

SUBMIT TO:
City of Vancouver
Community Development
415 W. 6th ST
Vancouver, WA 98660



www.cityofvancouver.us

For Office Use Only

DATE RECEIVED:

CASE NUMBER:

TYPE IV APPLICATIONS

Type IV applications apply to legislative matters, planned developments and certain rezones. Legislative matters involve the creation, revision or large-scale implementation of public policy. Type IV applications are considered initially by the Planning Commission or Hearings Examiner with final decisions made by the City Council, automatically or on appeal.

- Covenant Release Requests (partial or full)**
 - Development Agreements
 - Development Proposals in the MX District
 - Development Proposals in the WX Plan District
 - Other proposals determined to affect public policy by the City Manager or designee
 - Planned Developments per VMC 20.260
 - Residential zone changes greater than 25 acres
 - Single-Family Residential zone changes of at least 2 classification levels
 - Single-Family Residential zone changes from R-2 to R-4 or R-4 to R-2
 - Comprehensive Plan Amendment (Legislative) Map Change Text Change
 - Zoning Map Amendments greater than 25 acres (Legislative)

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 calendar 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 shall 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 and the scheduled hearing date.

Incomplete applications will not be accepted

NOTE TO THE COUNTER TEAM: Covenant Release requests are CPZ cases.

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COVENANT RELEASE REQUEST APPLICATION

Property Owner _____ Telephone () _____
(Print Name)

Mailing Address _____
(Number, Street, City, State, ZIP)

E-mail Address _____ Cell Phone () _____

Applicant _____ Telephone () _____
(Print Name)

Mailing Address _____
(Number, Street, City, State, ZIP)

E-mail Address _____ Cell Phone () _____

Relationship to Owner(s) _____

Property location (addresses or distance and direction from nearest intersection) _____

ALL Tax Assessor Serial Number(s) _____

Comprehensive Plan Designation(s) _____ Zoning Designation(s) _____

Covenant Recording Number(s) _____

Briefly explain the reason for the requested covenant release(s):

I/we understand that per VMC 20.210.090 that if it is determined the application is not complete, the City shall 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 Applicant: _____ Date: _____

Signature of Counter Person: _____ Date: _____

MINIMUM SUBMITTAL REQUIREMENTS FOR COVENANT RELEASE REQUESTS

Please Read Carefully

- The following information is required to be submitted with a Covenant Release application. The City may require information in addition to that required by VMC 20.210.070 if it is determined that such information is necessary to properly evaluate the application. The City may waive information required by VMC 20.210.070 if it is determined that such information is not necessary to properly evaluate the application.
- Applications submitted without the additional information requested under **Section F** below will not be deemed technically complete, unless the applicant signs a written statement at **Section G** 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 DENIED**.

PROVIDE Four (4) COLLATED COPIES OF THE ITEMS NOTED BELOW (unless otherwise specified):

- A. Narrative describing: (1) why changes in circumstances make the covenant(s) no longer applicable, (2) how removal of the covenants is in the best interest of the community, and (3) how the covenant release request(s) comply with the comprehensive plan and municipal code.
- B. Current Clark County assessor map(s) showing properties within a radius of 500 feet of the site with (1) two sets of certified mailing labels, and (2) 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, a title company, licensed surveyor, or other approved party. For non-owner occupied properties, provide mailing labels addressed to "Occupant," as can be determined by assessor records.
- C. One copy of latest recorded warranty deed, contract of purchase, or copy of lease agreement containing a current legal description, and written proof that the applicant has authority to act as the representative for all of the property owners.
- D. Current Clark County assessor map(s) labeled to show which covenants requested for removal apply to which properties.
- E. Submit the following completed applications and related fees:
 - Covenant release application
 - SEPA checklist, non-project
 - Pre-application summary report or waiver
- F. 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.
 - A copy of each recorded covenant the applicant is requesting be released.
 - A complete title report for each property going back to 1969.
- G. Applicant's Statement Regarding Information Not Provided at Time of Application:
I (the applicant) respectfully request that this application be deemed technically complete without the following information requested in Section F above (complete both sections of the table).

Information Not Submitted

Reason Not Submitted

1. _____	_____
2. _____	_____
3. _____	_____

I fully understand that the absence of this additional information may result in my application being DELAYED or DENIED.

Applicant's Signature

(Must be signed to be accepted)