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
# UNIFORM APPLICATION
(SOLICITUD UNIFORME)

## General Information (Información General)

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

## Requested Review (Solicitud a revisar)

- [ ] ACCESS PERMIT TO CITY ARTERIAL
- [ ] EXTENSION OF A DEVELOP. DECISION
- [ ] VARIANCE
- [ ] ANNEXATION
- [ ] MODIFICATION OF CONDITIONS
- [ ] ZONING ADJUSTMENT
- [ ] CONDITIONAL USE
- [ ] PARTITION PRELIMINARY APPROVAL
- [ ] ZONE CHANGE
- [ ] DESIGN REVIEW
- [ ] PHASING PLAN
- [ ] OTHER:
- [ ] EXCEPTION TO STREET IMPROV. REQ.
- [ ] 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.)

<table>
<thead>
<tr>
<th>Owner (Firma del Propietario)</th>
<th>Applicant (Firma del Solicitante)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Print Name (Escriba en letra de molde)</td>
<td>Print Name (Escriba en letra de molde)</td>
</tr>
<tr>
<td>Date (Fecha)</td>
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