

**SUBMIT TO:**  
City of Vancouver  
Development Review Services  
4400 NE 77<sup>th</sup> Av  
Vancouver, WA 98662



www.cityofvancouver.us

**For Office Use Only**

DATE RECEIVED:

CASE NUMBER:

## TYPE II APPLICATIONS

**Type II applications apply to quasi-judicial permits and actions that contain some discretionary criteria. Type II applications are decided by the Planning Official with public notice and an opportunity for comment. The following developments are classified as Type II applications:**

- Adult Entertainment
- Binding Site Plan (existing or no development)**
- Binding Site Plan (new development)
- Flood Plain Permit per VMC 20.730
- Grading Permits which do not require a Type III or Type IV development approval or SEPA determination pursuant to VMC Title 20
- Human Services Facility
- Land Use Permit issued under clear and objective standards
- Minor B Variance that results in the modification of a numerical development standard from 10%-20% per VMC 20.290
- Preliminary Short Subdivision (2-9 lots) not requiring major variances per VMC 20.320
- Shoreline Management Minor Substantial Development Permit
- Site Plan Review
- Wetland Permit

### **SUBMITTING PLANS FOR REVIEW:**

#### **Counter complete status:**

An application will be accepted by the City of Vancouver only after the City finds that the application appears to include all the information required. No effort will be made to evaluate the substantive adequacy of the information. If all required information is not submitted, the application will not be accepted.

#### **Fully complete status:**

Within 28 days of acceptance of a counter complete application, the City will notify the applicant, in writing, as to the completeness of the application. An application will not be deemed fully complete until all information necessary to evaluate the proposed activity, its impacts, and its compliance with the provisions of the Vancouver Municipal Code and other applicable codes and statutes have been provided.

#### **Public Notification:**

Within 14 days after the application is accepted as fully complete, the City will issue a public notice of the application pending review.

#### **Decision:**

The Staff Report shall be completed and mailed not more than 120 calendar days, (90 calendar days is our performance goal), after the date that a fully complete determination is made.

**Incomplete applications will not be accepted**

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## Binding Site Plan Application for Existing or No Development

Applicant: \_\_\_\_\_ Telephone: ( ) \_\_\_\_\_ Fax: ( ) \_\_\_\_\_  
(Print Name)

Mailing Address: \_\_\_\_\_  
(Number, Street, City, State, ZIP)

Property Owner: \_\_\_\_\_ Telephone: ( ) \_\_\_\_\_ Fax: ( ) \_\_\_\_\_  
(Print Name)

Mailing Address: \_\_\_\_\_  
(Number, Street, City, State, ZIP)

Contact Person: \_\_\_\_\_ Telephone: ( ) \_\_\_\_\_ Fax: ( ) \_\_\_\_\_  
(Print Name)

Mailing Address: \_\_\_\_\_  
(Number, Street, City, State, ZIP)

Site address or side of fronting street and distances and direction from nearest cross street: \_\_\_\_\_

Binding site plan name \_\_\_\_\_ Comprehensive Plan designation \_\_\_\_\_ Zoning \_\_\_\_\_

Existing land uses \_\_\_\_\_

Proposed land uses \_\_\_\_\_

Tax Assessor Serial Number(s): \_\_\_\_\_ Zoning Designation: \_\_\_\_\_

Legal description of site as given by a title company, surveyor licensed by the State of Washington, or other party approved by the Planning Official:

Lot(s): \_\_\_\_\_ Block(s): \_\_\_\_\_ Plat Name: \_\_\_\_\_

Check here if a Metes and Bounds description and attach narrative to this application

Names of all utility purveyors \_\_\_\_\_

**I/we understand that per Vancouver Municipal Code (VMC) 20.210.090 (Review For Counter Complete Status) if it is determined that this application is not complete, the City of Vancouver will immediately reject and return the application and identify in writing what is needed to make the application counter complete.**

**I/we agree that City of Vancouver staff may enter upon the subject property at any reasonable time to consider the merits of the application, to take photographs and to post public notices.**

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Property Owner: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Counter Person: \_\_\_\_\_ Date: \_\_\_\_\_

# BINDING SITE PLAN

## SUBMITTAL REQUIREMENTS FOR EXISTING OR NO DEVELOPMENT

**Please read carefully:**

- The following information is required to be submitted with a Binding Site Plan application per VMC 20.330. Applications without the required information will not be accepted. The Planning Official may require information in addition to that required by VMC 20.330 if it is determined that such information is necessary to properly evaluate the application. The Planning Official may waive information required by VMC 20.330 if it is determined that such information is not necessary to properly evaluate the application.
- Applications submitted without the additional information requested under Section I below will not be deemed technically complete, unless the applicant signs a written statement at Section J of this application which states that the applicant chooses not to submit the specified items, but realizes that by not submitting such items, the application may be DELAYED or DENIED.

**In cases where an applicant desires to create legal lots by means of a binding site plan pursuant to VMC Chapter 20.330 in conjunction with an existing development or when no development is proposed, the applicant shall provide the following:**

- A.  **Required application fee. See VMC 20.180**
- B.  Current Clark County Assessor map(s) showing the property(ies) within a 500' radius of the site and a certified mailing list, per the requirements in Chapter 20.210 VMC, Decision-Making Procedures.
- C.  Two sets of mailing labels with the names and addresses of owners of all properties within a 500' radius certified as accurate and complete by the Clark County Assessor or a title company. For non-owner occupied properties, provide mailing labels addressed to "Occupant" as can be determined from available County Assessor records

**Provide 1 original and 9 collated and folded copies containing all of the information required below. Plans larger than 8 ½" x 11" must be folded, and plans larger than 24" x 36" will not be accepted.**

