APPLICATION PACKET FOR A
MODIFICATION OF CONDITIONS OF APPROVAL

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

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

4. 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.

5. Filing Fee: $100 plus half of the original application fee.

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

Modifications of Conditions are either Type II or Type III decisions, depending on the Type of associated applications (Partitions, Subdivisions, Design Reviews, etc.)

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.
UNIFORM APPLICATION
(SOLICITUD UNIFORME)

General Information (Información General)

Project location (Ubicación del Proyecto):

Tax Lot No. (Designación del Evaluador del Condado):

Property owner (Propietario):  Applicant (Solicitante):

Mailing Address (Dirección Postal):

Mailing Address (Dirección Postal):

Telephone (Teléfono):

Telephone (Teléfono):

E-mail (Dirección Cibernética):

E-mail (Dirección Cibernética):

Description of the proposal (Descripción del proyecto):

Requested Review (Solicitud a revisar)

☐ ACCESS PERMIT TO CITY ARTERIAL  ☐ EXTENSION OF A DEVELOP. DECISION  ☐ VARIANCE

☐ ANNEXATION  ☐ MODIFICATION OF CONDITIONS  ☐ ZONING ADJUSTMENT

☐ CONDITIONAL USE  ☐ PARTITION PRELIMINARY APPROVAL  ☐ ZONE CHANGE

☐ DESIGN REVIEW  ☐ PHASING PLAN  ☐ OTHER:

☐ EXCEPTION TO STREET IMPROV. REQ.  ☐ 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 veridico.

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)