



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): _____

Application Packet for a Final Partition or Subdivision

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

General Information:

The purpose of this review is to ensure that the final partition or subdivision plat and associated public improvements are in substantial conformance with the conditions of the preliminary partition or subdivision approval.

Project Tax Lot(s) & Address(es):			
File number of Preliminary Partition or Subdivision:			
Property Owner Name:		Phone	
Property Owner Mailing Address:			
Property Owner Email Address:			
Applicant Name & Title:		Phone	
Applicant Mailing Address:			
Applicant Email Address:			

Fee:

- Partition: see the [planning fee schedule](#) online
- Subdivision: 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.
- Narrative letter demonstrating substantial conformance with the [Woodburn Development Ordinance](#), section 5.01.06 A, and the preliminary partition or subdivision approval.
- Check print of the Final Partition Plat.
- Signed copy of any dedications or easements required under separate document.

Continued on next page.

- Design and specifications for all public facilities required by the preliminary approval.
- Current title report verifying ownership and encumbrances and easements of record for the subject property.
- Deed restrictions and maintenance agreements.

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

Certification:

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.

Owner – Print First and Last

Applicant – Print First and Last

Owner Signature

Applicant Signature

Date

Date