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OFFICE USE ONLY File Number(s): <hr/>
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## Application Packet for a **Planned Unit Development (PUD), Conceptual Development Plan Approval**

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

### General Information:

The purpose of a Type III PUD Conceptual Development Plan Approval is to ensure that the proposed development complies with all provisions of the [Woodburn Development Ordinance](#).

**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.
- Conceptual Development Plan (Three printed copies and one digital copy) – include image area 50’ from the perimeter of the subject property and abutting rights-of-way; general development areas; phasing; proposed land uses; proposed building envelopes; architectural theme; landscaping and buffering; streets, bicycle and pedestrian circulation; common areas; utility locations; sign plan (if applicable).
- Concept Plan for adjacent property interests, as applicable.
- Narrative demonstrating compliance with the criteria of the [Woodburn Development Ordinance](#). One printed copy and one digital copy.
- Modifications list: A clear and explicit list of exactly what modifications to what WDO provisions the developer wants through PUD. That is, list the section numbers and quote the WDO texts that the developer wants to modify, and, then spell out what alternatives the developer wants the City to agree to. A numbered list or table with numbered rows is the proper format.

- Fire access plan illustrating the following items: fire apparatus access and lane routes, lane widths, lane inside and outside turning radii per Oregon Fire Code (OFC) Appendix D, a fire suppression water line, hydrants, and streetside and off-street public utility easements (PUEs) for the fire suppression water line and hydrants, and any fire department connections (FDCs). Supplementary documentation of water flow measurements for nearby hydrants in order to determine if water supply is adequate. Evidence indicating the proposal has an adequate number of hydrants, whether through existing conditions or the installation of additional hydrants.
  
- 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.***