



TENTATIVE PLAT, LAND DIVISION

Partition – Type II (3 or less lots)

Subdivision – Type III (4 or more lots)

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

Name _____

Address _____

City _____ State _____ Zip Code _____

Email _____

Telephone (Business): _____ (Other) _____

2. AGENT INFORMATION (Owner's consent required)

Name _____

Address _____

City _____ State _____ Zip Code _____

Email _____

Telephone (Business): _____ (Other) _____

3. OWNER/CONTRACT PURCHASER OF RECORD

Name _____

Address _____

City _____ State _____ Zip Code _____

Email _____

Telephone (Business): _____ (Other) _____

TENTATIVE PLAT, LAND DIVISION (Partitions – Type II & Subdivisions – Type III)

4. PROJECT DESCRIPTION

Project Name: _____ # Proposed Lots: _____

Address: _____

Map and 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, if applicable (Sections 10.929 – 10.933)
 - Slope Analysis Form (completed and signed by Planner) (Page 8)
 - Slope Analysis (10 copies) (required if site has slopes greater than 15%)
 - Constraints Analysis (2 copies) (required if site contains at least 1000 sq ft. of slopes greater than 15% AND development will occur on them – to be determined by Public Work’s review of Slope Analysis).
 - Constraints Analysis Status Form (Page 9) signed by Public Works indicating that the Analysis is deemed complete.
 - If developing on slopes greater than 35%, a Pre-Application Conference is required before you can submit this application. Attach recommendations received from Planning Department at the Pre-Application Conference (1 copy)
- This Application Form (signed)
- Tentative Plat (25 copies)
 - Drawn to scale, including ALL applicable design criteria listed on page 4
- All large plans folded as per attached Plan Folding Instructions (Page 15)
- Reduced copies of tentative plat (8.5”x11” & 11”x17”)
- Conceptual Grading Plan (3 copies) (Page 7)
- Conceptual Stormwater Facility Plan (3 copies)
- Arterial Street Landscape Plan per Section 10.797, if applicable (3 copies)

TENTATIVE PLAT, LAND DIVISION (Partitions – Type II & Subdivisions – Type III)

- Demonstrated compliance with Neighborhood Circulation Plan, if applicable (Section 10.454)
- Findings of Fact addressing approval criteria (Page 5)
- Additional Findings as required, e.g., MLDC 10.931(E)(4)
- Agricultural Impact Assessment (if applicable)
- Typed Mailing Labels for all property owners within 200-feet of project site
- Written Consent of Owner(s) (Page 10)
- Signed statement regarding posting of Public Hearing Signs (Page 12)
- Expedited Land Division application form (if applicable) (Pages 13-14)
- Fees:
 - o Partition: \$3,100
 - o Subdivision: \$4,700
 - o Expedited Land Division: \$4,900
 - 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

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.

PLAN CHECKLISTS

TENTATIVE PLAT shall meet the following criteria:

- Clearly and legibly drawn on tracing paper of good quality
- Prepared by a civil engineer or land surveyor registered in Oregon
- Dimensions are not less than 18 inches by 24 inches

TENTATIVE PLAT shall contain the following data:

- Proposed land division name (if subdivision). Contact the Jackson County Surveyor for naming information (541)774-6191
- Date
- North Arrow
- Scale
- Gross Acreage and Net Acreage
- Sufficient legal information to define the boundaries of the proposed development
- A key map located in the upper right-hand corner identifying the location of the development relative to section and township lines and to adjacent property and major physical features such as street, railroads, and waterways
- Names & map lots of abutting property owners on all sides
- Names & widths of adjoining rights-of-way, topographic features, and all public improvements on adjacent property within 200-feet of the project boundary
- Names & address of owner of record, developer, & engineer or land surveyor registered in the State of Oregon who prepared the tentative plat
- All streets, highways, and other ways in the proposed project shall have:
 - Locations
 - Approximate Intersection Angle
 - Names
 - Widths
 - Centerline Radii
 - Centerline Slopes
- Number of Lots
- Dimensions of lots (to the nearest foot), including: Frontage Width Area
- Location & height of all existing structures to remain on the property, & distance from proposed property lines
- Location of structures upon abutting parcels within ten feet of the property line or within ten feet of proposed streets
- Location & character of all easements existing & proposed by the developer for drainage, sewage, and public utilities
- Five-foot topographic contours describing the area. (**Note:** Where the grade exceeds 10%, or the development abuts existing developed lots, a conceptual grading plan is required)
- Location of all creeks, streams, & other watercourses, showing top of existing bank & areas subject to inundation as shown on the latest Federal Flood Insurance Maps, & FEMA 100-year flood plain line & elevation data.
- Existing wells and irrigation canals, active or abandoned, and proposed disposition.
- Public or common area proposed, if any
- The approximate distance to, and location of, the nearest sanitary sewer main.
- Name of the irrigation district, if any, and whether it is currently being assessed.
- Name of the School District within which the project is located

