



APPLICATION PACKET FOR A TYPE II OR III **DESIGN REVIEW**

GENERAL:

Design Review is required for construction of a new building or expansion of an existing building.

Type I Design Review does not have a separate application and is done as part of the building permit process. **You do not need to submit this form for a Type I Design Review.** Type I Design Review is limited to the following:

1. Residential Buildings
 - a. Single-family dwellings, manufactured dwellings, or duplexes in residential zones in an RS, R1S and RM zone.
 - b. Exterior alterations to single family, manufactured dwellings, duplexes and multi-family dwellings in an RS, R1S and RM zone.
 - c. Multi-family dwellings that comply with all standards found in the Land Use, Specified Use, and Development Guidelines and Standards (Sections 2 and 3) of the WDO.
2. Non-Residential Buildings
 - a. New buildings 500 square feet or less in commercial zones or 1,000 square feet or less in industrial zones.
 - b. Sites with existing buildings, expansions or new buildings that increase lot coverage by 10% or less.
 - c. Change in use that increases required parking by 10% or less.
 - d. Facade changes or structural changes requiring a building permit.
 - e. Establishment of a use in a building vacant for 6 months or more.

Type II Design Review is required for the following:

1. Non-residential structures 1,000 square feet or less in the RS, R1S, RM, and P/SP zones.
2. Structures 2,000 square feet or less than in the CO, CG, DDC, and NNC zones.
3. Structures 3,000 square feet or less in the IP, IL, and SWIR zones.
4. For sites with existing buildings in the CO, CG, DDC, NNC, IP, IL, and SWIR zones; expansions or new buildings that increase lot coverage by more than 10% but less than 25%.
5. Change of use that increases required parking of more than 10% but less than 25%.

6. Single family and duplexes in the NCOD zone, but excluding structures subject to Type I review.

Type III Design Review is required for the following:

1. Non-residential structures in residential zones greater than 1,000 square feet in the RS, R1S, RM, and P/SP zones
2. Multi-family dwellings not meeting all architectural design guidelines and standards
3. Structures greater than 2,000 square feet in the CO, CG, DDC, and NNC zones
4. Structures greater than 3,000 square feet in the IP, IL, and SWIR zones
5. For sites with existing buildings in the CO, CG, DDC, NNC, IP, IL, and SWIR zones; expansions or new buildings that increase lot coverage by more 25%.
6. Change of use that results in a greater than 25% increase in required parking.

REQUIRED SUBMITTALS:

1. **Uniform Application** (One copy.)

Note: In the case of multiple applications, only one Uniform Application form need be submitted, so long as each application is included in the description of the proposal.

2. **Site Plan** (Six paper copies plus one electronic copy, preferably in .pdf format. If necessary for clarity, the information may be shown on two or more plans, such as a streets and utilities plan, grading plan, or others.)
 - a. Scale: 1" = 50' or smaller. The Director may specify a different scale to ensure readability.
 - b. Image Area: 50' from the perimeter of the subject property and abutting rights-of-way.
 - c. Tax lots in subject property, with tax lot number.
 - d. Property lines
 - e. Streets and easements:
 - i. Public rights-of-way, with street names.
 - ii. Public and private easements.
 - iii. Pedestrian and bike facilities.
 - iv. Street trees.
 - f. Utilities.
 - i. Water lines (noting size) and fire hydrants.
 - ii. Sanitary sewer lines (noting size), manholes, cleanouts, and lift stations.
 - iii. Storm drain lines (noting size), catch basins, ditches, culverts, and detention facilities.
 - iv. Street lights.
 - g. Contour lines, existing and proposed, 2' interval. The Director may waive this requirement if the site is essentially flat and no significant grading is proposed.
 - h. Natural features:
 - i. 100 year floodplain. [FEMA]
 - ii. Wetlands shown on the Woodburn Wetlands Inventory that are within or abut the subject property require a wetlands delineation prepared by the applicant, at the time of

application.

