



City of Woodburn  
Community Development Department  
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OFFICE USE ONLY File Number(s):  GRAD _____
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## Application Packet for a Type I Grading Permit

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 grading is in compliance with the Woodburn Storm Management Plan, Woodburn Flood Plain Ordinance, Public Works Department Construction Standards and Specifications, and the State Building Code. Grading permits are subject to [Woodburn Development Ordinance](#) (WDO) section 5.01.03. The requirement for a grading permit applies to any of the following activities:

- Any fill, removal, or grading of land identified within the boundaries of the regulatory floodplain;
- Any fill, removal, or grading of land identified within the Riparian Corridor & Wetlands Overlay District (RCWOD);
- Any fill, removal, or grading of land that requires a permit from the Oregon Department of State Lands;
- Any fill, removal, or grading of land area that equals or exceeds one acre; or
- Any development activity required by the WDO to submit a grading plan or permit.

**Fee:** Fees are required for an application to be accepted.

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.
- One copy of each Oregon Department of Environmental Quality or US Army Corps of Engineers permit, if required and approved.
- Three copies** of a construction site management plan (ledger or 24"x36" plan sizes are acceptable), which shall include the following items:
  - Site location and vicinity map to scale showing the subject and adjacent properties.
  - Site development drawings to scale, which shall include:
    - Existing site conditions including property lines, easements, driveways, and structures;
    - Existing vegetation and wetlands, including locations and species of [Significant Trees](#) (see WDO 3.06.07);
    - Riparian Corridor & Wetland Overlay District (RCWOD) boundary (see WDO 2.05.05);
    - On-site elevations (existing and proposed grade contours) and surface drainage directions;
    - Areas where ground clearing, grading, cut or fill or other ground disturbing activities will occur;
    - Construction entrances and exits, staging areas, and refuse areas;
    - Existing and proposed stormwater management facilities (catch basins, area drains, etc.)
- Documentation of proposed Best Management Practices (BMPs). See the [ODOT Erosion Control Manual](#) for further information about BMPs.

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

**Note to Applicant:** Upon project completion, all erosion control measures must be removed by the Applicant.