MEDFORD LAND DEVELOPMENT CODE SECTION 10.170 (D), PARTITION APPROVAL CRITERIA

The Planning Director shall not approve any tentative partition plat unless they can determine that the proposed land partition, together with the provisions for its design and improvement:

- (1) Is consistent with the Comprehensive Plan, any other applicable specific plans thereto, including Neighborhood Circulation Plans, and all applicable design standards set forth in Article IV and V;
- (2) Will not prevent development of the remainder of the property under the same ownership, if any, or of adjoining land or of access thereto, in accordance with this chapter;
- (3) If it includes the creation of streets or alleys, that such streets or alleys are laid out to be consistent with existing and planned streets and alleys and with the plats of land divisions already approved for adjoining property, unless the approving authority determines it is in the public interest to modify the street pattern;
- (4) If it has streets or alleys that are proposed to be held for private use, that they are distinguished from the public streets or alleys on the tentative plat, and reservations or restrictions relating to the private streets or alleys are set forth;
- (5) Will not cause an unmitigated land use conflict between the land partition and adjoining agricultural lands within the EFU (Exclusive Farm Use) zoning district.

**MEDFORD LAND DEVELOPMENT CODE SECTION 10.202 (E), LAND DIVISION
APPROVAL CRITERIA**

The Planning Commission shall not approve any tentative plat unless it first finds that the proposed land division, together with the provisions for its design and improvement:

- (1) Is consistent with the Comprehensive Plan, any other applicable specific plans thereto, including Neighborhood Circulation Plans, and all applicable design standards set forth in Articles IV and V;
- (2) Will not prevent development of the remainder of the property under the same ownership, if any, or of adjoining land or of access thereto, in accordance with this chapter;
- (3) Bears a name that has been approved by the approving authority and does not use a word which is the same as, similar to, or pronounced the same as a word in the name of any other subdivision in the City of Medford; except for the words "town", "city", "place", "court", "addition", or similar words; unless the land platted is contiguous to and platted by the same applicant that platted the land division bearing that name; or unless the applicant files and records the consent of the party who platted the land division bearing that name and the block numbers continue those of the plat of the same name last filed;
- (4) If it includes the creation of streets or alleys, that such streets or alleys are laid out to be consistent with existing and planned streets and alleys and with the plats of land divisions already approved for adjoining property, unless the Planning Commission determines it is in the public interest to modify the street pattern;
- (5) If it has streets or alleys that are proposed to be held for private use, that they are distinguished from the public streets or alleys on the tentative plat, and reservations or restrictions relating to the private streets or alleys are set forth;
- (6) Will not cause an unmitigated land use conflict between the land division and adjoining agricultural lands within the EFU (Exclusive Farm Use) zoning district.

CONCEPTUAL GRADING PLAN

Purpose: A conceptual grading plan is a drawing that conveys the proposed change of ground elevation within a development. Such a drawing is meant to clearly indicate the change in grade within each lot as well as the direction of storm water runoff both within and outside of the project.

When

Required: A conceptual grading plan is required at the time of land division application, where the proposed development abuts existing developed lots, or where the grade of any part of the land division exceeds ten percent.

Content: A conceptual grading plan should be drawn to scale and contain the following information:

1. Existing/proposed contours, or cut and fill locations and depths
3. Proposed lots/lot numbers and the proposed method of access
4. Name and location of existing and proposed rights of way
5. Direction of storm water runoff
6. Preliminary system layout/location of detention facilities
7. Location of proposed retaining walls
8. Features adjacent to the development that could affect the project
9. Show how storm water runoff water will ultimately be disposed

For further questions concerning conceptual grading plans you may contact the Medford Planning Department at (541) 774-2380 or the Medford Engineering Department at (541) 774-2100.

