



## CONDITIONAL USE PERMIT APPLICATION – Type III

### 1. APPLICANT INFORMATION (If a corporation, list all principals)

Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Zip Code \_\_\_\_\_

Email \_\_\_\_\_

Telephone (Business): \_\_\_\_\_ (Residence) \_\_\_\_\_

### 2. AGENT INFORMATION (Owner's consent required)

Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Zip Code \_\_\_\_\_

Email \_\_\_\_\_

Telephone (Business): \_\_\_\_\_ (Residence) \_\_\_\_\_

### 3. OWNER/CONTRACT PURCHASER OF RECORD

Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Zip Code \_\_\_\_\_

Email \_\_\_\_\_

Telephone (Business): \_\_\_\_\_ (Residence) \_\_\_\_\_

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## 4. PROJECT DESCRIPTION

Project Name: \_\_\_\_\_

Address: \_\_\_\_\_

Map #: \_\_\_\_\_ Tax Lot #(s): \_\_\_\_\_

Existing Zoning: \_\_\_\_\_ GLUP Map Designation: \_\_\_\_\_

Southeast Plan Map Designation (if applicable): \_\_\_\_\_

List any land use application file numbers (including pre-applications) associated with this subject property:

## 5. REQUIRED SUBMITTALS

- Hillside Ordinance applies to this site:
  - Slope Analysis (10 copies)
  - If developing on slopes greater than 35%, attach recommendations received from the Planning Department after Pre-application Conference (1 copy).
  - If site contains slopes greater than 15%, Constraints Analysis Status Form which indicates Analysis has been deemed complete
  - Constraints Analysis (2 copies)
- Application Form (signed)
- Assessor's Map (w/site indicated)
- Site Plan, to scale (20 copies)
  - o Indicating all existing & proposed buildings, parking, drives, vegetation or landscaping, and adjacent development
- Reduced copies (8 ½" x 11" and 11" x 17") (1 each)
- Narrative
- Findings of Fact addressing approval criteria (Section 10.184(C))
- Agricultural Impact Analysis (if applicable)
- Typed Mailing Labels for all property owners within 200-feet of project site
- Written Consent of Owner(s)
- Signed statement regarding posting of Public Hearing Signs
- Fees:
  - o \$3,300
  - o Fees are due at time of project submittal.
  - o Checks shall be made payable to *City of Medford*.

Mailing Label Example:

372W19DB Tax Lot 3700  
Jane and John Jones  
000 Delta Waters Road  
Medford, OR 97504

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6. 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

If any wetlands exist on the site, it is the applicant's responsibility to apply for a permit to the Division of State Lands and Army Corps of Engineers before any site work begins.

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### FINDINGS

Findings are a statement of the criteria, facts, and conclusions used in making a decision.

In order for the Planning Commission or City Council to approve a project, they must find that the proposal complies with the approval criteria and standards listed in the Land Development Code. No other considerations are allowed. The findings must demonstrate and lead to the conclusion, based on the facts of the case, that the criteria are being met.

Findings for approval must contain the following information.

1. The approval criteria from the Land Development Code.
2. A complete description of the project including all facts about the proposal which support approval.
3. An analysis and rationale of how the facts show that the project meets each of the criteria.

If the findings are not adequately written, any of the following may occur:

- Rejection of the application by the Planning Department;
- Disapproval of the project by the Planning Commission or City Council because it is not adequately demonstrated that the facts relied upon lead to the conclusion that the project meets the criteria; or
- Reversal of an approval on appeal.

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### MEDFORD LAND DEVELOPMENT CODE SECTION 10.184 (C), CONDITIONAL USE PERMIT APPROVAL CRITERIA

- (1) The Planning Commission must determine that the development proposal complies with either of the following criteria before approval can be granted.
  - (a) The development proposal will cause no significant adverse impact on the livability, value, or appropriate development of abutting property, or the surrounding area when compared to the impacts of permitted development that is not classified as conditional.
  - (b) The development proposal is in the public interest, and although the development proposal may cause some adverse impacts, conditions have been imposed by the Planning Commission to produce a balance between the conflicting interests.
- (2) In authorizing a conditional use permit the Planning Commission may impose any of the following conditions:
  - (a) Limit the manner in which the use is conducted, including restricting the time an activity may occur, and restraints to minimize such environmental effects as noise, vibration, air pollution, glare and odor.
  - (b) Establish a special yard or other open space or lot area or dimension requirement.
  - (c) Limit the height, size, or location of a building or other structure.
  - (d) Designate the size, number, location, or nature of vehicle access points.
  - (e) Increase the amount of street dedication, roadway width, or improvements within the street right-of-way.
  - (f) Designate the size, location, screening, drainage, surfacing, or other improvement of parking or truck loading areas.
  - (g) Limit or otherwise designate the number, size, location, height, or lighting of signs.
  - (h) Limit the location and intensity of outdoor lighting, or require its shielding.
  - (i) Require screening, landscaping, or other facilities to protect adjacent or nearby property, and designate standards for installation or maintenance thereof.
  - (j) Designate the size, height, location, or materials for a fence.
  - (k) Protect existing trees, vegetation, water resources, wildlife habitat, or other significant natural resources.

