



City of Woodburn
 Community Development Department
 270 Montgomery Street
 Woodburn, OR 97071
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| OFFICE USE ONLY File Number(s): EXCP _____ |
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Application Packet for a Type II or III Exception to Street ROW & Improvement Requirements

General Information:

Exceptions to Street Improvement Requirements are either Type II or Type III decisions, depending on the Type of associated applications (Partition, Subdivision, Design Review, etc.).

Type II decisions are made by the Director of Community Development. 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.

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. Surrounding property owners who receive mailed notice may appeal the decision to the City Council. The Council may also choose to review the decision on its own motion.

Fee: Type II = \$1,197 Type III = \$2,363

Required Submittals:

- Uniform Application – one completed copy. In the case of multiple applications, only one Uniform Application form need be submitted.
- Rough proportionality analysis addressing the following criteria. One paper copy and one digital copy, preferably in Microsoft Word format.
 - The estimated extent, on a quantitative basis, to which the rights of way and improvements will be used by persons served by the building or development, whether the use is for safety or convenience;
 - The estimated level, on a quantitative basis, of rights of way and improvements needed to meet the estimated extent of use by persons served by the building or development;
 - The estimated impact, on a quantitative basis, of the building or development on the public infrastructure system of which the rights of way and improvements will be a part; and
 - The estimated level, on a quantitative basis, of rights of way and improvements needed to mitigate the estimated impact on the public infrastructure system.
- 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.
 - Labels may be consolidated to reflect common ownership of multiple tax lots, but only as able to still fit the applicable tax lot numbers within a given label.
 - A local title company can assist with label and map preparation.