

SUBMIT TO:
City of Vancouver
Development Review Services
4400 NE 77th Av
Vancouver, WA 98662
Phone: (360) 487-7802
Fax: (360) 487-7808



For Office Use Only

Date received: _____

Case number: _____

Entered by: _____

Design Review

Property Owner: _____ Telephone: _____ () _____

Mailing Address: _____

Applicant: _____ Telephone: _____ () _____

Mailing Address: _____

Relationship to Owner: _____

Designer: _____ Telephone: _____ () _____

Mailing Address: _____

Location (address: or side of fronting street and distances & direction from nearest cross street)

General Physical Description of Site (including current uses) _____

Zoning District _____ Tax Assessor Serial Number(s) _____

Legal description: Lot(s) _____ Blocks _____ Plat Name _____

(If a metes and Bounds description, attach narrative to this application and check here .)

Applicable Overlay Zones: _____

Lot size (sq. ft.) _____ Total Building size (sq. ft.) _____ Square feet per floor _____

Surrounding Land Uses: North _____ South _____

East _____ West _____

Project title: _____ Date on Drawings: _____

Proposed Use of Modification: _____

Anticipated Completion Date: _____

I/we agree that the 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 hearing notices.

Name: _____ Date: _____

Name: _____ Date: _____

DESIGN REVIEW APPLICATION SUBMITTAL REQUIREMENTS

General requirements:

- Projects requiring design review must be presented to the Design Review Committee prior to final approval. Applicants or their designated representatives are expected to make a presentation before the Committee and be able to respond to questions related to the design of the project.
- Not all documentation will be appropriate to all projects. In general, the more completely the applicant can illustrate a proposal to the Committee, the more quickly a decision can be reached.
- The level of detail presented should be tailored to the size and complexity of the proposed project. In general, the larger and more complex the project, the more detailed the documentation and presentation materials should be. Submission of insufficient information may result in delay. Applicant should use sound judgment in determining the level of detail needed for adequate review and consult staff when uncertain.

- A Required application fee. See VMC 20.180.
- B One 8½" x 11" reduced site plan in black and white.

Provide 12 full-size, to-scale drawings, folded and collated, of the following:

- C **Site plan** giving dimensions of property and showing location of all existing structures, parking, driveways, site lighting, and proposed structures.
- D **Topographic map** showing existing site conditions and relationship of structure to grades and adjacent properties.
- E **Landscape plan** showing location of significant existing vegetation proposed to be retained or removed; location, intent and design of proposed landscaping; varieties and sizes of trees and other vegetation proposed.
- F **Architectural drawings**, to scale, showing all elevations and type and color of exterior materials
- G **Supplementary drawings** of stairs and ramps, particularly handicap access (ADA) provisions; solid waste and recycling storage and pickup areas; awnings and canopies; rooftop mechanical equipment (HVAC).
- H **Sign plan** showing location, size, design, material, color, lettering style and method of illumination for all outdoor signs. A general signage program is desired but not required unless located within a historic district.
- I Any other material requested by staff or the Design Review Committee related to the unique or special nature of the project.

SPECIFIC REQUIREMENTS FOR THE PRESENTATION TO THE DESIGN REVIEW COMMITTEE

Presentation requirements:

- A Colored site plan and landscape plan using common plant names at a scale not less than 1/8"=1'.
- B Colored drawings of each elevation of proposed building(s) or other project features at a scale of 1/4"=1', except for very large projects, which may be at a scale of 1/8"=1'. Very small projects (such as awnings, satellite dishes, etc.) and details shall be drawn at a larger scale.
- C Illustration of relevant details such as brick and paving patterns, lighting, planters, signage, etc., as well as any street furniture (benches, trash receptacles, bollards, kiosks, bike racks, etc.).
- D Samples of building materials including, but not limited to, cutsheets of bricks, wood, roofing materials, awning fabric, windows, siding, etc.
- E Paint samples of all proposed exterior colors.

The Design Review Committee, at the request of the applicant, may waive any of the requirements listed above if it can be satisfactorily demonstrated that specific materials would not be pertinent to the review.