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**HILLSIDE DEVELOPMENT SLOPE ANALYSIS FORM**

**PLEASE READ: FORM TO BE FILLED OUT AND SIGNED BY A PLANNER FROM THE PLANNING DEPARTMENT PRIOR TO SUBMITTAL OF A TYPE "III" APPLICATION.**

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

Map and Tax Lot(s): \_\_\_\_\_

Address: \_\_\_\_\_

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 Type "III" Application to the Planning Department. Please use the Constraints Analysis Status Form, Page 7.
- A Slope Analysis, Constraints Analysis, and Pre-Application are required before submittal of the Type "III" 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.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**CONDITIONAL USE PERMIT APPLICATION – Type III**

**HILLSIDE DEVELOPMENT CONSTRAINTS ANALYSIS STATUS FORM**

A Constraints Analysis is required for all Type “III” 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 Type “III” Application to the Planning Department. This form, signed by the Public Works Department, must accompany the Type “III” 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: \_\_\_\_\_

**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.

\_\_\_\_\_  
Printed Name  
\_\_\_\_\_  
Signature  
\_\_\_\_\_  
Title  
\_\_\_\_\_  
Date

**CONDITIONAL USE PERMIT APPLICATION – Type III**

**WRITTEN CONSENT OF OWNER**

I, \_\_\_\_\_, the property owner of Tax Lot \_\_\_\_\_ 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. I also give permission to City of Medford staff to post a public notice of this proposed land use action on the tax lot noted above.

Signed: \_\_\_\_\_

Dated: \_\_\_\_\_

## CONDITIONAL USE PERMIT APPLICATION – Type III

### 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**

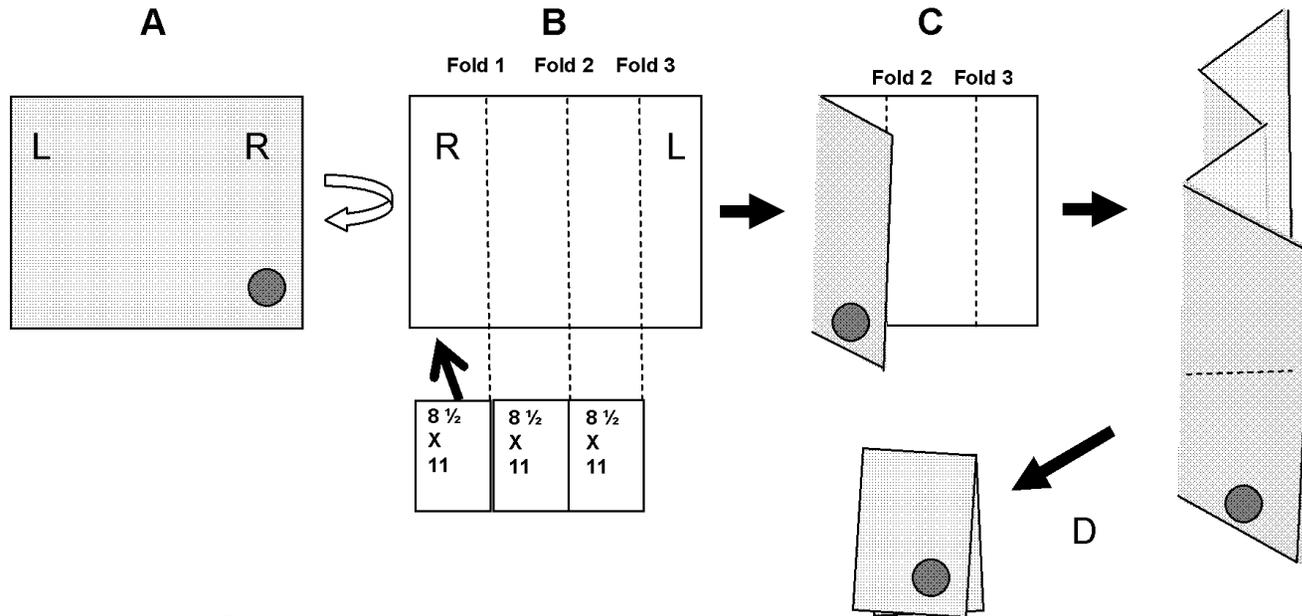
I, \_\_\_\_\_, the property owner (or authorized agent) of Tax Lot \_\_\_\_\_ on Jackson County Assessor Map \_\_\_\_\_, have read Medford *Land Development Code* Section 10.124 which specifies the posting requirements for the tax lot(s) noted above, agree to post the property according to those requirements,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

Signed: \_\_\_\_\_

Dated: \_\_\_\_\_

	<b>PUBLIC NOTICE OF PROPOSED LAND USE ACTION</b>
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 1/2 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 1/2 inches).
- C. Repeat folding, no wider than the first fold (8 1/2 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.