- D.  **Completed application form**
- E. **Preliminary plat and existing conditions plan on one or more scale drawings**
  - 1.  A vicinity map showing streets and access points, pedestrian and bicycle pathways, transit stops and utility locations within a given radius of the site
  - 2.  The site size, dimensions and orientation relative north
  - 3.  The location, name and dimensions of public and private streets adjoining the site
  - 4.  The location of existing structures and other improvements on the site, including structures, driveways, parking, loading, pedestrian and bicycle paths, passive or active recreational facilities or open space and utilities
  - 5.  Elevation of the site at 2' contour intervals for grades 0% to 10% and at 5' contour intervals for grades more than 10%
  - 6.  The approximate location of significant natural conditions as available from the City's and/or County's GIS system such as
    - a.  The 100-year flood plain
    - b.  The location of drainage patterns and drainage courses
    - c.  Unstable ground (lands subject to slumping, slides or movement)
    - d.  High seasonal water table or impermeable soils
    - e.  Areas having severe soil erosion potential
    - f.  Areas having severe weak foundation soils
    - g.  Significant wildlife habitat or vegetation
    - h.  Slopes in excess of fifteen percent (15%)
    - i.  Significant historic, cultural or archaeological resources, rock outcroppings

- F. Preliminary Binding Site Plan including the following information presented on one or more drawings. Drawings shall be on sheets not smaller than 21" X 34" or larger than 24" X 36". Preliminary binding site plans shall be drawn at a scale of 1"=50' or larger. Other scales may be used with the approval of the Planning Official. Plans for the preliminary plat will not be accepted if they are not collated and folded.
1.  The proposed site and its dimensions and area.
  2.  Proposed lots, tracts and easements including dimensions and total acreage.
  3.  Abutting properties or, if abutting properties extend more than 100' from the site, the portion of abutting properties within about 100' of the site, and the approximate location of structures and uses on abutting property or portion of the abutting property.
  4.  The location and dimensions of development if proposed, including the following:
    - a.  Streets and other rights-of-way and public or private access easements on and adjoining the site
    - b.  All parking and circulation areas
    - c.  Loading and service areas
    - d.  Full of life or passive recreational or open space features
    - e.  All utilities;
    - f.  Existing structures to be retained on the site and their distance from property lines
    - g.  Proposed structures on the site, including signs, fences, etc., and their distance from property lines if known at time of land division
    - h.  The location and type of proposed outdoor lighting and existing lighting to be retained if known at time of land division
- G. Narrative containing the following:
1.  Compliance with the technical standards in Section 20.320.070 VMC; other applicable standards of this Title 20 and the applicable plan policies of the Comprehensive Plan outlined by staff as being applicable to the proposed development
  2.  Description of the uses proposed for the site
  3.  Phasing plan, if applicable
  4.  Any variances requested pursuant to the regulations in Chapter 20.270 VMC
  5.  Existing covenants or restrictions and easements, if applicable
  6.  History of any previous subdivisions and short subdivisions of the property
- H. Supplementary information. One original and eight copies of the following supplemental information shall also be submitted unless otherwise indicated in parenthesis:
1.  Environmental checklist that complies with Chapter 20.790 VMC, SEPA Regulations, if applicable
  2.  Legal description
  3.  Paper reproducible copies of all plans in 8-1/2-11" format
  4.  Assessor's map(s) covering the area within 1,000' of the plat boundary
  5.  Results of any completed percolation tests, if applicable (four copies)
  6.  A copy of the proposed plat map, reduced to fit on 8-1/2" X 11" or 11" X 17" paper
  7.  Geotechnical/soils survey (four copies), if applicable
  8.  Tree plan that complies with the requirements of Chapter 20.770 VMC, Tree Conservation
  9.  Preliminary stormwater and erosion control plans as governed by Chapters 14.25 VMC, Stormwater Control, and Chapter 14.24 VMC, Erosion Control (four copies)
  10.  Landscaping Plan, if applicable, drawn at the same scale or larger as the existing conditions plan. Some aspects of the Landscaping Plan may already be incorporated into the Tree Plan.
  11.  Archaeological Pre-Determination Report, if applicable, that complies with the requirements of Chapter 20.710 VMC, Archaeological Resource Protection (four copies)
  12.  Sales history. A deed history of all applicable properties dating back to 1969 or to the date when a legal lot determination was made (one copy)

- 13.  Existing covenants or restrictions and easements, if applicable
- 14.  Southwest Washington Health District Development Review Evaluation Form (four copies)
- 15.  Pre-application conference notes

I. **Other applications, plans, studies, etc.** Other information shall be provided as requested at the pre-application conference, including related applications or studies, to show that the development complies with other applicable standards.

Additional information identified at the pre-application conference:

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_
- 5. \_\_\_\_\_
- 6. \_\_\_\_\_
- 7. \_\_\_\_\_
- 8. \_\_\_\_\_

J. **Applicant's Statement Regarding Information Not Provided at Time of Application:**

I (the applicant) respectfully request that this application be deemed fully complete without the following information requested at Section I above. Complete both sections of the table.

| Information Not Submitted | Reason Not Submitted |
|---------------------------|----------------------|
| 1. _____                  | _____                |
| 2. _____                  | _____                |
| 3. _____                  | _____                |
| 4. _____                  | _____                |
| 5. _____                  | _____                |
| 6. _____                  | _____                |
| 7. _____                  | _____                |
| 8. _____                  | _____                |

NOTE: The materials listed above are required for a review by a Counter Staff member to determine if the minimum submittal requirements have been met. Failure to supply all the above information will result in the return of all materials and fees.

I fully understand that the absence of this additional information, particularly if not submitted by the end of the public comment period, may result in my application being DELAYED or DENIED.

Applicant's Signature: \_\_\_\_\_  
 (Must be signed to be accepted)