



City of Woodburn
 Community Development Department
 Planning Division
 270 Montgomery Street
 Woodburn, OR 97071
 Phone: 503-982-5246
 Email: planning@ci.woodburn.or.us

Visit the City of Woodburn [Planning webpage](#) for the most current forms and applications.

Bond or Performance Guarantee Request Form: Street Trees and/or Tract Landscaping

Project			
Name:			
Land Use Master/Parent Case File Number:			
Address(es), if applicable:			
Tax Lot #(s):			
Partition or Subdivision Plat Name, if applicable and recorded:			
Developer			
Name:		Title:	
Phone:		Firm:	
Mailing Address:			
Email:			
Civil Engineer			
Name:		Title:	
Phone:		Firm:	
Mailing Address:			
Email:			
Landscape Architect			
Name:		Title:	
Phone:		Firm:	
Mailing Address:			
Email:			

Requested Item(s) to Bond:

- Street trees
- Tract landscaping: private common area tracts

For all public improvements other than street trees, do not use this form. Contact the Public Works Department Engineering Division directly to ask about bonds, bonding, or performance guarantees for all other public improvements.

Submittal Checklist:

- 1. Fee payment per any as applicable:
 - A. Land use final decision document 200 series attachment conditioned fee for bond request
 - B. Planning Division fee schedule
 - C. City fee scheduleIt is likely that A. is the source of the applicable fee for a request.
- 2. Letter or narrative describing degree, extent, and nature of requested items to bond.
- 3. Maps or plans of street tree locations and/or tract landscaping from a civil engineering plan (CEP) drawing set that the Public Works Department Engineering Division approved or a landscaping plan set that the Community Development Department Planning Division approved.
- 4. Exhibit(s) of itemized items with cost estimates and total cost estimate, stamped by a licensed professional.
- 5. What terms of approval, if any, the developer would like City staff to consider.

Certifications: I as developer:

- Have read and understood Woodburn Development Ordinance (WDO) 4.02.08 “Performance Guarantees”.
- Acknowledge that City acceptance, review, and approval of a bond or performance guarantee request is administrative, discretionary, and not guaranteed.
- Hereby declare that I have read the foregoing request form and know the contents of the request form to be true.

Developer’s Signature	
Print Name	Title
Date	