

How can I find out more?

If you have questions about Procedures for Developers, Constructed Public Improvements in Medford you may contact the following departments:

Engineering & Development Division
200 S. Ivy St, Lausmann Annex, 2nd Floor
Medford Or 97501
541-774-2100

Planning Department
200 S. Ivy St, Lausmann Annex, 2nd Floor
Medford OR 97501
541-774-2380



Procedures for Developer Constructed Public Improvements in Medford...



Public Works

Engineering & Development Division

200 S. Ivy St, Lausmann Annex, 2nd Floor
Medford Oregon 97501

Phone 541-774-2100

Fax: 541-774-2552

E-mail: publicworks@ci.medford.or.us

1. ***If proposed public improvement is part of a Development Application***, Developer receives Staff and Agency input via a Land Development Meeting and Staff Report (coordinated by Planning Dept)...***if not part of a Development Application***, Developer contacts Engineering Division directly for Staff input prior to beginning design.
2. Developer's professional engineer (registered in the State of Oregon) designs public improvements in accordance with Planning Commission or Site Plan and Architectural Commission requirements (if part of a Development Application) and current City of Medford Engineering Division standards. Developer's engineer should discuss design details with the Engineering Division staff at this point.
3. Developer's engineer submits three (3) complete sets of plans (with all engineering calculations and reports) to Engineering Division in accordance with the Engineering Division submittal checklist (checklist is available from Engineering Division staff). *Plans deemed to be incomplete are returned to Developer's engineer without any further review.*
4. Completed and accepted development plans are reviewed by Engineering Division, returned to Developer's engineer for revisions, then revised, resubmitted, etc. as needed.
5. Developer's engineer submits construction cost estimate with second plan submittal.
6. Engineering Division Staff calculates amount of estimated plan review and construction inspection fees to be paid and notifies Developer's engineer and Developer.
7. Developer pays estimated plan review and construction inspection fees prior to City sign-off of plans. Balance of fees (or refund of over-payment) will be due following project completion.
8. Prior to City sign-off of plans, Developer's engineer arranges and facilitates a utility coordinating meeting with representatives from power, telephone, gas, cable TV, fire dept, Public Works, and Medford Water Commission (also Rogue Valley Sewer Services, if necessary).
9. Upon completion of plan review process, Developer's engineer submits final drawings for signature.
10. Following City sign-off of plans, Developer's engineer submits four (4) copies of signed plans to the Engineering Division. Developer submits plans to the Building Safety Department if any of the work is on private property, such as lot grading and/or privately maintained facilities.
11. Developer's pre-qualified contractor notifies Engineering Division's Design and Construction Manager at least 48 hours prior to beginning construction. Contractor, when required, also submits a Traffic Control Plan to Engineering Division's Traffic Section, at least 96 hours prior to beginning construction.
12. Also prior to beginning construction in the public right-of-way, a mandatory pre-construction conference is held between Developer's contractor and an Engineering Division Inspector.
13. Developer's engineer or surveyor must submit an As-Built construction survey (electronic and hard-copy) to Engineering Division *prior to requesting a final inspection*
14. Developer's contractor notifies the Engineering Division Inspector upon completion of the project and 72 hours in advance of desired final inspection. The Inspector contacts the Division's Design and Construction Manager to request a final inspection.
15. If a "Punch-list" of items to be repaired or completed is generated, developer is responsible to coordinate/complete corrections prior to follow-up inspection.
16. "Project Acceptance Letter" is written. Copies go to Developer and Building Safety Dept. (if subdivision). This is the formal acceptance of the public improvements by the City.
17. Record drawings (including As-constructed survey data) are submitted by the Developer's engineer.
18. Cost reconciliation is completed by Engineering Division. Developer is notified of additional fees to be paid or refund due.
19. Except for bonded, incomplete items, the Engineering Division will release the Developer from responsibility after a one-year period from completion of all the other above items. **DEVELOPERS SHOULD NOTE THAT UNTIL THIS POINT IS REACHED, THEY CARRY THE RESPONSIBILITY AND LIABILITY OF THE PUBLIC IMPROVEMENTS.**