



APPLICATION PACKET FOR A **PHASING PLAN**

REQUIRED SUBMITTALS:

1. **Uniform Application** (One copy.)

Note: In the case of multiple applications, only one Uniform Application form need be submitted, so long as each application is included in the description of the proposal.

2. **Phasing Plan** (Six paper copies plus one electronic copy, preferably in .pdf format.) The Phasing Plan must show the boundaries of all development phases and the proposed timeline for development of each phase.

3. **Narrative demonstrating compliance with the criteria of the Woodburn Development Ordinance** (One paper copy plus one electronic copy, preferably in Microsoft Word format.)

- a. The proposed phasing of development shall insure that individual phases will be properly coordinated with each other and can be designed to meet City development standards.
- b. The proposed phasing of development shall insure that the phases do not unreasonably impede other future development based on the following considerations:
 - i. The City's future latitude in addressing:
 - (1) Changing community goals and expectations about the future development of undeveloped land; and
 - (2) Mandated state land use planning requirements, including those regarding buildable land, needed housing, transportation connectivity.
 - ii. The latitude of future developers of abutting properties within the UGB in addressing:
 - (1) Changing market conditions; and
 - (2) The access and circulation alternatives for a development proposal.

4. **Latest recorded deed(s) for the subject property, or the recorded sales contract** (One copy.)

5. **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.

6. **Filing Fee:** \$1,428.00

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

Phasing Plans are either Type II or Type III decisions under the Woodburn Development Ordinance, depending on the Type of the associated applications.

Type II decisions are made by the Director of Economic & Development Services. State law requires that notice of the decision be 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 II application – one that is complete upon submittal and is not appealed – is usually finished in 4 to 6 weeks.

Type III decisions are made by the Planning Commission after a public hearing. State law requires that notice of the public hearing be 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 • 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 ARTERIAL	<input type="checkbox"/> EXTENSION OF A DEVELOP. DECISION	<input type="checkbox"/> VARIANCE
<input type="checkbox"/> ANNEXATION	<input type="checkbox"/> MODIFICATION OF CONDITIONS	<input type="checkbox"/> ZONING ADJUSTMENT
<input type="checkbox"/> CONDITIONAL USE	<input type="checkbox"/> PARTITION PRELIMINARY APPROVAL	<input type="checkbox"/> ZONE CHANGE
<input type="checkbox"/> DESIGN REVIEW	<input type="checkbox"/> PHASING PLAN	<input type="checkbox"/> OTHER:
<input type="checkbox"/> EXCEPTION TO STREET IMPROV. REQ.	<input type="checkbox"/> SUBDIVISION PRELIMINARY APPROVAL	

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) _____