



City of Woodburn
Community Development Department
270 Montgomery Street
Woodburn, OR 97071
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OFFICE USE ONLY File Number(s): CU _____
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Application Packet for a Conditional Use Permit

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

General Information:

A conditional use is an activity that is permitted in a zone but which, because of some characteristics, is not entirely compatible with other uses allowed in the zone and cannot be permitted outright. A public hearing is held by the Planning Commission and conditions may be imposed to offset impacts and make the use as compatible as practical with surrounding uses. Conditions can also be imposed to make the use conform to the requirements of this Ordinance and with other applicable criteria and standards. Conditions that decrease the minimum standards of a development standard require variance approval.

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

- Historically Significant Site: see the [planning fee schedule](#) online
- Telecommunications Facility: see the [planning fee schedule](#) online
- All other conditional uses: 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 conditional use permit 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. Three printed copies and one digital copy. **See the "Site Plan Requirements" checklist.**
- 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 of 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 reference.
- 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 are on street-facing elevations and to providing shelter from precipitation at building entrances.
- Narrative demonstrating compliance with the criteria of the [Woodburn Development Ordinance](#). One printed copy and one digital copy.
 - a. Section 2 – Zoning district regulations of the relevant zone
 - b. Section 5.03.01 – Conditional Use
 - c. Section 5.03.08 – Historically or Architecturally Significant Site, Specific Conditional Use (if applicable)
 - d. Section 5.03.09 – Special Use as a Conditional Use (if applicable)
 - e. Section 5.03.11 – Telecommunications Facility, Specific Conditional Use (if applicable)
- Latest recorded deed(s) for the subject property, or the recorded sales contract (one copy).

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