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OFFICE USE ONLY File Number(s):  _____
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## Application Packet for a Preliminary Partition or Subdivision

Visit the City of Woodburn [Planning webpage](#) for the most current forms and applications.

### General Information:

Partitions and Subdivisions are processes to 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.

### Fee:

- Partition: see the [planning fee schedule](#) online
- Subdivision: see the [planning fee schedule](#) online

### Required Submittals:

- Electronic versions of all application materials, which can be sent via zip folder in email or saved on a flash drive.
- [Uniform Application](#) – one completed copy. In the case of multiple applications, only one Uniform Application form need be submitted.
- Preliminary Partition or Subdivision Plan (3 copies, preferably 11"x17" or 24"x36", and 1 digital copy.)
  - a. Existing conditions – buildings, trees, utilities, wetlands and flood plains, walkways and/or sidewalks.
  - b. Partition or Subdivision Plan – new property lines, easements, right of way.
  - c. Lot numbering and tract letter designations per [interpretation memo](#) INT 24-0205 "Partition & Subdivision Lot Numbering and Tract Lettering" (February 5, 2024) or as amended.
- Street improvements: Right-of-way (ROW) dedication, street widening and frontage improvements, and grant of streetside public utility easement (PUE), if the application involves development. Regarding frontage improvements, refer first to 3.01.01B & D, then to 3.01.04B and the applicable street cross-section among WDO Figures 3.01B-G. Transportation System Plan (TSP) Figure 2 "Functional Roadway Classification" indicates what major thoroughfares are what functional classes, with the remainder streets being local streets, and allows a reader to determine which default cross section is applicable. Regarding ROW, see again the applicable street cross section. Regarding streetside PUE, refer to 3.02.01B & F. On the site plans, delineate, label, and measure the existing ROW and the widened ROW that the developer is to dedicate and delineate, label, and measure the streetside PUE that the developer is to grant.
- Narrative demonstrating compliance with the criteria of the [Woodburn Development Ordinance](#) (WDO). (One printed copy and one digital copy)

- a) Section 2.0 – Zoning district regulations of the relevant zone
  - b) Section 3.01 – Street Standards
  - c) Section 3.03 – Setbacks and Open Space Standards
  - d) Section 3.04 – Vehicular Access
  - e) Section 3.05 – Off-Street Parking and Loading
  - f) Section 3.08 – Partition and Subdivision Standards, which directs to Oregon Revised Statutes (ORS) 92
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- Latest recorded deed(s) for the subject property, or the recorded sales contract (One copy.)
  - Fire access plan illustrating the following items: fire apparatus access and lane routes, lane widths, lane inside and outside turning radii per Oregon Fire Code (OFC) Appendix D, a fire suppression water line, hydrants, and streetside and off-street public utility easements (PUEs) for the fire suppression water line and hydrants, and any fire department connections (FDCs). Supplementary documentation of water flow measurements for nearby hydrants in order to determine if the water supply is adequate. Evidence indicating the proposal has an adequate number of hydrants, whether through existing conditions or the installation of additional hydrants.

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