking: location, number, type and dimensions of spaces, parking area, internal circulation pattern.*
 - (vi) Access: pedestrian, vehicular, service, points of ingress and egress.*
 - (vii) Loading: location, dimension, number of spaces, type of space (A or B), internal circulation.*
 - (viii) Lighting: location and general nature, hooding devices.*
 - (ix) Street dedication and improvements.*
 - (x) Drainage plan.*
 - (xi) Location of existing public improvements including streets, curbs, sidewalks, street trees, utility poles, light fixtures, traffic signs and signals, and such other data as may be required to permit the Planning Director or Site Plan and Architectural Commission to make the required findings.*
 - (xii) Location and screening of mechanical equipment.*
 - (xiii) Location and screening of outdoor trash bins.*
- (b) Architectural Plans:*
- (i) Roof plan.*
 - (ii) Floor plan.*
 - (iii) Architectural elevations.*
 - (iv) Materials and Colors.*
- (c) A conceptual stormwater facility plan with associated landscape plan, if applicable, pursuant to Sections 10.486(B) or 10.729(B).*

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PLAN CHECKLISTS – All plans must be fully dimensioned

ARCHITECTURAL PLANS

- Roof plan
- Floor plans
- Architectural elevations
 - Materials and colors
 - Location & general nature, including height, directional control, etc. of exterior lighting (Section 10.764)
 - Location & method of concealment of outdoor trash/recycling receptacles (Section 10.781)
 - Location & method of concealment of exterior mechanical equipment (heating, ventilation, A/C, meters, etc.) (Section 10.782)

SITE PLAN

- Location & dimensions of all existing & proposed property lines, public utility easements, and any other public or private easements
- FEMA Floodplain information showing 100 year floodplain lines & elevation data if any
- Location of existing public improvements & above & underground utilities **within 300 feet of the project boundaries** (i.e. power, telephone, natural gas, water lines and hydrants, sanitary sewer, storm drain, streets, curbs, sidewalks, street trees, utility poles, light fixtures, traffic signals, etc.). *Include existing half-width right-of-way dimensions.*
- Proposed public improvements (check with Engineering Division prior to drawing plans: 541-774-2100)
 - Street Circulation Design and Connectivity (Section 10.426)
 - Legacy Street (Section 10.427[D] and [E]) – confer with City Engineer prior to submitting application
 - Street Dedication (Sections 10.428 – 10.430B)
 - Access Standards (Section 10.550)
- Proposed connection points to power, telephone, natural gas, water, sanitary sewer & storm drainage
- Conceptual Drainage Plan (Sections 10.486[B] or 10.729[B]) and the Rogue Valley Stormwater Design Manual
- Location, size, height & proposed use of all buildings (proposed & existing)
- Treatment of all public and private yards and open space
- Location, height, & materials of all existing & proposed fences & walls (Sections 10.731 – 10.735)

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- Location, number of spaces, dimensions, internal circulation pattern, and paving material of off-street loading (Section 10.742)
- Existing & proposed off-street vehicular parking including, but not limited to: location, number of spaces, dimensions, internal circulation pattern, and paving materials
 - Vehicle (Sections 10.743 – 10.746)
 - Bicycle (Sections 10.747 – 10.751)
 - Carpool & vanpool (Section 10.809)
- Vehicular & pedestrian access to site & buildings, including disabled person, service/loading, and points of ingress/egress
- Pedestrian walkways (Sections 10.772 – 10.776)
- Location & general nature, including height, directional control, etc. of exterior lighting (Section 10.764)
- Location & method of concealment of outdoor trash/recycling receptacles (Section 10.781)
- Location & method of concealment of exterior mechanical equipment (heating, ventilation, A/C, etc.) (Section 10.782)

LANDSCAPE PLAN

Please note irrigation plans are not reviewed or approved with the SPAR application, and need not be submitted. Irrigation review will be performed as part of building plan construction document review. Irrigation plans submitted with the SPAR application will not be reviewed for code compliance and will be considered conceptual.

The landscape plan designer should be cognizant during plan preparation of required irrigation hydro-zoning. Unless irrigated by drip irrigation with emitters for individual plant water needs, plants located in the same irrigation zone shall have similar watering needs. Compatible plant water use materials are referenced in the *Plant Water Needs for Medford*, a copy which is available at the Planning Department or Planning web page.

