



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

Application Packet for a Type IV **COMPREHENSIVE PLAN MAP AMENDMENT**

General Purpose:

Pursuant to the Woodburn Development Ordinance (WDO) Section 5.04.02, the purpose of an Owner Initiated Comprehensive Map Change is to provide a process for the consideration of a change in use designation on the Woodburn Comprehensive Plan, initiated by the property owner.

Fee:

- One acre or less: \$3,133
- More than one acre: \$3,481

Website: Applications and the Woodburn Development Ordinance are available on the Community Development Department - Planning website at: www.ci.woodburn.or.us/?q=planning.

Required Submittals:

- Uniform Application** – one (1) paper copy. (See Planning website for download).
- Site plan** to scale showing existing and/or proposed buildings and uses relative to property boundaries, access/driveways, parking and loading areas, landscaped areas and any impacted natural features such as floodplains, wetlands or significant trees greater than 24' in diameter.
 - i. Provide five (5) black and white copies, one (1) color copy, and one (1) digital copy of all site plans.
- Utility plan** (if applicable), showing existing and/or proposed fire hydrants, sanitary sewer lines, water lines, and storm drain lines with line sizes, manholes, cleanouts, lift stations, and streetlights.
 - i. Provide five (5) black and white copies, one (1) color copy, and one (1) digital copy of all utility plans.
- Narrative demonstrating compliance with WDO criteria.** One (1) paper copy and one (1) digital copy.
 - Section 5.04.02 – Comprehensive Plan Map Change, Owner Initiated (See next page for details.)
- Latest recorded deed(s) or land sales contract for the property/properties.** One (1) paper copy.
- Three (3) 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.
 - You may consolidate labels to reflect common ownership of multiple tax lots, but only as able to still fit the applicable tax lot numbers within a given label.
 - You may contact a local title company for assistance with label and map preparation.

General Information on Processing of this Type of Application:

Comprehensive Plan Map Amendments are Type IV decisions under the Woodburn Development Ordinance. The Planning Commission conducts a public hearing on the proposal and forwards its recommendation to the City Council. Notice of the Commission's hearing is mailed to surrounding property owners and posted on the subject property. After receiving the Planning Commission's recommendation, the City Council conducts another public hearing and makes the City's decision. Notice of the Council's hearing is posted in a local newspaper. The Council's decision may be appealed to the Land Use Board of Appeals. State law gives the City 30 days to determine if the application is complete, and another 120 days to finish the decision process. A typical Type IV application – one that is complete upon submittal – is usually finished in 10 to 16 weeks.

Comprehensive Plan Map Change, Owner Initiated Criteria Per WDO 5.04.02 For Narrative:

- A. Criteria: The applicant shall demonstrate the following:
1. Proof that the current Comprehensive Plan Map is in error, if applicable.
 2. Substantial evidence showing how changes in the community warrant the proposed change in the pattern and allocation of land use designations.
 3. Substantial evidence showing how the proposed change in the land use designation complies with:
 - a. Statewide Planning Goals and Oregon Administrative Rules;
 - b. Comprehensive Plan goals and policies; and,
 - c. Sustains the balance of needed land uses within the Woodburn Urban Growth Boundary.
 4. Amendments to the comprehensive plan and land use standards which significantly affect a transportation facility shall ensure that allow land uses are consistent with the function, capacity, and level of service of the facility identified in the Transportation System Plan. This shall be accomplished by one of the following:
 - a. Limiting allowed land uses to be consistent with the planned function of the transportation facility; or,
 - b. Amending the Transportation System Plan to ensure that existing, improved, or new transportation facilities are adequate to support the proposed land uses consistent with the requirement of the Transportation Planning Rule; or,
 - c. Altering land use designations, densities, or design requirements to reduce demand for automobile travel and meet travel needs through other modes of transportation.