City of Sherwood
Oregon
Home of the Tualatin River National Wildlife Refuge

Case No. _____
Fee _____
Receipt # _____
Date _____
TYPE _____

City of Sherwood

Application for Land Use Action

Type of Land Use Action Requested: (check all that apply)

- ☒ Annexation
- ☐ Plan Amendment (Proposed Zone _____)
- ☐ Planned Unit Development
- ☐ Site Plan (square footage of building and parking area)
- ☐ Variance (list standards to be varied in description)
- ☐ Conditional Use
- ☐ Partition (# of lots _____)
- ☐ Subdivision (# of lots _____)
- ☐ Other: _____

By submitting this form the Owner, or Owner's authorized agent/ representative, acknowledges and agrees that City of Sherwood employees, and appointed or elected City Officials, have authority to enter the project site at all reasonable times for the purpose of inspecting project site conditions and gathering information related specifically to the project site.

Note: See City of Sherwood current Fee Schedule, which includes the "Publication/Distribution of Notice" fee, at **www.sherwoodoregon.gov.** Click on Government/Finance/Fee Schedule.

Owner/Applicant Information:

Applicant: Westwood Homes, LLC
Phone: 503-715-2383
Applicant Address: 12700 NW Cornell Rd Portland OR 97229
Email: todd@westwoodhomesllc.com
Owner: City of Sherwood
Phone: 503-625-5524
Owner Address: 22560 SW Pine St Sherwood OR 97140
Email: planning@sherwoodoregon.gov
Contact for Additional Information: Matthew Sprague, ph 503-643-8286, email msprague@pd-grp.com

Property Information:

Street Location: N/A
Tax Lot and Map No: TL 3S106AA04400
Existing Structures/Use: Vacant
Existing Plan/Zone Designation: Medium Density Residential Low (MDRL)
Size of Property(ies) 9.8 acre (10,672 sf total to be annexed)

Proposed Action:

Purpose and Description of Proposed Action:

Annexation of property resulting from an approved lot line adjustment (LU 2023-019 LLA) for the Cedar Creek Gardens Subdivision (LU 2021-023 SUB).

Proposed Use: Portion of Cedar Creek Gardens Subdivision

Proposed No. of Phases (one year each): N/A

Continued on Reverse

LAND USE APPLICATION FORM
City of Sherwood Signature

Authorizing Signatures:

I am the owner/authorized agent of the owner empowered to submit this application and affirm that the information submitted with this application is correct to the best of my knowledge.

I further acknowledge that I have read the applicable standards for review of the land use action I am requesting and understand that I must demonstrate to the City review authorities compliance with these standards prior to approval of my request.

Applicant's Signature	Date
Owner's Signature - For City of Sherwood	8/21/2026 Date

The following materials must be submitted with your application or it will not be accepted at the counter. Once taken at the counter, the City has up to 30 days to review the materials submitted to determine if we have everything we need to complete the review. Applicant can verify submittal includes specific materials necessary for the application per checklist.

☐ **3 Copies of Application Form*** completely filled out and signed by the property owner (or person with authority to make decisions on the property.

☐ **Copy of Deed** to verify ownership, easements, etc.

☐ **At least 3 folded** sets of plans*

☐ **At least 3 copies** of narrative addressing application criteria*

☐ **Fee** (along with calculations utilized to determine fee if applicable)

☐ **Neighborhood Meeting Verification** including affidavit, sign-in sheet and meeting summary (required for Type III, IV and V projects)

* **Note** that the required numbers of copies identified on the checklist are required for completeness; however, upon initial submittal applicants are encouraged to submit only 3 copies for completeness review. Prior to completeness, the required number of copies identified on the checklist and one full electronic copy will be required to be submitted.

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Owner/Applicant Information:

Applicant: Westwood Homes, LLC — Phone: 503-715-2383
Applicant Address: 12700 NW Cornell Rd Portland OR 97229 — Email: todd@westwoodhomesllc.com
Owner: Westwood Homes, LLC — Phone: 503-715-2383
Owner Address: 12700 NW Cornell Rd Portland OR 97229 — Email: todd@westwoodhomesllc.com
Contact for Additional Information: Matthew Sprague, ph 503-643-8286, email msprague@pd-grp.com

Property Information:

Street Location: 16813 SW Sugar Pine Dr
Tax Lot and Map No: TL 3S106AA03900
Existing Structures/Use: _____
Existing Plan/Zone Designation: Medium Density Residential Low (MDRL)
Size of Property(ies) 0.25 acre (10,672 sf total to be annexed)

Proposed Action:

Purpose and Description of Proposed Action:

Annexation of property resulting from an approved lot line adjustment (LU 2023-019 LLA) for the Cedar Creek Gardens Subdivision (LU 2021-023 SUB).

Proposed Use: Portion of Cedar Creek Gardens Subdivision

Proposed No. of Phases (one year each): N/A

Continued on Reverse

LAND USE APPLICATION FORM
Westwood Homes Signature

Authorizing Signatures:

I am the owner/authorized agent of the owner empowered to submit this application and affirm that the information submitted with this application is correct to the best of my knowledge.

I further acknowledge that I have read the applicable standards for review of the land use action I am requesting and understand that I must demonstrate to the City review authorities compliance with these standards prior to approval of my request.

Applicant's Signature _____ Date _____

Owner's Signature Todd Boyce - Agent/Member Westwood Homes, LLC Date 7-16-2026

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