This is a summarized Landscape Plan Checklist. Adopted provisions are located in Section 10.780, of the *Medford Land Development Code*. For a comprehensive designer checklist for landscape plan preparation, please refer to the *Landscape and Irrigation Plan Processing and Information (LIPPI) Packet* available at the Planning Department or Planning web page.

- For development with more than 1,500 square feet of landscaping area the Landscape Plan shall be prepared by a State of Oregon Registered Landscape Architect or Oregon All-Phased Landscape Contractor.
- Title block information per Section 10.780(F)(1).
- Scale in accordance with Section 10.780(F)(2).

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- Plan information consistent with Section 10.780(F)(3).
- Plan Details per Section 10.780(F)(4) including but not limited to: location of all plant materials, landscaping features and groundcover materials.
- Details and specifications of soil preparation for tree planting.
- Construction notes for the soil preparation procedures outlined in Section 10.780(G)(9)(b) and for mature compost content, certified by the US Composting Seal of Testing Assurance Program, spread at a rate of three (3) cubic yards per 1,000 square feet of landscape area.
- Landscape Plan Legend.
- Utilities Plan Sheet, showing aboveground and underground utilities.
- If applicable, areas provided with fencing for soil/tree protection.
- If applicable, other Landscape Design Standards:
 - Street Frontage Landscaping Requirements (Section 10.797)
 - Parking Area Planter Landscaping Requirements (Section 10.746[3])
 - Bufferyard Landscaping Requirements (Section 10.790)
 - SE Overlay District Landscaping Requirements (Sections 10.370 -10.385)
 - Large Retail Structure Landscaping Requirements (Sections 10.724 - 10.725)
 - Stormwater Facilities Landscaping Requirements – per the *Rogue Valley Stormwater Quality Design Manual*.
- Plant Size Requirements:
 - Deciduous trees 1¾-inch caliper minimum
 - Evergreen trees Eight (8) feet in height minimum
 - Shrubs One (1) gallon size minimum
 - Groundcovers Flats or a minimum size of four (4) inch pots
- Living Groundcover Requirements:

All landscaping areas, including right-of-way planter strips adjacent to the site, shall include sufficient shrubs, turf grass, and/or other living groundcover to spread over 85% of each area within eight (8) years. This standard can be reduced down to a minimum of 50%, subject to standards identified in Section 10.780(G)(3).
- Non-Living Groundcover Requirements:

Landscaping areas not covered with turf grass shall be covered with (3) inches of unsettled mulch. A limited application of rock or similar non-living groundcover material may also be utilized. Bark mulch within public right-of-way shall be of shredded texture. Nuggets or chips may not be applied.
- High Water Use Landscape Element Limitations:

Water features shall use recirculation water systems. Total landscaping area of a development site shall not exceed the following percentages of high water use landscape elements as defined by code:

 - Single-family residential open space/landscaping tract = 40%

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- Multiple-family residential = 40%
 - Commercial/office = 30%
 - Institutional = 30%
 - Industrial = 20%
- Turf Grass Limitations - Section 10.780(G)(6): Minimum average width of eight (8) feet and shall be no less than six (6) feet in width at any point; Slopes exceeding fifteen percent (15%) shall not be landscaped with turf.
 - Slope Limitations in Landscape Areas: Maximum finished slope is 33% (3 to 1). Slopes steeper than 33% shall be terraced.
 - Irrigated Landscaping Adjacent to Impervious Surfaces shall have a finished grade that is one (1) inch lower than the impervious surface where they adjoin.
 - Tree Requirements per Section 10.780(G)(10):
 - Soil Volume - New and existing trees shall have at least two (2) cubic feet of soil volume for each one (1) square foot of mature tree canopy.
 - Structural Soil can be utilized as an alternative material under impervious surfaces to meet the required soil volume calculation.
 - Root Barrier shall be installed for all new trees located within three (3) feet of any public right-of-way impervious surface.
 - Tree Fencing - Existing trees to be preserved shall be fully secured by fencing at the canopy edge for the purpose for protecting the tree.

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APPLICANT'S QUESTIONNAIRE

The Applicant's Questionnaire is a tool to help applicants write findings of fact that will demonstrate that a proposed development complies with the decision criteria above that the Planning Director and Site Plan and Architectural Commission use to approve applications.

