



## MAJOR HISTORIC REVIEW APPLICATION FOR NEW CONSTRUCTION – Type III

### CHECK THE HISTORIC DISTRICT:

- |   |  |
|---|--|
| <input type="checkbox"/> Downtown               | <input type="checkbox"/> Geneva-Minnesota                                  |
| <input type="checkbox"/> Corning Court Ensemble | <input type="checkbox"/> Property Individually Listed on National Register |
| <input type="checkbox"/> South Oakdale          |  |

### 1. APPLICANT INFORMATION

Name \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_

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

Email \_\_\_\_\_

Telephone (Primary): \_\_\_\_\_ (Secondary) \_\_\_\_\_

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

Name \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_

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

Email \_\_\_\_\_

Telephone (Primary): \_\_\_\_\_ (Secondary) \_\_\_\_\_

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**3. OWNER INFORMATION**

Name \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_

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

Email \_\_\_\_\_

Telephone (Primary): \_\_\_\_\_ (Secondary) \_\_\_\_\_

**4. PROJECT DESCRIPTION**

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

Type of development/intended use: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# of Dwelling Units: \_\_\_\_\_ # Employees: \_\_\_\_\_

Project Acreage: \_\_\_\_\_

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

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

Square Footage of Existing Structures \_\_\_\_\_ Square Footage of Proposed Structures: \_\_\_\_\_

Percent Site Coverage by Structures: \_\_\_\_\_ % Total # of Parking Spaces: \_\_\_\_\_

Zoning: \_\_\_\_\_ General Land Use Plan Map Designation: \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

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**5. REQUIRED SUBMITTALS**

- This Application Form (completed and signed)
- Site Plan (17 copies)
  - Drawn to scale, including ALL applicable items on Page 4
- Architectural Plans (3 copies) (Page 5)
- Proposed exterior color chips (if applicable)
- Landscape Plan (3 copies) (Pages 6-8)
- Conceptual Stormwater Drainage and Quality/Detention Facility Plan (3 copies)
- All large plans folded as per *Plan Folding Instructions* (Page 18)
- Reduced copies of all plans (8.5"x11" and 11"x17")
- Assessor's Map of area with site highlighted (8.5"x11")
- Legal Description of Project Site
- Applicant's Findings of Fact and Questionnaire
  - Findings of Fact should describe how the project meets the approval criteria in Section 10.188(C) (Pages 8-10)
  - The Questionnaire should describe the project (Pages 10-13)
- Written Consent of Owner(s) (Page 15)
- Signed Statement Regarding Posting of Public Hearing Signs (Page 17)
- Typed Mailing Labels for all owners of property within 200-feet of project site in format shown to the right
- Fees:
  - \$3,300 Plus:
  - Fees are due at time of application submittal
  - Checks shall be made payable to *City of Medford*

**Mailing Label Format:**

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

**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

Print Name \_\_\_\_\_

Date \_\_\_\_\_

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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### Section 10.188 (H) Historic Review, Application Content

An application for Historic Review shall include the information and materials listed below:

- (1) Application Form.
- (2) All information requested on the application form.
- (3) Findings of fact demonstrating compliance with the approval criteria in Section 10.188(C), Historic Review, Approval Criteria.
- (4) Appropriate fee.

In addition to that listed, the City may require the applicant to submit additional information deemed necessary to take action on an application in accordance with this Code and applicable State laws.

The application for Major Historic Review of New Construction within a Historic Overlay shall contain the following information:

**A. Landscape Plan** meeting the specifications and requirements in Section 10.780.

**Note:** If aspects of the landscape on this site are mentioned in the nomination to the National Register of Historic Places, those aspects should not be changed. If they need to be refreshed with new trees of the same kind, that is permitted. Nominations are available in the Planning Department.

