



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

OFFICE USE ONLY File Number(s):
PRE _____

## Pre-Application Meeting Request Form

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

Project			
Name:			
Address(es):			
Tax Lot #(s):			
Requestor			
Name:		Title:	
Phone:		Firm:	
Mailing Address:			
Email:			
Requestor's Representative/Project Manager			
Name:		Title:	
Phone:		Firm:	
Mailing Address:			
Email:			

**Purpose:**

Pre-application meetings cover the general requirements applicable to a project and help discover potential issues. You may request to meet with a Planner to discuss the land use aspects of the project, or you may request feedback from Planning, Building, Public Works and the Woodburn Fire District in a joint meeting.

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

**Scheduling:**

Pre-Application meeting slots are every generally Tuesdays, Wednesdays, or Thursdays starting between 10:00 and 11:00 a.m. for up to 1 hour. Staff requires two weeks advance notice after submittal and fee payment to schedule the meeting. Staff will e-mail the requestor with the meeting date and time as a calendar invitation upon staff scheduling a date.

Continued on next page.

**Required Materials:**

- Electronic versions of all application materials, which can be sent via zip folder in email or saved on a flash drive.
- Completed request form (1 copy)
- Narrative letter describing the proposal (one printed copy and one digital copy). Include any specific questions to staff or issues of concern.
- Draft site plans (3 printed copies, which may be any of letter [8½ x 11 inches], ledger [11 x 17], or plan size [24 x 26]) which could include:
  - 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.

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

Requestor's Signature
Print Name
Date