



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

OFFICE USE ONLY
File Number(s):

Application Packet for a Zoning Change / Zone Map Amendment

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

General Information:

The purpose of an Owner Initiated Official Zoning Map Change is to provide a procedure to change the Official Zoning Map, in a manner consistent with the [Woodburn Comprehensive Plan](#).

Fee: see the [planning fee schedule](#) online

Required Submittals:

- Electronic versions of all application materials, which can be sent via zip folder in email or saved on a flash drive.
- [Uniform Application](#) – one completed copy. In the case of multiple applications, only one Uniform Application form need be submitted.
- Site Plan – (Three printed copies and one digital copy. 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.)
 - Site: Preliminary site plan showing existing and proposed development and improvements relative to property lines. Illustrate natural features such as wetlands and floodplains, dimensions of building setbacks to property lines, and existing and proposed easements.
 - Utilities: Existing or proposed potable water, sanitary sewer, storm water sewer, fire hydrant locations, or streetlights. WDO 3.02 addresses utilities.
 - Landscaping: Existing and proposed landscaping (trees, shrubs, groundcover, grass, etc.)
 - Architecture: Architectural drawings such as facades/elevations, isometric or perspective views, or color renderings.
- Narrative demonstrating compliance with the criteria of the [Woodburn Development Ordinance](#). Specifically, for a Zoning Map Change, address the criteria outlined in section 5.04.04. (One printed copy and one digital copy.)
- Ordinance exhibits: A legal description labeled as “Exhibit A” and an accompanying map of the territory to be rezoned as “Exhibit B.”
- Latest recorded deed(s) for the subject property, or the recorded sales contract (One copy.)

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