

**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 I APPLICATIONS

**Type I applications are decided by the Planning Official without public notice prior to decision and without a public hearing. The application is subject to standards that are clear and objective and is exempt from environmental review.**

- Accessory Dwelling Units
- Boundary Adjustments which do not result in an increase in number of lots or require one or more variances per 20.310 VMC**
- Design Review (without Site Plan Review)
- Grading Permits which do not require a Type II, Type III or Type IV development approval or SEPA determination pursuant to VMC Title 20
- Tree Removal/Plan Permits

### **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 21 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.

#### **Decision:**

The review authority for an application subject to a Type I procedure will *approve*, *approve with conditions*, or *deny* the application within 28 calendar days after the date the application was accepted as fully complete.

#### **Notification:**

Notice of a decision regarding a Type I procedure will be mailed to the applicant and applicant's representative. Type I decisions are subject to appeal pursuant to Section 20.210.130(A)(1)-(5) and 20.210.030(B)(1).

**Incomplete applications will not be accepted**

# BOUNDARY ADJUSTMENT APPLICATION

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

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

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

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

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

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

Relationship to Owner(s) \_\_\_\_\_

Property location: addresses, or side of fronting street and distances and direction from nearest cross street  
\_\_\_\_\_  
\_\_\_\_\_

General Physical Description of Site, including current uses: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Zoning District \_\_\_\_\_ Tax Assessor Serial Number(s) \_\_\_\_\_

Sewage Disposal:     Septic     Public                      Water Source:     Private Well     Public

I/we understand that, per VMC 20.210.090 Decision Making Procedures, if it is determined the application is not complete, the City 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 Property Owner: \_\_\_\_\_ Date: \_\_\_\_\_

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

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

Signature of Counterperson: \_\_\_\_\_ Date: \_\_\_\_\_

## BOUNDARY ADJUSTMENT SUBMITTAL REQUIREMENTS

THE FOLLOWING INFORMATION IS *REQUIRED* TO BE SUBMITTED WITH YOUR APPLICATION FOR A BOUNDARY ADJUSTMENT. FAILURE TO SUBMIT ALL INFORMATION SPECIFIED OR FAILURE TO SUBMIT IT IN THE FORMAT NOTED BELOW WILL CAUSE YOUR APPLICATION TO BE RETURNED TO YOU.

**Applicant must submit two (2) copies of the following:**

- A.  Reproducible quality site plans on 8½" x 11" paper, clearly showing the following:
  - 1.  The dimensions of the existing property/properties involved
  - 2.  The location of any improvements (any structures, septic system, etc.)
  - 3.  The location and dimension of any access or utility easements
  - 4.  The dimensions of the proposed adjustment to the lot lines
  - 5.  North arrow
  - 6.  Zoning designation of each involved property
- B.  Quarter section map with the properties highlighted. This can be obtained from the Clark County Assessor's Office.
- C.  Both property owners' recorded deeds, verifying current ownership.
- D.  Sales history of all parcels since 1969. Sales history is comprised of copies of all deeds or real estate contracts showing previous owners or divisions for the properties involved. It is used to verify the legal creation of the parcel and is available from either a title company or the Clark County Assessor's Office. This is not required if the request involves lots within a subdivision which have not been altered or further divided.
- E.  Letter of intent explaining the purpose of the request. The letter should also include information which may be helpful in evaluating the request.
- F.  Copies of existing conditions of approval, covenants, restrictions and/or easements.
- G.  Boundary survey of existing lots.
- H.  Application fee as contained in Chapter 20.180 VMC.
- I.  Signature of all property owners authorizing the proposed adjustment of their property lines as certified by a notary public.