Instructions

A completed, signed written response to this questionnaire *shall* be included with all applications for Site Plan and Architectural Review. These questions are designed and organized to elicit factual information that can help support your project during the review process. Please prepare your responses on separate sheets of paper and sign and date the document. Remember to submit a single-sided document.

Section I - Narrative

Write a brief narrative that describes your proposed development.

Section II – Compatibility: Criterion No. 1 for Commercial and Industrial Development (Type III)

The following questions are designed to demonstrate how your proposal is compatible with uses and development that exist on adjacent land. Using factual information, respond to the following questions on a separate sheet of paper: use supplemental information such as site photographs, aerial maps, etc. to augment your case.

- A. List existing uses and development adjacent to your project site. Along with this list, describe the architecture (materials, colors, etc.), age, and condition of the adjacent buildings (you may use photographs to supplement this information).
- B. Describe the building architecture and exterior treatments in your proposal, and how they fit with and complement adjacent buildings and development.
- C. Describe the proposed architecture and exterior treatments that break up large facades and give relief to the building mass. The *Site Plan and Architectural Commission Design Guidelines* are a helpful reference, and can be found on the City's website, and at the Planning Department.
- D. Describe how the placement and orientation of the proposed building(s) relate(s) to the street facilities, and how this orientation promotes a more pedestrian-friendly site design.
 - a. If the site lies within 600 feet of an existing or planned transit stop, as designated by the Transportation System Plan (TSP), describe compliance with the standards of Section 10.808, *New Commercial and Institutional Development*.
- E. Describe how the proposal meets the block length and perimeter standards in MLDC Section 10.426, Street Circulation Design and Connectivity.

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- F. Describe the pedestrian facilities and amenities on your site (useable outdoor space, benches, etc.), and how they will function for pedestrians.
- G. Describe vehicle and pedestrian access to the site, and how it relates internally on the site, and to adjacent sites.
- H. Describe if and how the proposed plan is sensitive to retaining any existing trees or significant native vegetation on the site. Should existing trees be preserved, a Tree Protection Plan shall also be included in this application.
- I. Describe stormwater detention facilities on the site (underground storage, surface pond, etc.). If these facilities will be landscaped areas, describe how the proposed landscaping will be integrated with other landscaping on the site.
- J. Describe how your proposed landscaping design will enhance the building and other functions on the site.
- K. Describe how your exterior lighting illuminates the site, and explain how the design of fixtures does not diminish a view of the night sky, or produce glare on adjacent properties, consistent with the standards of Section 10.764.
- L. Describe any proposed signage, and how it will identify the location of the occupant and serve as an attractive complement to the site.
- M. Explain any proposed fencing, including its purpose, and how you have incorporated it as a functional, attractive component of your development. (See Sections 10.731-10.733).
- N. Explain how any potential noise generated by future occupants will be mitigated on the proposed site, consistent with the standards of Sections 10.752-10.761.
- O. Explain anything else about your project that adds to the compatibility of the project with adjacent development and uses.
- P. List and explain any exceptions or modifications requested and provide reasons for such.
- Q. Section 10.780(C)(2) - List any petition for relief of landscaping standards (i.e., request an increase in turf area at a facility for active recreation; eliminate requirement for root barriers when trees are planted in structural soils). Provide rationale for requested deviation from standard.

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Section III – Code Compliance (Use for Type II and Type III)

PROJECT SITE		
	EXISTING	PROPOSED
• Zoning District	_____	_____
• Overlay District(s)	_____	_____
• Proposed Use	_____	_____
• Net Acreage	_____	_____
• Gross Acreage	_____	_____
• Proposed Density (10.708)	_____	_____
• Number of Dwelling Units	_____	_____
• Number of Employees	_____	_____

STRUCTURES (MLDC 10.710 – 10.721)		
	EXISTING	PROPOSED
• Number of Structures	_____	_____
• Structure Square Footage	_____	_____
• Building Height	_____	_____

SITE DESIGN STANDARDS (MLDC 10.710 – 10.721)		
	PROPOSED	REQUIRED
• Front Yard Setback	_____	_____
• Side Yard Setback	_____	_____
• Side Yard Setback	_____	_____
• Rear Yard Setback	_____	_____
• Lot Coverage	_____	_____

