



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): CU _____
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Application Packet for a Conditional Use Permit

General Information:

A conditional use is an activity which is permitted in a zone but which, because of some characteristics, is not entirely compatible with other uses allowed in the zone, and cannot be permitted outright. A public hearing is held by the Planning Commission and conditions may be imposed to offset impacts and make the use as compatible as practical with surrounding uses. Conditions can also be imposed to make the use conform to the requirements of this Ordinance and with other applicable criteria and standards. Conditions that decrease the minimum standards of a development standard require variance approval.

Fee:

- Historically Significant Site = \$1,148
- Telecommunications Facility = \$2,188
- All other conditional uses = \$3,591

Required Submittals:

- A pre-application conference is required prior to conditional use permit 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. Three paper copies and one digital PDF copy (letter, ledger, or 24"x36" plan sizes are acceptable).
- Architectural drawings (floor plan and elevations) if the Conditional Use involves a building. Three paper copies plus one digital PDF copy (letter, ledger, or 24"x36" plan sizes are acceptable).
- Narrative demonstrating compliance with the criteria of the Woodburn Development Ordinance. One paper copy plus one electronic copy, preferably in Microsoft Word format.
 - a. Section 2 – Zoning district regulations of the relevant zone
 - b. Section 5.03.01 – Conditional Use
 - c. Section 5.03.08 – Historically or Architecturally Significant Site, Specific Conditional Use (if applicable)
 - d. Section 5.03.09 – Special Use as a Conditional Use (if applicable)
 - e. Section 5.03.11 – Telecommunications Facility, Specific Conditional Use (if applicable)

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- 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.