



TRANSPORTATION FACILITY APPLICATION – Type IV

1. APPLICANT INFORMATION

Contact Person: _____ Department: _____

Email: _____ Phone: _____

2. PROJECT LOCATION

Street Name: _____

Location: _____

3. REQUIRED SUBMITTALS

- Application Form (signed)
- Statement regarding posting of public hearing signs (signed)(Page 4)
- Assessor's Map with location of proposed facility improvement identified
- Narrative describing compliance with Section 10.207 (Page 2)
- Preliminary Plans (2 copies)
 - o Location, alignment, & cross sections of proposed facility improvement
 - o Existing improvements & structures on affect & adjacent property
 - o Topographic & natural features, including trees, streams, riparian corridors, wetlands, floodways, etc. on affect & adjacent property
 - o Proposed exceptions to the design and improvement standards
- Reduced copy of the Preliminary Plan sheet (1 copy, 11"x17")

4. 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 _____ for the City of Medford

5. 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 obtain a permit from the Oregon Dept. of State Lands and U.S. Army Corps of Engineers before any site work begins.

MEDFORD LAND DEVELOPMENT CODE

Section 10.226(B) Transportation Facility Development Criteria

Preliminary plans for transportation facility development projects shall be consistent with the following criteria:

- (1) Transportation facility development projects shall be consistent with the Transportation Goals and Policies of the Comprehensive Plan.
- (2) Transportation facility projects should not prevent development of the remainder of the property under the same ownership or development of adjoining land.
- (3) If the project includes the creation of new streets, such streets should be laid out to conform to the plats of land divisions already approved for adjoining property.
- (4) All transportation projects must be consistent with the adopted Transportation System Plan (TSP).

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

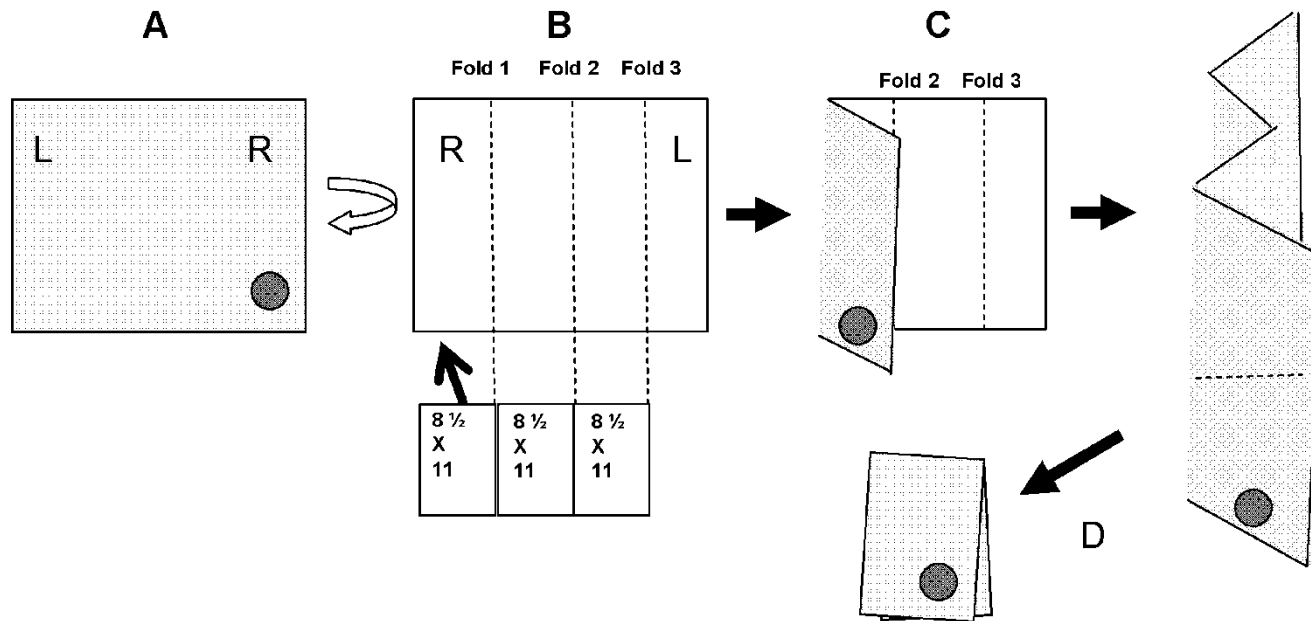
I, _____, the property owner (or authorized agent) of Tax Lot _____ on Jackson County Assessor Map _____, have read Medford *Land Development Code* Section 10.124 which specifies the posting requirements for the tax lot(s) noted above, agree to post the property according to those requirements, and understand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

Signed: _____

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

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 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.