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 LAND DIVISION APPLICATION.

A Slope Analysis is required for Land Division applications 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 Land Division Application to the Planning Department. Please use the Constraints Analysis Status Form, Page 9.
- A Slope Analysis, Constraints Analysis, and Pre-Application are required before submittal of the Land Division 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

HILLSIDE DEVELOPMENT CONSTRAINTS ANALYSIS STATUS FORM

A Constraints Analysis is required for all Land Division applications 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 Land Division Application to the Planning Department. This form, signed by the Public Works Department, must accompany the Land Division 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

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: _____

Signed: _____

Print Name: _____

Print Name: _____

Date: _____

Date: _____

Signed: _____

Signed: _____

Print Name: _____

Print Name: _____

Date: _____

Date: _____

Public Hearing 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).

PUBLIC HEARING SIGNS

I, _____, the property owner (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: _____

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

EXPEDITED LAND DIVISION APPLICATION FORM (ORS 197-380-380)

What is an Expedited Land Division?

The expedited land division process provides an alternative to the standard procedures for certain land division requests. An applicant may choose to use the expedited land division process if their land division request meets all of the applicable requirements specified in Oregon Revised Statute (ORS) 197-360 (see reverse side). The steps in this procedure differ from the regular land division procedure, but still include public review and opportunity for appeal. The steps are described in ORS 197.365-375.

Is it faster than the regular land division process?

The expedited land division process is intended to streamline the regular land use process that land divisions normally follow under state law, which allows up to 120 days for final city approval. In Medford, however, the typical processing time for a land division application that meets city standards and is complete when submitted is far less than the 120 days that state law allows. Therefore, in Medford, in many cases there is no difference in processing time between a regular land division and expedited land division.

What are the requirements to qualify for the Expedited Land Division process?

ORS 197-360 lists the requirements to qualify for an expedited land division review. These requirements are summarized below. The full text of ORS 197.360 is included on the reverse side of this form.

The proposed land division (i.e., subdivision, partition or replat):

1. Must be on residentially zoned land and must be solely for the purposes of residential use;
2. Must not create building lots that provide for dwellings or accessory buildings within areas that contain natural resource protections, such as, but not limited to, historic areas and riparian zones.
3. Must satisfy all City street standards and connectivity requirements; and
4. Must either:
 - a. *Create enough lots or parcels to allow building residential units at 80 percent or more of the maximum net density permitted by the zoning designation of the site;*
 - or*
 - b. *Will be sold or rented to households with incomes below 120 percent of the median family income for the county in which the project is built.*

Is the filing fee more for an Expedited Land Division?

Yes. The application filing fee for an expedited land division is higher than the filing fee for a standard land division application to cover the costs of processing the application following a different, specialized set of expedited procedures. The Expedited Land Division fee is \$4,772.

Why am I receiving this application form for Expedited Land Division now?

The expedited land division process has existed since 1995; however, the 2015 Oregon Legislature required that all land division applicants be notified of the expedited land division option and how to apply.

TENTATIVE PLAT, LAND DIVISION (Partitions – Type II & Subdivisions – Type III)

Are you applying for an expedited Land Division?

No Yes

(If yes, then attach a written description of how the proposal satisfies ORS197.360)

Applicant Name: _____ Telephone: _____

Mailing Address: _____

Site Address: _____

Signature

Print Name

Date

ORS 197.360:

(1) As used in this section:

(a) "Expedited land division" means a division of land under ORS 92.010 to 92.192, 92.205 to 92.245 or 92.830 to 92.845 by a local government that:

(A) Includes only land that is zoned for residential uses and is within an urban growth boundary.

(B) Is solely for the purposes of residential use, including recreational or open space uses accessory to residential use.

(C) Does not provide for dwellings or accessory buildings to be located on land that is specifically mapped and designated in the comprehensive plan and land use regulations for full or partial protection of natural features under the statewide planning goals that protect:

(i) Open spaces, scenic and historic areas and natural resources;

(ii) The Willamette River Greenway;

(iii) Estuarine resources;

(iv) Coastal shorelands; and

(v) Beaches and dunes.

