



City of Woodburn  
Community Development Department  
270 Montgomery Street  
Woodburn, OR 97071  
Phone: 503-982-5246  
Email: [planning@ci.woodburn.or.us](mailto:planning@ci.woodburn.or.us)

OFFICE USE ONLY File Number(s):  SA _____
--

## Application Packet for a Type II or III Street Adjustment Requirements

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

### General Information:

Exceptions to Street Adjustments 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:** *Fees are required for an application to be accepted.*

- Type II: see the [planning fee schedule](#) online
- Type III: 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.
- Rough proportionality analysis addressing the following criteria. One printed copy and one digital.
  - 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, and 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;
  - The estimated level, on a quantitative basis, of rights-of-way and improvements needed to mitigate the estimated impact on the public infrastructure system.
  - The application is not based primarily on convenience for a developer or reducing civil engineering or public improvements construction costs to a developer.
  - The application is not based primarily on the existence of adjacent or nearby nonconforming Boundary Street frontages.

- Narrowing of ROW minimum width, if proposed, is not to a degree more than necessary to meet other criteria. In no case shall ROW total fewer than 35 feet, whether or not the total is allocated across centerline or to its side, except that this base requirement would not apply if subsection H below applies.
  - A Street Adjustment would provide a customized cross section alternative to the standard or standards and that meets the relevant purposes of Section 3.01, or the City reasonably can condition approval to achieve such.
- Latest recorded deed(s) for the subject property, or the recorded sales contract. One copy.
- A site plan showing 1) existing conditions; 2) conditions required in the Woodburn Development Ordinance (WDO); 3) exceptions requested. See “Site Plan Requirements” checklist.