PARKING		
	PROPOSED	REQUIRED
• Regular Vehicular Spaces (10.743)	_____	_____
• Disable Person Vehicular Spaces (10.746[8])	_____	_____
• Carpool/Vanpool Spaces (10.809)	_____	_____
• Total Spaces (10.743)	_____	_____
• Bicycle Spaces (10.748)	_____	_____
• Loading Berths (10.742)	_____	_____

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LANDSCAPING		
	PROPOSED	REQUIRED
• Total Landscape Area (square feet)	_____	_____
• Total Landscape Area in High Water Use Landscaping (square feet)	_____	_____
• Total Landscape Area in High Water Use Landscaping (percentage)	_____	_____
• Total % Landscape Coverage	_____	_____
• Required Organic Content (cu.yd.)	_____	_____
• Frontage Landscaping (10.797)		
• Street:	_____	_____
• Feet:	_____	_____
• # Trees:	_____	_____
• # Shrubs:	_____	_____
• Street:	_____	_____
• Feet:	_____	_____
• # Trees:	_____	_____
• # Shrubs:	_____	_____
• Bufferyard Landscaping (10.790)		
• Type:	_____	_____
• Distance (ft):	_____	_____
• # Canopy Trees:	_____	_____
• # Shrubs:	_____	_____
• Fence/Wall:	_____	_____
• Parking Area Planter Bays (10.746)		
• Type:	_____	_____
• # Bays:	_____	_____
• Area:	_____	_____
• # Trees:	_____	_____
• # Shrubs:	_____	_____

STRUCTURE	
	PROPOSED
• Materials	_____
• Colors	_____

Please remember that the information you provide in response to the questionnaire must be included with your application submittal. Remember to sign and date your written response.

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COMMONLY USED CODE REFERENCES

1. Permitted Uses – Residential Zones	10.314
2. Permitted Uses – Commercial and Industrial Zones	10.337
3. Central Business District	10.358
4. Southeast Plan Overlay District	10.370 - 385
5. Block Length Ordinance	10.426
6. Legacy Streets	10.427(D) & (E)
7. Street Improvement Requirements	10.428 - 430(B)
8. Townhouse Development Standards	10.712
9. Duplex Development Standards	10.713
10. Multiple Family Site Development Standards	10.714
11. Multiple Family Special Development Standards	10.715A - 719
12. Commercial and Industrial Development Standards	10.421
13. Large Retail Structures (Big Box Ordinance)	10.722 - 725
14. Fencing	10.731 - 733
15. Clear View of Intersecting Streets (visibility triangle)	10.735
16. Off-Street Parking and Loading	10.741 - 746
a. Off-Street Parking Standard	10.743
b. General Design Requirements for Parking	10.746
c. Parking Area Planter Bays	10.746(3)
d. Parking, Required Yard	10.746(10)
e. Parking Aisles	10.746(12)
f. Connecting Parking Areas	10.746(15)
g. Parking Lot Dimension Standards	10.746(16)
h. Compact Cars (maximum 20 percent)	10.746(17)
17. Bicycle Parking	10.747 - 751
18. Pedestrian Walkways	10.772 - 776
19. Landscape and Irrigation	10.780
20. Bufferyards	10.790
21. Street Frontage Landscaping Requirements	10.797
22. Vanpool and Carpool Parking	10.809

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HILLSIDE DEVELOPMENT SLOPE ANALYSIS FORM

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

Map and
Tax Lot(s): _____
Address(es): _____

.....
To Be Completed by Planning Department Staff Prior to Submitting

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 Land Division Application to the Planning Department. Please use the Constraints Analysis Status Form, Page 11.
- A Slope Analysis, Constraints Analysis, and Pre-Application are required before submittal of the Land Division 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.

_____	_____
Signature	Date
_____	_____
Print Name	Title

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HILLSIDE DEVELOPMENT CONSTRAINTS ANALYSIS STATUS FORM

A Constraints Analysis is required for all 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 Application to the Planning Department. This form, signed by the Public Works Department, must accompany the 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: _____
Print Name: _____

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.

Date: _____
Public Works Signature: _____
Print 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: _____

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ON-SITE POSTING SIGNS, SECTION 10.124

On-site posting signs shall be placed on the project site for any Type II or Type III land use actions according to the following:

On-Site Posting – Type II (Section 10.124[C][d])

- (1) Contents of sign. On-site notice of decision date signs shall include a description of the proposed land use action, the date the decision will be rendered 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.