**B. Building Construction Plans:** A site plan and architectural plans 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:

- (1) **Site Plan:**
  - (a) Lot dimensions.
  - (b) All proposed and existing buildings and structures: location, size, height, proposed use.
  - (c) Public and private yards and open space between buildings.
  - (d) Walls and fences: location, height and material.
  - (e) Existing and proposed off-street parking: location, number, type and dimensions of spaces, parking area, internal circulation pattern.
  - (f) Access: pedestrian, vehicular, service, points of ingress and egress.
  - (g) Loading: location, dimension, number of spaces, type of space (A or B), internal circulation.
  - (h) Lighting: location and general nature, hooding devices.
  - (i) Street dedication and improvements.
  - (j) Drainage plan.
  - (k) 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 Landmarks and Historic Preservation Commission to make the required findings.
  - (l) Location and screening of mechanical equipment.
  - (m) Location and screening of outdoor trash bins.

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### (2) Architectural Plans:

- (a) Roof plan.
- (b) Floor plan.
- (c) Architectural elevations.
- (d) Materials and Colors.

(3) A conceptual stormwater facility plan with associated landscape plan, if applicable, pursuant to Sections 10.486(B) or 10.729(B).

For lots in the Downtown Historic District, applicants are encouraged to develop their site plan and building elevations consistent with the *Design Guidelines for New Construction* available in the Planning Department or online at the Planning Department website.

## PLAN CHECKLISTS

### ARCHITECTURAL PLANS

- Roof Plan.
- Floor Plans.
- Architectural Elevation Plans.
- Materials and Colors.

### SITE PLAN

- Location & dimensions of all existing & proposed property lines and public utility easements.
- 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).
- Existing & proposed off-street vehicular parking (Sections 10.743 – 10.746), bicycle parking (Sections 10.747 – 10.751), carpool & vanpool parking (Section 10.809) including, but not limited to: location, # of spaces, dimensions, internal circulation pattern, and paving materials.
- Vehicular & pedestrian access to site & buildings, including disabled person, service/loading, & points of ingress/egress.
- Pedestrian walkways (Sections 10.772 – 10.776).
- Location, # of spaces, dimensions, internal circulation pattern, and paving material of off-street loading (Section 10.742).
- Location & general nature, including height, directional control, etc of exterior lighting (Section 10.764).

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- Street dedication (Check with Engineering Division prior to drawing plans: 541-774-2100).
- Public improvements.
- Drainage Plan.  
Location of adjoining existing public improvements & above & underground utilities (i.e. power, telephone, natural gas, water – water lines and hydrants within 300ft, sanitary sewer, storm drainage, streets, curbs, sidewalks, street trees, utility poles, light fixtures, traffic signals).
- Proposed connection points to power, telephone, natural gas, water, sanitary sewer & storm drainage.
- Location & method of concealment of outdoor trash/recycling receptacles (Section 10.781).
- Location & method of concealment of exterior mechanical equipment (heating, A/C, etc.) (Section 10.782).
- FEMA Floodplain information showing 100 year floodplain lines & elevation data.

## LANDSCAPE PLAN

***Please note irrigation plans are not reviewed or approved with the Major Historic Review application, and need not be submitted. Irrigation review will be performed as part of building plan construction document review. Irrigation plans submitted with the Major Historic Review 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 of 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).
- 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.

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- 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 a (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%
  - Multiple-family residential = 40%
  - Commercial/office = 30%
  - Institutional = 30%
  - Industrial = 20%

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- 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.

### APPLICANT'S FINDINGS OF FACT

The applicant must provide written Findings of Fact that demonstrate how the proposed development complies with the decision criteria that the Landmarks and Historic Preservation Commission uses to approve applications. The decision criteria set forth in Section 10.188(C)(2) of the Medford *Land Development Code* are as follows:

### SECTION 10.188(C) HISTORIC REVIEW, APPROVAL CRITERIA

Approval of Historic Review applications shall require findings that the proposal is consistent with the indicated approval criteria:

\* \* \*

#### (2) Exterior Alteration and/or New Construction.

The Landmarks and Historic Preservation Commission shall approve a Historic Review application for exterior alteration and/or new construction within an Historic Preservation Overlay after consideration during a public hearing, if findings can be made substantiating that the proposal is consistent, or can be made consistent through the imposition of conditions, with all of the following criteria:

- (a) It has been demonstrated that the proposed exterior alteration and/or new construction is consistent with the purposes of the Historic Preservation Overlay in Section 10.401; and,
- (b) It has been demonstrated that the proposed exterior alteration and/or new construction will preserve the historic character, form, and integrity of the historic resource; and,

