

**SUBMIT TO:**  
City of Vancouver  
Community Development  
415 W. 6<sup>th</sup> ST  
Vancouver, WA 98660



**For Office Use Only**

DATE RECEIVED:

CASE NUMBER:

## TYPE III APPLICATIONS

**Type III applications are for quasi-judicial permits and actions that predominantly contain discretionary approval criteria. Type III applications are decided by the Hearings Examiner or Planning Commission, depending on the application.**

- Conditional Uses per VMC 20.245**
- Human Service Facilities Siting Requests per VMC 20.870
- Major Variances per VMC 20.290.040(C)
- Preliminary Subdivisions (10 or more lots) per VMC Title 20.320
- Public Facility Master Plan per VMC 20.268
- Shoreline Conditional Use Permit (recommendation to State Department of Ecology)
- Shoreline Major Substantial Development Permit
- Shoreline Variance (recommendation to State Department of Ecology)
- Zone Map amendments of 25 acres or less not involving a Comprehensive Plan amendment

### 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 hearing will not be scheduled until the application has been deemed fully complete.

#### Public notification:

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

**Incomplete applications will not be accepted**

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## Conditional Use Permit Application

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: \_\_\_\_\_

General physical description of site. (Include current uses): \_\_\_\_\_

Concurrent Building Permit Review: Yes  No  Detailed Engineering Plans: Yes  No

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.

**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: \_\_\_\_\_

## CONDITIONAL USE PERMIT MINIMUM SUBMITTAL REQUIREMENTS

### Please Read Carefully:

● The following information is required to be submitted with a Conditional Use Permit application per VMC 20.245.030. The Planning Official may require information in addition to that required by VMC 20.245.030 if it is determined that such information is necessary to properly evaluate the application. The Planning Official may waive information required by VMC 20.245.030 if it is determined that such information is not necessary to evaluate the application.

● Applications submitted without the additional information requested under **Section Q** below will not be deemed fully complete, unless the applicant signs a written statement at **Section R** 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**.

- A.  Required processing fee for Conditional Use Permit (See Chapter 20.180 VMC).
- B.  1 reduced copy (8 ½" x 11") of plans.
- C.  One copy of a completed SEPA (State Environmental Policy Act) checklist (as required), on City-provided form and applicable SEPA processing fee, pursuant to Chapter 20.180 VMC Fees.
- D.  Current Clark County assessor map(s) showing the property(ies) within a radius of 500' of the site,
- E.  Two sets of mailing labels and a complete mailing list with the names and addresses of owners of all properties within that radius, certified as accurate and complete by the Clark County assessor. For non-owner occupied properties, provide mailing labels addressed to "Occupant," as can be determined by assessor records.

### PROVIDE 1 ORIGINAL AND 9 FOLDED AND COLLATED COPIES OF THE ITEMS LISTED BELOW:

- F.  Narrative describing the uses proposed for the site, hours of operation, hours and frequency of deliveries, and construction schedule.
- G. Narrative addressing the following criteria:
  - 1.  Explain how the proposed use at the proposed location is compatible with the neighborhood
  - 2.  Explain how the proposal is desirable to the community
  - 3.  Discuss how the following have been handled to minimize impact on the neighborhood
    - a.  Size and arrangement of site and buildings
    - b.  Accessibility, parking and expected traffic volume
    - c.  Potential dust, odor, noise, glare, etc.
    - d.  Site design, including landscaping, lighting and signs
  - 4.  How does the request comply with other provisions of the Comprehensive Plan and Land Use and Development Ordinance?
- H.  Drawn to scale site plan showing accurate representation of the size and shape of the parcel(s), including easements of any kind, all dimensions, and parcel orientation. Include north arrow.
- I.  Locations, dimensions and height of all existing and proposed buildings and structures, including garages, carports, decks, patio covers, and other accessory structures. Include dimensions from each other and from all property lines. Show dimension of eaves projecting beyond a wall or supporting post. Indicate usage of all structures.
- J.  Location, height, and material of fences, buffers, berms, walls, and other proposed screening. Note the location and dimensions of area of terraces, decks, shelters, and play areas.
- K.  Lighting Plan. This plan shall show all proposed lighting fixtures onsite and within right-of-ways. Show all existing above- and underground power lines. (This plan will be routed to Clark County PUD by a City workgroup for comments and compliance with Standards.)
- L.  Location and detailed layout of vehicle access, site circulation, off-street parking and loading areas, lighting, landscaping, and buffering as required by Chapter 20.925 VMC. Include handicap parking stalls and disembarking areas, accessible route of travel, proposed ramp, and signage, as required by the most current version of the Washington Administrative Code governing accessibility for disabled persons. Include location and screening for proposed solid waste and

recyclables storage areas.

- M.  Summary table which includes parcel zone, total site area, gross floor area by use (e.g., manufacturing, office, retail, storage), itemized number of full size, compact and handicap parking stalls and the collective total number, total lot coverage proposed, and amount of landscaped area.
- N.  Floor plan showing the gross square footage of each structure and outdoor activity area proposed on the site, including existing structures and outdoor activity areas to be retained. Include a description of the proposed uses of each structure or portions of a structure and each outdoor activity area. Include location of aboveground utilities and typical elevation drawings of each structure.
- O.  Pre-application conference summary or approved pre-application waiver, as well as additional information required in the summary.
- P.  Concurrency letter addressed to Transportation Manager, with summary of project and projected traffic generation information, traffic study, 8 1/2" x 11" site map, and applicable fee. (See Chapter 20.180 VMC).
- Q.  Any information deemed necessary to address mitigation for the likely development impacts.

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

**R. 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 P above.

Information/item not submitted	Reason not submitted
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____
8. _____	_____

**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)