



APPLICATION PACKET FOR A **Planned Unit Development (PUD), Conceptual Development Plan Approval**

REQUIRED SUBMITTALS:

1. **Uniform Application** (one copy.)
2. **Existing Conditions Plan** (four copies. One electronic copy, preferably in .pdf format, is requested but not required. 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. Streets and easements:
 - i. Public rights-of-way, with street names.
 - ii. Public and private easements.
 - iii. Pedestrian and bike facilities.
 - iv. Street trees.
 - e. 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.
 - f. 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.
 - g. Natural features:
 - i. 100 year floodplain. [FEMA]
 - ii. Wetlands in the Woodburn Wetlands Inventory that are within or abut the 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.
 - h. Use, building footprint and location of all existing structures.
3. **Conceptual Development Plan** (four copies. One electronic copy, preferably in .pdf format, is requested but not required. 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. General development areas
 - d. Phasing
 - e. Proposed land uses
 - f. Proposed building envelopes
 - g. Architectural theme
 - h. Landscaping and buffering
 - i. Streets, bicycle and pedestrian circulation
 - j. Common areas
 - k. Utility locations
 - l. Sign theme, if applicable
4. **Concept Plan for adjacent property interests, as applicable.**
 5. **Narrative demonstrating compliance with the criteria of the Woodburn Development Ordinance** (one copy. One electronic copy, preferably in Microsoft Word format, is requested but not required.)
 - a. Section 3.09 – Planned Unit Developments
 - b. Section 5.03.06 – Conceptual Development Plan Approval
 6. **A copy of the latest recorded deed(s) for the subject property**, or the recorded sales contract (one copy.)
 7. **Three sets of mailing labels with map depicting a line 250 feet equidistant from all boundaries of the subject property.**
 - Avery 5160 format (three columns and ten rows per sheet).
 - The label for each tax lot must include the associated tax lot number.
 - You may consolidate labels to reflect common ownership of multiple tax lots, but only as able to still fit the applicable tax lot numbers within a given label.
 - You may contact a local title company for assistance with label and map preparation.
 8. **Filing Fee:** \$2,985 plus \$40 per lot

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

Approval of a Conceptual Development Plan for a Planned Unit Development is a Type III decision under the Woodburn Development Ordinance. Type III decisions are made by the Planning Commission after a public hearing. Notice of the public hearing is 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 • Fax: 503-982-5244 • 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 STREET	<input type="checkbox"/> GRADING PERMIT	<input type="checkbox"/> PUD DETAILED DEVELOPMENT PLAN
<input type="checkbox"/> ANNEXATION	<input type="checkbox"/> MODIFICATION OF CONDITIONS	<input type="checkbox"/> TEMPORARY OUTDOOR PERMIT
<input type="checkbox"/> CONDITIONAL USE	<input type="checkbox"/> PARTITION PRELIMINARY APPROVAL	<input type="checkbox"/> TREE REMOVAL PERMIT
<input type="checkbox"/> DESIGN REVIEW	<input type="checkbox"/> PARTITION FINAL PLAT APPROVAL	<input type="checkbox"/> VARIANCE
<input type="checkbox"/> EXCEPTION TO STREET IMPROV. REQ.	<input type="checkbox"/> PHASING PLAN	<input type="checkbox"/> ZONING ADJUSTMENT
<input type="checkbox"/> EXTENSION OF A DECISION	<input type="checkbox"/> PLA OR CONSOLIDATION OF LOTS	<input type="checkbox"/> ZONE CHANGE
<input type="checkbox"/> FENCE & FREESTANDING WALL REVIEW	<input type="checkbox"/> PUD CONCEPTUAL DEVELOPMENT PLAN	<input type="checkbox"/> OTHER:

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) _____