- iii. Top of bank of streams.
 - iv. Riparian Corridor and Wetlands Overlay District (RCWOD) boundaries.
 - v. Wells. [State Water Resources]
 - vi. Septic systems.
 - vii. Trees 4" or more in caliper, noting species.
 - i. Use, building footprint and location of all existing structures on the subject property.
 - j. Setbacks.
3. **Architectural drawings (floor plan and elevations)** (Six paper copies plus one electronic copy, preferably in .pdf format.)
 4. **Landscape Plan** (Six paper copies plus one electronic copy, preferably in .pdf format.)
 5. **Photometric Plan** (Six paper copies plus one electronic copy, preferably in .pdf format.)
 6. **Material sample board** (One. The Director may authorize photographs instead of samples.)
 7. **Narrative demonstrating compliance with the criteria of the Woodburn Development Ordinance** (One paper copy plus one electronic copy, preferably in Microsoft Word format.)
 - a. Section 2 – Zoning district regulations of the relevant zone
 - b. Section 3.01 – Streets
 - c. Section 3.03 – Setbacks and Open Space
 - d. Section 3.04 – Vehicular Access
 - e. Section 3.05 – Off-Street Parking and Loading
 - f. Section 3.06 – Landscaping
 - g. Section 3.07 – Architectural Design
 - h. Section 3.10 – Signs
 8. **Latest recorded deed(s) for the subject property, or the recorded sales contract** (One copy.)
 9. **Notification area map and mailing labels:**
 - a. A map with the notification area, depicting a line 250 feet, equidistant from all boundaries of the subject property (one copy.)
 - b. Self adhesive labels for each property within the notification area, showing the owner's name, the tax lot number of the ownership and the owner's mailing address (two copies.)
 - c. An affidavit by the preparer of the notification list, that the address labels reflect the ownership and address data as contained in the current property tax rolls (one copy.)

Note: In the case of multiple applications, only one set of the notification area map and mailing labels need be submitted.

10. Filing Fee:

under 1,000 square feet	\$2,177
1,000 to 4,999 square feet	\$3,624
5,000 to 24,999 square feet	\$6,326
25,000 to 99,999 square feet	\$7,269
100,000 to 199,999 square feet	\$10,279
200,000 square feet or more	\$14,397

Prior to deeming an application complete, the Director may request additional information.

Type II decisions are made by the Director of Economic & Development Services. State law requires that notice of the decision be mailed to surrounding property owners, who may appeal the decision to the City Council. The Council may also choose to review the decision on its own motion. State law gives the City 30 days to determine if the application is complete, and another 120 days to finish the decision process (including appeals.) A typical Type II application – one that is complete upon submittal and is not appealed – is usually finished in 4 to 6 weeks.

Type III decisions are made by the Planning Commission after a public hearing. State law requires that notice of the public hearing be mailed to surrounding property owners and posted on the property. Notice of the decision is mailed to surrounding property owners, who may appeal the decision to the City Council. The Council may also choose to review the decision on its own motion. State law gives the City 30 days to determine if the application is complete, and another 120 days to finish the decision process (including appeals.) A typical Type III application – one that is complete upon submittal and is not appealed – is usually finished in 6 to 10 weeks.



CITY OF WOODBURN

File No: _____
Related Files: _____

Department of Economic & Development Services
 270 Montgomery Street • Woodburn, Oregon 97071
 Phone: 503-982-5246 • Website: www.woodburn-or.us

UNIFORM APPLICATION (SOLICITUD UNIFORME)

General Information (Información General)

Project location (<i>Ubicación del Proyecto</i>):	
Tax Lot No. (<i>Designación del Evaluador del Condado</i>):	
Property owner (<i>Propietario</i>):	Applicant (<i>Solicitante</i>):
Mailing Address (<i>Dirección Postal</i>):	Mailing Address (<i>Dirección Postal</i>):
Telephone (<i>Teléfono</i>):	Telephone (<i>Teléfono</i>):
E-mail (<i>Dirección Cibernética</i>):	E-mail (<i>Dirección Cibernética</i>):
Description of the proposal (<i>Descripción del proyecto</i>):	

Requested Review (Solicitud a revisar)

<input type="checkbox"/> ACCESS PERMIT TO CITY ARTERIAL	<input type="checkbox"/> EXTENSION OF A DEVELOP. DECISION	<input type="checkbox"/> VARIANCE
<input type="checkbox"/> ANNEXATION	<input type="checkbox"/> MODIFICATION OF CONDITIONS	<input type="checkbox"/> ZONING ADJUSTMENT
<input type="checkbox"/> CONDITIONAL USE	<input type="checkbox"/> PARTITION PRELIMINARY APPROVAL	<input type="checkbox"/> ZONE CHANGE
<input checked="" type="checkbox"/> DESIGN REVIEW	<input type="checkbox"/> PHASING PLAN	<input type="checkbox"/> OTHER:
<input type="checkbox"/> EXCEPTION TO STREET IMPROV. REQ.	<input type="checkbox"/> SUBDIVISION PRELIMINARY APPROVAL	

Certification (Certificación)

I hereby declare that as applicant or property owner, I have read the foregoing application and know the contents of the application to be true. (*Por la presente declaro que como solicitante o propietario, he leído la solicitud anterior y sé que lo contenido es verídico.*)

Owner _____ (Firma del Propietario)	Applicant _____ (Firma del Solicitante)
Print Name _____ (Escriba en letra de molde)	Print Name _____ (Escriba en letra de molde)
Date (Fecha) _____	Date (Fecha) _____