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- (c) It has been demonstrated that the proposed exterior alteration and/or new construction is consistent with the most current version of the The Secretary of the Interior’s Standards for the Treatment of Historic Properties; and,
- (d) It has been demonstrated that the proposed exterior alteration and/or new construction is compatible with the historical and architectural style of the historic resource, of adjacent historic properties, and of the historic district within which it is located, if any. Assessment of compatibility may include consideration of the design, arrangement, proportion, detail, scale, color, texture, and materials, and the way new features will be differentiated from the old; and,
- (e) It has been demonstrated that the proposed exterior alteration and/or new construction is consistent with all other applicable provisions of this Code.

\* \* \*

### SECTION 10.188(D) HISTORIC REVIEW, CONDITIONS OF APPROVAL

In approving a Historic Review application, the Landmarks and Historic Preservation Commission may impose conditions necessary to ensure compliance with the standards of this Code and the criteria in this section, 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;
- (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 including exterior construction materials and their colors, roofline, fenestration and restricting openings in the exterior walls of structures;
- (10) Restricting the height, directional orientation and intensity of exterior lighting.

### SECTION 10.401 HISTORIC PRESERVATION OVERLAY, PURPOSE.

The Medford Historic Preservation Overlay is a zoning designation that may be applied to properties, public or private, within the City. It is the purpose of the Historic Preservation Overlay to protect, enhance, perpetuate, and improve those buildings, structures, objects, sites, and districts that are of local, regional, statewide, or national historic significance. The Historic Preservation Overlay is a critical element of Medford’s residential and commercial revitalization strategy, and a keystone in the broader economic and community development strategy.

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More specifically, the Historic Preservation Overlay is intended to:

- (1) Affect and accomplish the protection, enhancement, perpetuation, and improvement of such buildings, structures, objects, sites, and districts that represent elements of Medford's cultural, social, economic, political, or architectural history;
- (2) Safeguard Medford's historic, aesthetic, and cultural heritage as embodied in such buildings, structures, objects, sites, and districts;
- (3) Complement the *National Historic Preservation Act* and *National Register of Historic Places*;
- (4) Encourage private owners and public citizens to understand the value of such buildings, structures, objects, sites, and districts, thus creating incentives for preservation;
- (5) Foster civic pride in the beauty and accomplishments of the past;
- (6) Protect and enhance Medford's visitor and tourist attractions, and support and stimulate business and industry;
- (7) Promote the use of such buildings, structures, objects, sites, and districts for the education, pleasure, and public welfare of the residents of Medford;
- (8) Further the provisions of Statewide Planning Goal 5 (to protect natural resources and conserve scenic and historic areas and open spaces); and,
- (9) Implement the *Medford Comprehensive Plan*.

### APPLICANT'S QUESTIONNAIRE

A completed, signed written response to this questionnaire shall be included with all applications for Major Historic Review of New Construction. The questions herein are designed and organized to elicit factual information that can help support your projects during the review process. Please prepare your responses on separate sheets of paper, sign and date the document.

#### Section I - Narrative

Write a brief description of your proposed development.

#### Section II (A) – Compatibility

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.

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- 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 the pedestrian facilities and amenities on your site (useable outdoor space, benches, etc), and how they will function for pedestrians.
- F Describe vehicle and pedestrian access to the site, and how it relates internally on the site, and to adjacent sites.
- G 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.
- H 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.
- I Describe how your proposed landscaping design will enhance the building and other functions on the site.
- J 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.
- K Describe any proposed signage, and how it will identify the location of the occupant and serve as an attractive complement to the site.
- L 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).
- M 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.
- N Explain anything else about your project that adds to the compatibility of the project with adjacent development and uses.
- O List and explain any exceptions or modifications requested and provide reasons for such.
- P 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 II (B) – Code Compliance

PROJECT SITE		
	PROPOSED	REQUIRED
• Zoning District	_____	_____
• Overlay District(s)	_____	_____
• Proposed Use	_____	_____
• Project Site Acreage	_____	_____
• Site Acreage (+ right-of-way)	_____	_____
• Proposed Density (10.708)	_____	_____
• # Dwelling Units	_____	_____
• # Employees	_____	_____

