



City of Woodburn
Community Development Department
270 Montgomery Street
Woodburn, OR 97071
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OFFICE USE ONLY File Number(s): DR _____
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Application Packet for a Type II or III Design Review

General Information:

The purpose of this review is to ensure all residential and non-residential buildings comply with the standards found in the Woodburn Development Ordinance (WDO).

Type II Design Review is required for the following:

- a) Non-residential structures 1,000 square feet or less in the RS, R1S, RM, and P/SP zones.
- b) Structures 2,000 square feet or less than in the CO, CG, DDC, and NNC zones.
- c) Structures 3,000 square feet or less in the IP, IL, MUV, and SWIR zones.
- d) For sites with existing buildings in the CO, CG, MUV, DDC, NNC, IP, IL, and SWIR zones; expansions or new buildings that increase lot coverage by more than 10% but less than 25%.
- e) Change of use that increases required parking of more than 10% but less than 25%.
- f) Single family and duplexes in the NCOD zone, but excluding structures subject to Type I review.

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 Design Review is required for the following:

- a) Non-residential structures in residential zones greater than 1,000 square feet in the RS, R1S, RM, and P/SP zones.
- b) Multi-family dwellings not meeting all architectural design guidelines and standards.
- c) Structures greater than 2,000 square feet in the CO, CG, MUV, DDC, and NNC zones.
- d) Structures greater than 3,000 square feet in the IP, IL, and SWIR zones.
- e) For sites with existing buildings in the CO, CG, MUV, DDC, NNC, IP, IL, and SWIR zones; expansions or new buildings that increase lot coverage by more 25%.
- f) Change of use that results in a greater than 25% increase in required parking.

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:

- Under 1,000 square feet = \$2,177
- 1,000 to 4,999 square feet = \$3,624
- 5,000 to 24,999 square feet = \$6,326
- 25,000 to 99,999 square feet = \$7,269
- 100,000 to 199,999 square feet = \$10,279
- 200,000 square feet or more = \$14,397

Required Submittals:

- A pre-application conference is required prior to design review application submittal.
- Uniform Application – one completed copy. In the case of multiple applications, only one Uniform Application form need be submitted.
- Site plan to scale showing existing and/or proposed buildings and uses relative to property lines, access/driveways, parking and loading areas, landscaped areas and any impacted natural features such as floodplains, wetlands, or trees greater than 24" in diameter. Four paper copies and one digital PDF copy (letter, ledger, or 24"x36" plan sizes are acceptable).
- Utility plan to scale showing existing or proposed water, sanitary sewer, storm and/or hydrant locations. Four paper copies and one digital PDF copy (letter, ledger, or 24"x36" plan sizes are acceptable).
- Architectural drawings to scale, if needed for the proposal. Examples: elevations, isometric or perspective views, or color renderings. Four paper copies and one digital PDF copy (letter, ledger, or 24"x36" plan sizes are acceptable).
- Photometric plan if additions or changes to parking and loading or building entrance lighting are proposed. Four paper copies and one digital PDF copy (letter, ledger, or 24"x36" plan sizes are acceptable).
- Landscape plan if additions or changes to landscaping are proposed. Four paper copies and one digital PDF copy (letter, ledger, or 24"x36" plan sizes are acceptable).
- Storm drainage or stormwater report. Consult the City Storm Drainage Master Plan and the City Engineer for further details. Two paper copies and one digital PDF copy.
- Narrative demonstrating compliance with the criteria of the Woodburn Development Ordinance. One paper copy plus one electronic copy, preferably in Microsoft Word format.
- 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.