



APPLICATION PACKET FOR A **PRELIMINARY PARTITION OR SUBDIVISION**

GENERAL:

Partitions and Subdivision are both processes that divide land. Partitions are administrative decisions and can only be used to divide a single lot into 3 or fewer parcels and can only be done once per calendar year. Subdivisions are decided by the Planning Commission in public hearing and are not limited in the number of lots created or the number of times lots can be divided in a year.

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. Preliminary Partition or Subdivision Plan (Six copies, preferably 11"x17", 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 site plan or streets and utilities plan.)

- a. Scale: 1" = 50' or smaller. The Director may specify a scale or image size 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 area and tax lot number.
- d. Property lines, existing and proposed.
 - i. Length and bearing of all lot lines.
 - ii. Curve data
- e. Streets and easements, existing and proposed:
 - 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 prepared by the applicant.
 - 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 2.1 – Zoning district regulations of the relevant zone
 - b. Section 3.101 – Street Standards
 - c. Section 3.103 – Setback, Open Space and Lot Standards
 - d. Section 3.104 – Access
 - e. Section 3.105 – Off-Street Parking and Loading
 - f. Section 3.108 – Partition and Subdivision Standards
4. **Latest recorded deed(s) for the 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:**

Partition	\$2,478.00
Subdivision	\$3,775 plus \$40 per lot

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

Preliminary Partitions are Type II decisions. The decision is made by the Director of Economic & Development Services. Notice of the decision is 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 application – one that is complete upon submittal and is not appealed – is usually finished in 4 to 6 weeks.

Preliminary Subdivisions are Type III decisions. The decision is made by the Planning Commission after a public hearing. Notice of the public hearing is mailed to surrounding property owners and posted on the property. Notice of the decision is 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 III application that is complete upon submittal and is not appealed is usually finished in 8 to 10 weeks.

After the Partition or Subdivision has received preliminary approval, the applicant submits a final partition or subdivision plan that incorporates any conditions of approval from the preliminary review. Final review is a separate Type I application and decision. After receiving final City approval, the applicant submits a plat to Marion County for recording.



CITY OF WOODBURN

File No: _____

Related Files: _____

Department of Economic & Development Services
 270 Montgomery Street • Woodburn, Oregon 97071
 Phone: 503-982-5246 • Fax: 503-982-5244 • Website: www.woodburn-or.us

UNIFORM APPLICATION (SOLICITUD UNIFORME)

General Information (Información General)

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

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) _____