



VACATION APPLICATION – Type IV

☐ Vacation of Public Right-of-Way

☐ Vacation of Subdivision Plat

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

General description of the area to be vacated, and the objective of the project:

Assessor's Map &

Tax Lot(s):

Site

Address(es):

General Land Use Plan

(GLUP) Map Designation(s):

Zoning:

Overlay Zone(s)

(if applicable):

Southeast Plan Map Designation(s)

(if applicable):

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)
- ☐ Findings of Fact addressing the approval criteria (Page 4)
- ☐ Vicinity map to scale per Section 10.228(E)
- ☐ Legal description and exhibit map of the area to be vacated
 - The legal description must be in Microsoft Word format and submitted electronically (see instructions below)
- ☐ Assessor's Map of area to be vacated
 - Show abutting and affected properties
 - Identify the properties for which consents to vacate have been acquired
- ☐ One of the following:
 - If initiated by petition, include completed and signed consent forms for the required abutting and/or affected property owners (preferred option) (Page 6)
 - If initiated by the City Council, a letter to the City Council requesting initiation of the vacation
- ☐ Written Consent of Owner(s) (Page 7)

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6. SUBMIT THE APPLICATION AND REQUIRED DOCUMENTS

- ☐ Submit the application (plans must be native .pdf files, no scans)
 - Via email planning@cityofmedford.org
 - For extra-large files, contact the planning department at planning@cityofmedford.org for a link to upload documents
- ☐ Fees
 - [Planning Fee Schedule](#)
 - Planning Fees are due at the time of application submittal
 - Payment options:
 - Checks shall be made payable to *City of Medford*
 - Credit/debit cards are accepted in the planning department, or to pay by phone, call (541) 774-2380

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**

MEDFORD LAND DEVELOPMENT CODE SECTION 10.228

VACATION OF PUBLIC RIGHT-OF-WAY

(A) Vacations of public rights-of-way are a means of returning unneeded public streets and alleys to adjacent property owners. Vacations of plats are a means of removing unnecessary easements or plat designations from a parcel of land. For the process of removing public utility easements (PUEs) from plats, see Section 10.159A.

(B) Vacation of Public Right-of-Way Application. A request to vacate a public street, alley, easement, plat, or public place shall, in addition to the requirements contained herein, be subject to ORS Chapter 271.

(C) Vacation of Public Right-of-Way Initiation.

Vacations of public rights-of-way shall be initiated either by petition under ORS 271.080 or by City Council under ORS 271.130.

(D) **Vacation of Public Right-of-Way Approval Criteria.** A request to vacate shall only be approved by City Council when the following criteria have been met:

(1) Compliance with the Public Facilities Element of the Comprehensive Plan, including the Transportation System Plan.

(2) If initiated by petition under ORS 271.080, the findings required by ORS 271.120.

(3) If initiated by the Council, the applicable criteria found in ORS 271.130.

(E) Vacation Application Form

Petitioners or persons requesting a vacation shall file an application containing the following items:

(1) Vicinity Map drawn at a scale of 1" = 1,000' identifying the proposed area of vacation.

(2) Legal description and exhibit map accurately depicting the boundaries and the area proposed to be vacated. Submittals of hard copies shall be accompanied by documents in an electronic format acceptable to the City of Medford Planning Department.

(3) A letter requesting City Council initiation, or, if initiated by petition rather than by Council, consent to vacate forms completed and signed by owners of all abutting property and of not less than two-thirds in area of the real property affected as defined in ORS 271.080

(4) Assessor's maps of the proposed vacation area identifying abutting and affected properties. The assessor's maps shall identify those parcels for which consents to vacate have been acquired.

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- (5) Names and addresses of property owners within the area of a plat vacation or all abutting property and all attached real property within 200 feet laterally and 400 feet beyond the terminus of each right-of-way to be vacated, including map and tax lot numbers typed on mailing labels.
- (6) Findings that address the approval criteria in Section 10. 228(D), Vacation Criteria.

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CONSENT TO VACATE

As the property owner(s) of:

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

I/We hereby consent to a vacation with the city limits of Medford described as:

Project
Description: _____
Property Owner
Name(s): _____
Mailing Address: _____
City: _____ State: _____ Zip Code: _____
Email: _____
Telephone: _____

Signed: _____	Signed: _____
Print Name: _____	Print Name: _____
Date: _____	Date: _____

Signed: _____	Signed: _____
Print Name: _____	Print Name: _____
Date: _____	Date: _____

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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: _____