



Required Compliance Checklist for One/Two-Family Dwellings

in Pre-Existing Developments (3.07.02)

Submitted plans must provide the applicable requirements in the Woodburn Development Ordinance.

Address: _____ Zoning/Overlays: _____

Site Development Standards (applicable table within WDO 2.02)	
Lot Area	Side setback(s)
Lot Width	Rear setback
Lot Depth	Private access easement setback
Street frontage	Lot coverage percentage
Front setback	Building height
Setback abutting a street	

Environmental Overlay Districts (2.05)

- Riparian Corridor & Wetlands Overlay District (RCWOD) – include on plans.

Accessory Structures (2.06)

- Including a fence? Separate fence permit required. (see 2.06.02)
- Separation: The minimum between detached accessory structures and the primary building shall be six feet.

Special uses (2.07)

- Accessory dwelling unit (see 2.07.20)
- Duplex (see 2.07.07)

Easements (3.02)

- A public utility easement (PUE) of 5' minimum shall be dedicated along each lot line abutting a public street.

Projections into Street Setback (3.03.03)

- Chimneys, flues, bay windows, steps, eaves, ornamental features may encroach not more than 24 inches.
- Covered, unenclosed porches, not more than 10 feet beyond the front of the building: 10 foot setback.
- A balcony, stairway or other unenclosed, unroofed projection may encroach not more than 10 feet.
- Uncovered decks, not more than 18 inches above grade, shall maintain a three foot setback.

Projections into Side Setback (3.03.04)

- Chimneys, flues, bay windows, steps, eaves, ornamental features may encroach not more than 18 inches.
- Uncovered decks, not more than 18 inches above grade, shall maintain at least a 3 foot setback.

Projections into Rear Setback (3.03.05)

- Chimneys, flues, bay windows, steps, eaves, ornamental features may encroach not more than 24 inches.
- A balcony, outside stairway or other unenclosed, unroofed projection may not project more than 10 feet into a rear setback. In no case shall such a projection come closer than 6 feet from any lot line or Special Setback.
- Covered, unenclosed porches, extending not more than 10 feet beyond the front walls of the building, shall maintain at least a 10 foot setback from the property line.
- Uncovered decks, not more than 18 inches above grade, shall maintain at least a 3 foot setback.
- No projection into a rear setback shall extend within 10 feet of the centerline of an alley or a rear lot line, or within 6 feet of an accessory structure.

Vision Clearance Areas (3.03.06)

- A vision clearance area shall contain no plants, fence, structure, or obstruction exceeding 42 inches in height.
[Street-Driveway: 10 foot legs; Street-Alley: 10 foot legs; Street-Street: 30 foot legs]

Vehicular Access (3.04)

- ❑ Maximum of one driveway per lot frontage. Every 100 feet of frontage is considered a separate lot frontage.
- ❑ Proposing a shared driveway? Access and maintenance agreement required.

Table 3.04A

❑ Paved width of driveway	❑ Curb Flare Radius	❑ Corner clearance (corner lots only)	❑ Driveway separation
20-foot min, 30-foot max	15-foot min	By street classification, see Transportation System Plan Figure 7-1	

Off-Street Parking (3.05)

- ❑ Two parking spaces are required for each dwelling unit, in a garage.
- ❑ Spaces in a garage must be a minimum of 19 feet deep and 9 feet wide. One compact space permitted (15 feet deep and 7.5 feet wide).
- ❑ An improved parking pad for each opposing parking space in the garage, 10 feet wide by 20 feet long.

Landscaping (3.06)

- ❑ One street tree per 50 feet of public street frontage – small trees on local streets, medium on collectors, large on arterials. Large trees on all streets in Neighborhood Conservation Overlay District.
- ❑ Removing any trees? Significant Tree Removal Permit may be required. (See 3.06.07)

Architectural Design (3.07.02)

- ❑ Minimum roof pitch of 4/12 for site-built homes, or 3/12 for manufactured dwellings.
- ❑ Roofing material shall be composition shingles, clay or concrete tile, metal, cedar shingles or shakes. Composition shingles shall be architectural style, with a certified performance of at least 25 years.
- ❑ Eaves of a dwelling shall provide a minimum 12 inch projection.
- ❑ The exterior finish shall have the appearance of either horizontal lap siding, shakes, shingles, stone, brick or stucco. Where horizontal lap siding is used, it shall appear to have a reveal of 3 to 8 inches. Plain concrete, corrugated metal, plywood, and press board shall not be used as exterior finish material.
- ❑ The facade containing the vehicular entrance for an **attached** garage shall either:
 - Face away from the street frontage of the main pedestrian entry of the dwelling at an angle of at least 90 degrees, or
 - Comprise less than half the lateral dimension of the total facade facing a street, or
 - Comprise no more than 65 percent of the total façade of the structure facing the street, including second stories, dormers, and eyebrows.
- ❑ The facade containing the vehicular entrance for a **detached** garage shall:
 - Face away from the street frontage of the main pedestrian entry of the dwelling at an angle of at least 90 degrees, or
 - Be set back at least 20 feet beyond the facade of the pedestrian entrance.
 - The area of the façade of the garage shall be no greater than that of the dwelling.
- ❑ The main pedestrian entrance of each dwelling, excluding dwellings on flag lots and manufactured dwellings, shall face the street and shall have either
 - A covered porch at least 48 square feet, with the minimum dimension of six feet on at least one side; or
 - A recessed entry at least 24 square feet, with the minimum dimension of four feet on at least one side.
- ❑ At least 15 percent of the facade wall surface of a dwelling unit facing a front lot line shall be windows, excluding roofs and non-habitable wall area under the end of a roof, and excluding the garage.
- ❑ The front of the dwelling shall either contain:
 - An articulated roof line, incorporating more than one pitch or elevation of the ridge line that is visible in the front elevation, excluding a porch; or
 - A gable, dormer, eyebrow, off-set roof line or other vertical, architectural extension of the building, at least 36 inches above the eave; or
 - An offset line in the façade of the building of at least 36 inches in depth and ten feet in length, excluding a recessed pedestrian entrance or porch.



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Instructions for Preparation of a **Residential Site Plan**

Site plan must be current, drawn to scale on 8½ x 11 paper minimum, and show all property lines and easements. If unable to draw to scale, property lines must still be shown noting actual dimensions or total acreage.

Required Site Plan Items:

- 1. North arrow.
- 2. Scale of drawing.
- 3. Street name accessing the parcel.
- 4. All property lines and dimensions – existing and proposed.
- 5. Onsite driveways and private roads – existing and proposed.
- 6. Existing and proposed structures – label as “*Proposed*” and “*Existing*”. Include dimensions and distance to all property lines and other structures.
- 7. Utility lines and easements.
- 8. Right-of-way improvements – including sidewalks, required street trees, and fire hydrants.

Additional Items (If Applicable):

- 9. Geographic features – ground slope and direction of slope, escarpments, streams, ponds, or other drainage ways.
- 10. Wells – existing and proposed on this parcel and adjacent parcels within 100 feet.
- 11. Fences and retaining walls – location of existing and/or proposed.
- 12. Septic system and replacement area – Show existing septic tank, drain field lines and distance from structures and property lines.
- 13. Elevations – at lot corners or construction area and at corners of building site.

Failure to include the necessary items may delay the review necessary to obtain a permit.