Public Hearing Signs – Type III (Section 10.124[B])

- (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.

SITE PLAN AND ARCHITECTURAL REVIEW APPLICATION

ON-SITE POSTING SIGNS

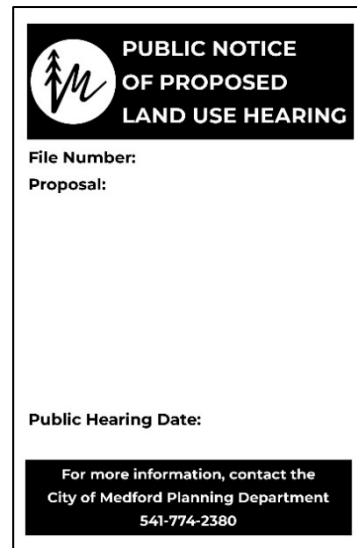
I, _____, the property owner (or authorized agent) of Tax Lot(s) _____ on Jackson County Assessor Map _____, have read *Medford Land Development Code* Section 10.124 which specifies the posting requirements for the tax lot(s) noted above, agree to post the property according to those requirements, and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

Signed: _____

Date: _____

Site Plan and Architectural Review – Type II

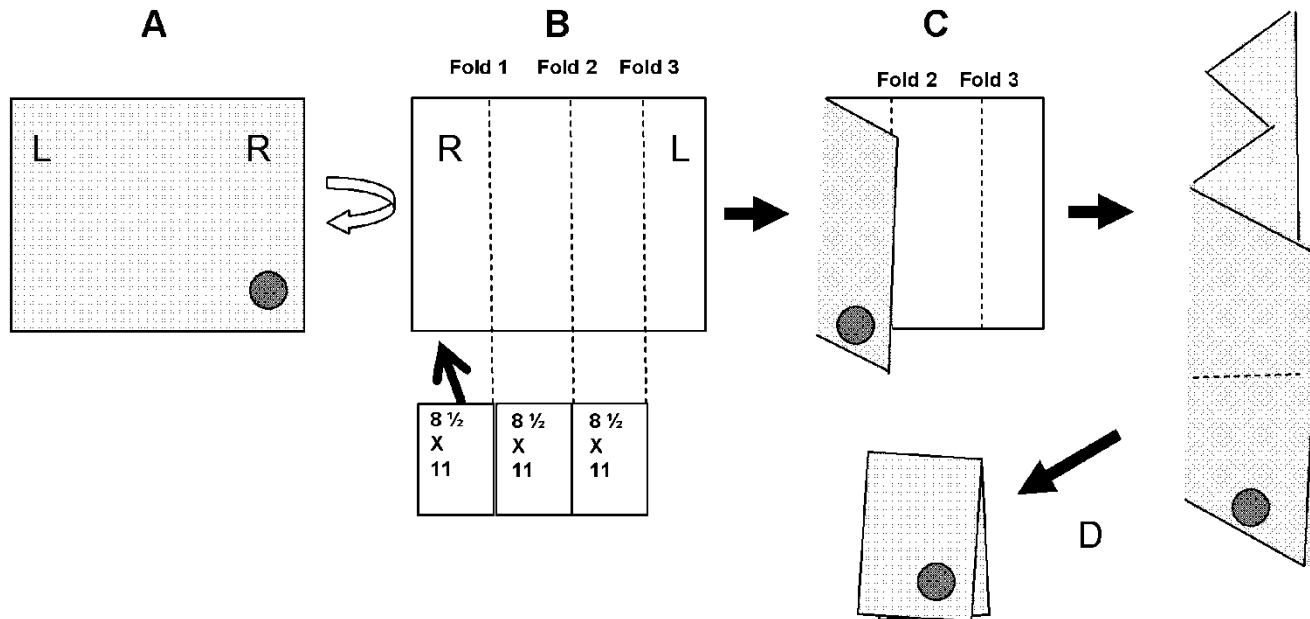
Site Plan and Architectural Commission – Type III



For the applicant's convenience, the Planning Department will provide the sign(s) 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).

SITE PLAN AND ARCHITECTURAL REVIEW APPLICATION

PLAN FOLDING INSTRUCTIONS (if full size plans are submitted)



- 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.