

**SUBMIT TO:**  
 City of Vancouver  
 Community Development  
 415 W. 6<sup>th</sup> ST  
 Vancouver, WA 98660  
 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 submit the following materials prior to final approval.
- Not all documentation will be appropriate to all projects. In general, the more completely the applicant can illustrate a proposal, the more quickly a decision can be reached.
- The level of detail submitted 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 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.

### Submittal requirements:

- A  **Required application fee.** See VMC 20.180.
- C  **Site plan (colored)** giving dimensions of property and showing location of existing structures, parking, driveways, site lighting, landscaping and proposed structures.
- D  **Landscape plan (colored)** using common plant names at a scale not less than 1/8"=1'
- E  **Elevations of proposed buildings (colored)** 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.
- F  **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.).
- G  **Samples of building materials** including, but not limited to, cutsheets of bricks, wood, roofing materials, awning fabric, windows, siding, etc.
- H  **Paint samples** of all proposed exterior colors.
- I  **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.
- J  Any other material requested by staff or the Design Review Committee related to the unique or special nature of the project.

The Planning Official, 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.