



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): MOC_____
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Application Packet for a Modification of Conditions of Approval

General Information:

The Modification of Conditions of Approval Application is used to request to modify a condition of approval associated with an approved land use application package. These requests are reviewed pursuant to Woodburn Development Ordinance (WDO) 4.02.07.

Fee: \$100 plus half of the original application fee

Required Attachments:

- Uniform Application. In the case of multiple applications, only one Uniform Application form need be submitted. (One copy.)
- Narrative identifying the original application package, outlining the requested modifications to a condition or conditions, and demonstrating compliance with the criteria of the Woodburn Development Ordinance. (One paper copy plus one digital copy.)
- Latest recorded deed(s) for the subject property, or the recorded sales contract (One copy.)
- 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.

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