



City of Woodburn  
Community Development Department  
270 Montgomery Street  
Woodburn, OR 97071  
Phone: 503-982-5246  
Email: [planning@ci.woodburn.or.us](mailto:planning@ci.woodburn.or.us)

OFFICE USE ONLY File Number(s):  DR _____
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## Application Packet for a Type II or III Design Review

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

### General Information:

The purpose of this review is to ensure all residential and non-residential buildings comply with the standards found in the [Woodburn Development Ordinance](#) (WDO).

### Type II Design Review is required for the following:

- a) Non-residential structures 1,000 square feet or less in the RS, R1S, RM, and P/SP zones.
- b) Structures 2,000 square feet or less than in the CO, CG, DDC, and NNC zones.
- c) Structures 3,000 square feet or less in the IP, IL, MUV, and SWIR zones.
- d) For sites with existing buildings in the CO, CG, MUV, DDC, NNC, IP, IL, and SWIR zones; expansions or new buildings that increase lot coverage by more than 10% but less than 25%.
- e) Change of use that increases required parking of more than 10% but less than 25%.
- f) Single family and duplexes in the NCOD zone, but excluding structures subject to Type I review.

*Type II decisions are made by the Director of Community Development.*

### Type III Design Review is required for the following:

- a) Non-residential structures in residential zones more than 1,000 square feet in RS, R1S, RM, and P/SP zones.
- b) Multi-family dwellings not meeting all architectural design guidelines and standards.
- c) Structures greater than 2,000 square feet in the CO, CG, MUV, DDC, and NNC zones.
- d) Structures greater than 3,000 square feet in the IP, IL, and SWIR zones.
- e) For sites with existing buildings in the CO, CG, MUV, DDC, NNC, IP, IL, and SWIR zones; expansions or new buildings that increase lot coverage by more 25%.
- f) Change of use that results in a greater than 25% increase in required parking.

*Type III decisions are made by the Planning Commission after a public hearing.*

Continued on next page.

**Fee:** Fees are required for an application to be accepted.

- Type I: see the [planning fee schedule](#) online.
- Type II or higher: Up to 3,000 square feet (sq ft) total: see the [planning fee schedule](#) online.
- Type II or higher: More than 3,000 and fewer: see the [planning fee schedule](#) online.
- Type II or higher: More than 30,000 total sq ft: 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.
- A [pre-application](#) conference is required prior to the design review application submittal.
- [Uniform Application](#) – one completed copy. In the case of multiple applications, only one Uniform Application form needs to be submitted.
- Site plan to scale showing existing and/or proposed buildings and uses relative to property lines, access/driveways, parking and loading areas, landscaped areas and any impacted natural features such as floodplains, wetlands, or trees greater than 12” in diameter. Four printed copies and one digital copy. **See “Site Plan Requirements” checklist.**
- Utility plan to scale showing existing or proposed water, sanitary sewer, storm and/or hydrant locations. Four printed copies and one digital copy (letter, ledger, or 24”x36” plan sizes are acceptable).
- Architecture: If the application involves development, have architectural drawings -- site plans and building elevations that substantially conform with the applicable section within Chapter 3.07. Generally, for houses, duplexes, triplexes, quadplexes, and townhouses, see 3.07.02, for commercial development, see 3.07.06, for apartment buildings and complexes, see 3.07.05, and for apartment complex common or leasing office buildings, see 3.07.06. For commercial and apartment development, pay attention to minimum window are on street-facing elevations and to providing shelter from precipitation at building entrances. Three printed copies and a digital copy. Letter, ledger, or 24” x 36” plan sizes are acceptable.
- 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.
- Parking: Bicycle, carpool/vanpool (C/V), and electric vehicle (EV) parking where and as applicable, if the application involves development. Refer to WDO Tables 3.05C-E and the sections of standards that each references.
- Landscaping: Landscape plan where and as applicable, if the application involves development. Indicate in the legend for each tree species either the size category at maturity as WDO Table 3.06B describes or height in feet at maturity. For the size category at maturity, either indicate species height in feet at maturity or whether it is small, medium, or large as the table defines. Note that 3.06.03A.2 regulates street trees and requires a minimum size differing by functional class of street.

- Trash enclosure: Trash enclosure plan and elevation views, if the application involves development and outdoor storage of recycling and trash. Show how an enclosure meets the standards of WDO 3.06.06B.5-7 and where applicable D. Beyond the WDO, the Public Works Department Engineering Division might have stormwater management and solid waste management requirements necessitating the enclosure to be covered so that drains are protected from contaminated water. Visit the department webpage or call (503) 982-5240 to inquire.
- Lighting: Lighting or photometric plan sheet where and as applicable, if the application involves development: Refer to WDO Chapter 3.11.
- Redevelopment: If the application involves addition, expansion, or partial redevelopment of existing development, have site plans and a narrative address what "nonconformance" provisions of 1.04 are applicable and how a proposal meets what is required.
- Architecture: If the application involves development, have site plans and building elevations substantially conform with the applicable section within Chapter 3.07. Generally, for houses, duplexes, triplexes, quadplexes, and townhouses, see 3.07.02, for commercial development, see 3.07.06, for apartment buildings and complexes, see 3.07.05, and for apartment complex common or leasing office buildings, see 3.07.06. For commercial and apartment development, pay attention to minimum window area on street-facing elevations and to providing shelter from precipitation at building entrances.
- Photometric plan if additions or changes to parking and loading or building entrance lighting are proposed. Four printed copies and one digital copy (letter, ledger, or 24"x36" plan sizes are acceptable).
- Landscape plan if additions or changes to landscaping are proposed. Four printed copies and one digital copy (letter, ledger, or 24"x36" plan sizes are acceptable).
- Storm drainage or storm water report. Consult the City Storm Drainage Master Plan and the City Engineer for further details. Two printed copies and one digital copy.
- Narrative demonstrating compliance with the criteria of the [Woodburn Development Ordinance](#). One printed copy and one digital copy.
- 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.***