STRUCTURES		
	EXISTING	PROPOSED
• # Structures	_____	_____
• Structure Square Footage (10.710-10.721)	_____	_____

SITE DESIGN STANDARDS		
	PROPOSED	REQUIRED
• Front Yard Setback (10.710-721)	_____	_____
• Side Yard Setback (10.710-721)	_____	_____
• Side Yard Setback (10.710-721)	_____	_____
• Rear Yard Setback (10.710-721)	_____	_____
• Lot Coverage (10.710-721)	_____	_____

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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### CODE REFERENCES

1.	Central Business District (site development standards)	10.358
2.	Street Improvement Requirements	10.430(B)
3.	Duplex Development Standards	10.713
4.	Multiplex Development Standards	10.714
5.	Fencing (where and how high)	10.731-
6.	Clear View of Intersecting Streets (visibility triangle)	10.735
7.	Off-Street Parking and Loading Requirements	10.741
	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)
8.	Bicycle Parking General Provisions	10.747
9.	Pedestrian Walkway General Provisions	10.772
10.	Landscape and Irrigation Requirements	10.780
11.	Bufferyards	10.790
12.	Front Yard Landscaping Requirements	10.797
13.	Vanpool and Carpool Preferential Parking Requirements	10.809

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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: \_\_\_\_\_

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### 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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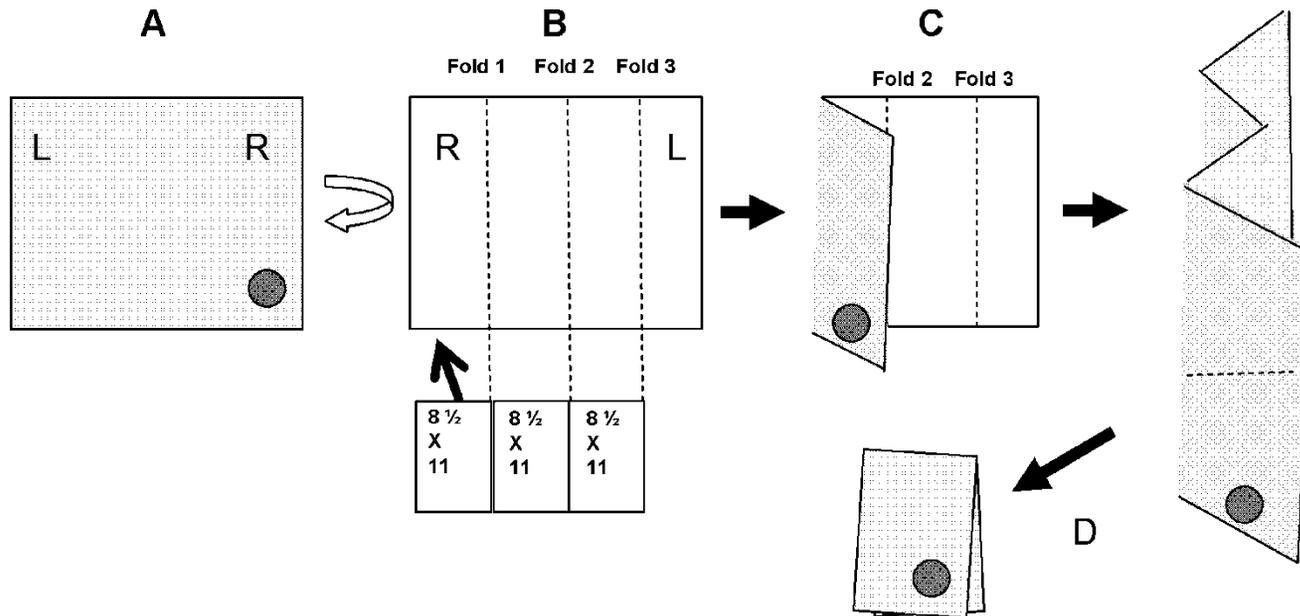
**PUBLIC HEARING SIGNS**

I/We, \_\_\_\_\_, the property owner(s) (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: \_\_\_\_\_  
Print Name: \_\_\_\_\_  
Date: \_\_\_\_\_

	<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.