



APPLICATION PACKET FOR AN **ACCESS PERMIT TO A CITY ARTERIAL STREET**

REQUIRED SUBMITTALS:

1. **Uniform Application** (One copy.)

Note: In the case of multiple applications, only one Uniform Application form need be submitted, so long as each application is included in the description of the proposal.

2. **Site Plan** (Six paper copies plus one electronic copy, preferably in .pdf format. If necessary for clarity, the information may be shown on two or more plans, such as a streets and utilities plan, grading plan, or others.)
- a. Scale: 1" = 50' or smaller. The Director may specify a different scale to ensure readability.
 - b. Image Area: 50' from the perimeter of the subject property and abutting rights-of-way.
 - c. Tax lots in subject property, with tax lot number.
 - d. Property lines
 - e. Streets and easements:
 - i. Public rights-of-way, with street names.
 - ii. Public and private easements.
 - iii. Pedestrian and bike facilities.
 - iv. Street trees.
 - f. Utilities.
 - i. Water lines (noting size) and fire hydrants.
 - ii. Sanitary sewer lines (noting size), manholes, cleanouts, and lift stations.
 - iii. Storm drain lines (noting size), catch basins, ditches, culverts, and detention facilities.
 - iv. Street lights.
 - g. Contour lines, existing and proposed, 2' interval. The Director may waive this requirement if the site is essentially flat and no significant grading is proposed.
 - h. Natural features:
 - i. 100 year floodplain. [FEMA]
 - ii. Wetlands shown on the Woodburn Wetlands Inventory that are within or abut the subject property require a wetlands delineation.
 - iii. Top of bank of streams.
 - iv. Riparian Corridor and Wetlands Overlay District (RCWOD) boundaries.
 - v. Wells. [State Water Resources]
 - vi. Septic systems.
 - vii. Trees 4" or more in caliper, noting species.
 - i. Use, building footprint and location of all existing structures on the subject property.
 - j. Setbacks.

3. **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 3.104 – Access
4. **Latest recorded deed(s) for the subject property, or the recorded sales contract** (One copy.)
5. **Notification area map and mailing labels:**
 - a. A map with the notification area, depicting a line 250 feet, equidistant from all boundaries of the subject property (one copy.)
 - b. Self adhesive labels for each property within the notification area, showing the owner's name, the tax lot number of the ownership and the owner's mailing address (two copies.)
 - c. An affidavit by the preparer of the notification list, that the address labels reflect the ownership and address data as contained in the current property tax rolls (one copy.)

Note: In the case of multiple applications, only one set of the notification area map and mailing labels need be submitted.
6. **Filing Fee:** \$29

Prior to deeming an application complete, the Director may request additional information.

Access permits to a city arterial street are Type II decisions



CITY OF WOODBURN

File No: _____

Related Files: _____

Department of Economic & Development Services
270 Montgomery Street • Woodburn, Oregon 97071
Phone: 503-982-5246 • Website: www.woodburn-or.us

UNIFORM APPLICATION

(SOLICITUD UNIFORME)

General Information (Información General)

Project location (Ubicación del Proyecto):	
Tax Lot No. (Designación del Evaluador del Condado):	
Property owner (Propietario):	Applicant (Solicitante):
Mailing Address (Dirección Postal):	Mailing Address (Dirección Postal):
Telephone (Teléfono):	Telephone (Teléfono):
E-mail (Dirección Cibernética):	E-mail (Dirección Cibernética):
Description of the proposal (Descripción del proyecto):	

Requested Review (Solicitud a revisar)

<input type="checkbox"/> ACCESS PERMIT TO CITY ARTERIAL	<input type="checkbox"/> EXTENSION OF A DEVELOP. DECISION	<input type="checkbox"/> VARIANCE
<input type="checkbox"/> ANNEXATION	<input type="checkbox"/> MODIFICATION OF CONDITIONS	<input type="checkbox"/> ZONING ADJUSTMENT
<input type="checkbox"/> CONDITIONAL USE	<input type="checkbox"/> PARTITION PRELIMINARY APPROVAL	<input type="checkbox"/> ZONE CHANGE
<input type="checkbox"/> DESIGN REVIEW	<input type="checkbox"/> PHASING PLAN	<input type="checkbox"/> OTHER:
<input type="checkbox"/> EXCEPTION TO STREET IMPROV. REQ.	<input type="checkbox"/> SUBDIVISION PRELIMINARY APPROVAL	

Certification (Certificación)

I hereby declare that as applicant or property owner, I have read the foregoing application and know the contents of the application to be true. (Por la presente declaro que como solicitante o propietario, he leído la solicitud anterior y sé que lo contenido es verídico.)

Owner _____ (Firma del Propietario)	Applicant _____ (Firma del Solicitante)
Print Name _____ (Escriba en letra de molde)	Print Name _____ (Escriba en letra de molde)
Date (Fecha) _____	Date (Fecha) _____