



Memorandum

270 Montgomery Street

Woodburn, Oregon 97071

Phone (503) 982-5246

Date: January 23, 2024
To: Community Development Department Staff
From: Chris Kerr, Community Development Director
Subject: Model Home Permit Guidelines

The following outlines the policy of the Community Development Department for accepting and reviewing a building permit for a model home associated with an approved subdivision or manufactured dwelling park.

- A. Model Home definition: A model home, also known as a show home or display home, is a home built on a lot within an approved subdivision or manufactured dwelling park that is intended to showcase the style and features that will be available throughout the rest of the development. Model homes have permanent utility connections and typically include a sales office.
- B. When to apply: The building permit application for a model home may be submitted prior to recordation of the subdivision final plat, provided that the following public improvements serving the subdivision have been substantially completed¹:
 - 1. Water supply system;
 - 2. Fire hydrant system;
 - 3. Sewage disposal system;
 - 4. Stormwater drainage system;
 - 5. Curbs;
 - 6. Street signs; and
 - 7. Roads necessary for emergency access.
- C. Address: The building permit application for a model home shall utilize the intended address for the subdivision lot that the model home is proposed to be built upon.

¹ Pursuant to Section 1(1)(c) of HB 2306 (2019 Regular Session)

- D. Development standards: As part of the building permit application, provide a site development plan that illustrates the following:
1. Elements of a site plan ([view instructions here](#));
 2. Street frontage improvements including sidewalk and landscape strip with street trees for frontage abutting the model home lot;
 3. A sidewalk connection between existing public sidewalk and the model home lot;
 4. Site landscaping; and
 5. An accessible route connecting the building entrance to both public right-of-way and a striped accessible parking stall.
- E. Signage: Any temporary or permanent signage must obtain the appropriate [Sign Permit](#). Sign regulations are outlined within [WDO 3.10](#). Note the list of prohibited signs within 3.10.08, this includes feather flag signs and any signs within the public right-of-way.
- F. Additional comments:
1. The Woodburn Fire District will be included in the review to ensure adequate emergency access.
 2. System Development Charges (SDCs) shall be paid at the time of issuance of a model home building permit.
 3. The Certificate of Occupancy for a model home will not be issued until the building is appropriately converted from an office to a home.