



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):
PRE _____

Pre-Application Meeting Request Form

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:

\$508

Scheduling:

Pre-Application meeting slots are every Wednesday morning at 10:00 a.m. 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.

Required Materials:

- Completed request form (1 copy)
- Narrative, which is a written description of the proposal (2 copies). Include any specific questions to staff or issues of concern.
- Draft site plans as follows (4 copies, which may be any of letter [8½ x 11 inches], ledger [11 x 17], or plan size [24 x 26]):
 - Site: Preliminary site plan showing existing and proposed buildings and other structures and improvements relative to property lines, access/driveways, and any affected natural features such as floodplain, wetlands or Significant Trees as defined in Woodburn Development Ordinance (WDO) 1.02 (2 feet wide or wider). Indicate on plan sheets through lines and numbers measurements of:
 - Gross floor area (GFA) square footage of each building
 - Proposed setbacks to buildings closest to property lines
 - Distances between proximate structures (for fire and life safety review)
 - Easement areas and boundaries
 - Driveway apron / curb cut width, driveway throat depth, and drive aisles widths and inside and outside turning radii, noting assumed vehicle types (i.e. any of fire apparatus, semi trailer truck, and recreational vehicle [RV])
 - Width of walkway to public sidewalk
 - Civil/Utility: Utility plan to scale showing existing or proposed potable water, sanitary sewer, stormwater sewer, and fire hydrant locations. WDO 3.02 addresses utilities.
 - Landscaping: Proposed retention of existing trees and additional trees, shrubs, groundcover, and grass. Landscaping may be incorporated within a site plan sheet. WDO 3.06 addresses landscaping.
 - Architecture: Architectural drawings to scale, if applicable, such as: facades/elevations, isometric or perspective views, or color renderings. WDO 3.07 addresses architecture.

Plans must be to scale, contain a correctly oriented north arrow, and name any abutting streets. Acceptable plan sizes include letter, ledger, or 24" x 36". Provide a digital copy in Adobe PDF format of all materials. Acceptable means of submittal are by via a fileshare website, a USB drive, e-mail with attachment(s) total size no more than 10MB, or a CD-R[W].

Requestor's Signature
Print Name
Date



System Development Charges

Water – Resolution #2148, effective date 02/15/2020

Base (up to ¾-inch)	\$3,944
1-inch	\$6,573
1 ½-inch	\$13,146
2-inch	\$21,034
3-inch	\$46,015
4-inch	\$82,826
6-inch	\$170,910
8-inch	\$210,351
10-inch	\$302,379

Sewer – Resolution #1321, effective date 11/01/1995

Single Family Dwelling	\$2,977.00 per Dwelling Unit
MH in a park	\$2,381.60 per Dwelling Unit
Hotel/Motel w/o Kitchen	\$1,310.00 per Unit
Hotel/Motel w/Kitchen	\$1,905.25 per Unit
RV Parks, per unit	\$1,339.65 per Unit
Care Facility, per bed	\$1,339.65 per bed
Other Residential Types	\$17.00 per gallon per day
Commercial/Industrial	
Flow	\$10.69 per gallon per day
BOD	\$1,446.42 per pound per day
SS	\$532.14 per pound per day

Traffic – Resolution #1893, effective date 05/01/2008

Single Family	\$3,532 per dwelling Unit
Apartment	\$2,168 per dwelling Unit
MH in park	\$2,063 per dwelling Unit
See Resolution for other uses	

Storm – Resolution #1194, effective date 09/09/93

Impervious surface other than Single Family	\$0.11 per square foot
Single Family	\$55 per 500sf impervious surface

Parks – Resolution #2147, effective date 02/01/2020

Residential (all housing type)	\$3,707 per dwelling
Non-residential	Unit \$147 per employee