(D) Satisfies minimum street or other right-of-way connectivity standards established by acknowledged land use regulations or, if such standards are not contained in the applicable regulations, as required by statewide planning goals or rules.

(E) Will result in development that either:

(i) Creates enough lots or parcels to allow building residential units at 80 percent or more of the maximum net density permitted by the zoning designation of the site; or

(ii) Will be sold or rented to households with incomes below 120 percent of the median family income for the county in which the project is built.

(b) "Expedited land division" includes land divisions that create three or fewer parcels under ORS 92.010 to 92.192 and meet the criteria set forth in paragraph (a) of this subsection.

(2) An expedited land division as described in this section is not a land use decision or a limited land use decision under ORS 197.015 or a permit under ORS 215.402 or 227.160.

(3) The provisions of ORS 197.360 to 197.380 apply to all elements of a local government comprehensive plan and land use regulations applicable to a land division, including any planned unit development standards and any procedures designed to regulate:

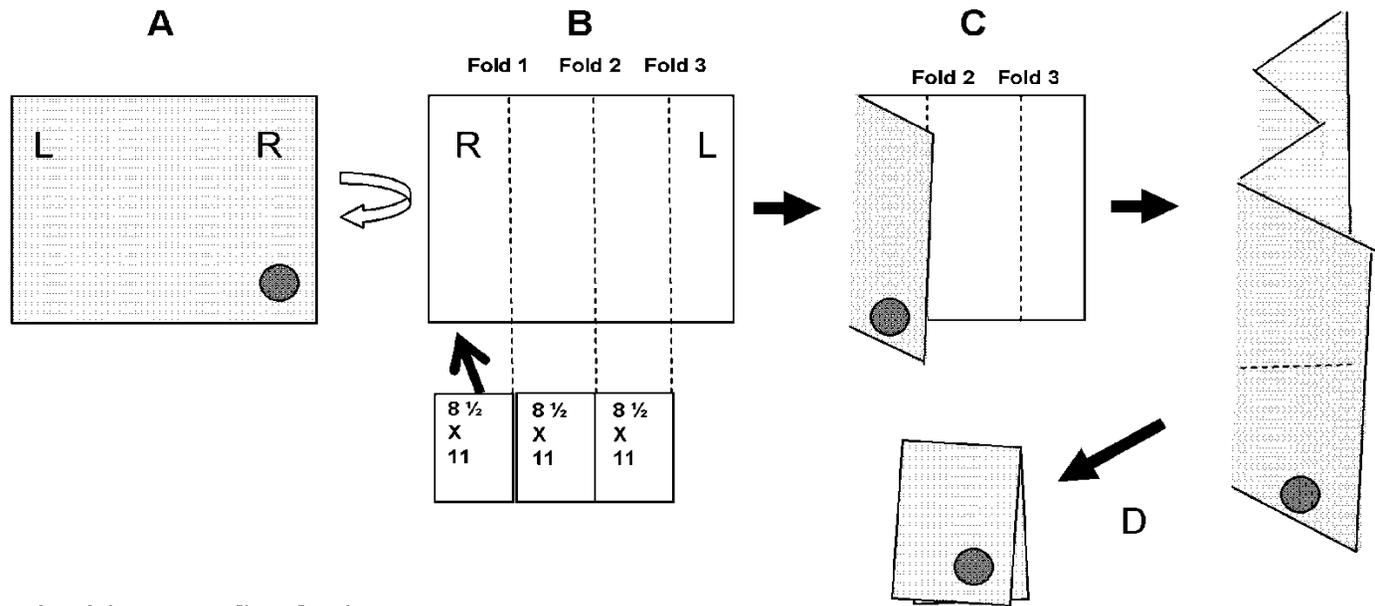
(a) The physical characteristics of permitted uses;

(b) The dimensions of the lots or parcels to be created; or

(c) Transportation, sewer, water, drainage and other facilities or services necessary for the proposed development, including but not limited to right-of-way standards, facility dimensions and on-site and off-site improvements.

(4) An application for an expedited land division submitted to a local government shall describe the manner in which the proposed division complies with each of the provisions of subsection (1) of this section.

TENTATIVE PLAT, LAND DIVISION (Partitions – Type II & Subdivisions – Type III)



- 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.