



City of Woodburn
 Community Development Department
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 Woodburn, OR 97071
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OFFICE USE ONLY File Number(s): <hr/>

Application Packet for a Type II RESIDENTIAL ARCHITECTURAL STANDARDS SUBSTITUTION

General Purpose:

WDO 5.02.02 A. Purpose: The purpose of a Type II Architectural Substitution Permit is to allow substitution to the architectural standards found in this Ordinance (Section 3.07). Substituted materials or design need to meet the overall intent of this Ordinance by providing for quality construction, reflect custom design, and result in equal or greater design quality. A maximum of three substitutions may be considered for each building covered by an application for substitute standards.

Required Submittals:

- Uniform Application** – one (1) completed copy.
- A site plan showing property boundaries and the location of the existing or proposed structure. Four (4) paper copies and one (1) digital copy.
- Architectural elevation drawings and/or photos showing the architectural substitution(s) requested. Four (4) paper copies, with at least one copy in color, and one (1) digital copy.
- Narrative (written description) explaining how your substitution(s) meet the criteria below. One (1) paper copy and one (1) digital copy.

WDO 5.02.02 B. Criteria: The suitability of the substitute architectural standards shall be based on consideration of how each substitute standard:

1. Incorporates design elements and materials that reflect a custom design;
2. Incorporates materials, that in substance and visual appeal, are of equal or greater quality;
3. For residential development:
 - a. Reflects the character of the existing housing within the subject subdivision and/or surrounding area within 250 feet of the subject property;
 - b. Ensures that needed housing is not discouraged through unreasonable cost, pursuant to ORS 197.307.

- 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.

- Filing Fee:** \$358.

Procedure and Timeline for Type II Decisions:

Type II decisions are made by the Director of the Community Development Department. 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. State law gives the City 30 days to determine if the application is complete and another 120 days to finish the decision process (including appeals). A typical Type II application that is complete upon submittal and is not appealed generally finishes in 4 to 6 weeks.