

**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 IV APPLICATIONS

**Type IV applications apply to legislative matters, planned unit developments and 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.**

- Annexations
- Columbia River Shoreline Enhancement Plan District Application
- 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 from R-2 to R-4 or R-4 to R-2
- Single-Family Residential zone changes of at least 2 classification levels
- Text/Map Amendments (Legislative)
- 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 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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## PLANNED DEVELOPMENT APPLICATION

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 \_\_\_\_\_

Property address or side of fronting street and distances and direction from nearest cross street \_\_\_\_\_

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

Zoning District \_\_\_\_\_ Qtr. Sec., Township, Range \_\_\_\_\_ Tax serial number(s) \_\_\_\_\_

Legal description: Lot(s) \_\_\_\_\_ Block(s) \_\_\_\_\_ Plat name \_\_\_\_\_

Check here if a metes and bounds description and attach narrative to application

This application is for:  Concept Development Plan Approval

Detailed Development Plan Approval

Type and Location of Existing Improvements: \_\_\_\_\_

Sewage Disposal:  Septic  Public

Water Source:  Private Well  Public

I/we understand that per VMC 20.210.090 Review For Counter Complete Status 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: \_\_\_\_\_

# PLANNED DEVELOPMENT SUBMITTAL REQUIREMENTS

## Concept Development Plan

**Please read carefully:**

- The following information is required to be submitted with a Concept Development Plan and/or Detailed Development Plan application per VMC 20.260 Planned Developments. Applications without the required information will not be accepted. The Planning Official may require information in addition to that required by VMC 20.260 Planned Developments if it is determined that such information is necessary to properly evaluate the application. The Planning Official may waive information required by VMC 20.260 Planned Development if it is determined that such information is not necessary to properly evaluate the application.
- Applications submitted without the additional information requested under Section P or G below, as applicable, will not be deemed fully complete, unless the applicant signs a written statement at Section Q or H of this application, as applicable, 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.

**CONCEPT DEVELOPMENT PLAN SUBMISSION REQUIREMENTS**

- A.  **Applicable fees. See VMC 20.180.**
- B.  Current Clark County assessor map(s) showing the property(ies) within a radius of 500' of the site 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, a title company, licensed surveyor, or other party approved by the review authority.
- C.  Two sets of mailing labels for the required certified mailing list. For non-owner occupied properties, provide mailing labels addressed to "occupant," as can be determined from assessor records.

**Provide 1 original and 9 folded and collated copies of the information below. A Concept Development Plan application shall include the following information presented on separate sheets or combined. Drawings shall be on sheets not larger than 24" by 36". Development Plans shall be drawn at a scale of 1" = 60' or larger (e.g., 1" = 30').**

- D.  **Completed application form**
- E. **Site description:**
  - 1.  Vicinity map that identifies surrounding uses within 400' of the site boundary.
  - 2.  Zoning map that identifies base and overlay zoning designations and uses for the site and surrounding properties within 400' of the site boundary.
  - 3.  Topography and natural resources including 100-year flood plain; drainage patterns and courses; wetlands, rivers, springs and other water bodies; significant stands of trees and individual trees with a caliper greater than 6"; significant fish and wildlife habitat, and natural hazards such as steep slopes greater than 15%, and unstable, impermeable or weak soils. Exhibit must include a site plan with no greater than 5-foot contours for slopes of 0–10% and no greater than 2-foot contours for slopes greater than 10%.
  - 4.  Open space inventory including all natural and landscaped areas.
  - 5.  Inventory of cultural, historic and/or archaeological resources on the site, if any.
  - 6.  Existing buildings, if any, including use, location, size and date of construction.
  - 7.  Existing on-site pedestrian, bicycle and vehicular circulation system, if any.
  - 8.  Inventory of existing vehicular and bicycle parking spaces and location of surface and structured parking facilities, if any.
  - 9.  Location and size of all public and private utilities on the site including water, sanitary sewer, stormwater retention/treatment facilities, and electrical, telephone and data transmission lines.
  - 10.  Location of all public and private easements.
  - 11.  A description of the type, design and characteristics of surrounding properties.
- F. **Transportation system:**
  - 1.  Street classification of all internal and adjacent streets.
  - 2.  Transit service availability.
  - 3.  Baseline traffic impact study prepared by a licensed engineer to include information as required by the City's Traffic Engineer.

- G.  **Analysis of existing infrastructure capacity on and in the vicinity of the site**
- H.  **SEPA checklist.**
- I.  **Planning history** Summary of all previous known land use cases affecting the applicant's property and a list of all outstanding conditions of approval that either have not been addressed in the past and/or that remain in force at the time of the application.
- J. **Proposed development plan**
1.  Underlying zoning district boundaries. If these are shifted around the site as permitted by Section 20.260.020, the existing and proposed configuration of zoning districts shall be illustrated.
  2.  Description of the mix of uses, including number of units and/or total gross square feet devoted to each, and approximate location on the site.
  3.  All other site improvements including the approximate size and location of walls, barriers and fences; surface and structured parking facilities; bicycle parking facilities; on-site pedestrian, transit and vehicular circulation; transit stops and pedestrian/transit amenities; and open space and landscaped areas.
  4.  The conceptual location of new and/or expanded existing public and private infrastructure including water, sanitary sewer, stormwater management facilities; and electrical, telephone and data transmission lines. This includes wireless telecommunications facilities.
- K.  **Phasing plan for implementation**
- L.  **Summary of development intensity** (at full build-out including average floor area ratio and lot coverage).
- M. **Summary of transportation facilities**
1.  Traffic impact study prepared by a licensed engineer that describes traffic impacts associated with each phase of development and at full build-out of the project, and a plan for accommodating this traffic in compliance with Title 11. The specific content of the traffic impact study shall be determined by the City's Traffic Engineer.
  2.  Parking impact study describing the parking demand associated with each phase of the development and at full build-out of the project, and a mitigation plan for accommodating parking demand on the site
  3.  Concurrent or proposed street vacations, with a description of potential parking and traffic/pedestrian impacts, if any, and appropriate measures to mitigate these impacts.
- N.  **Plan for protecting designated environmental, historic/cultural and open space resources.**
- O.  **Design standards that will govern the orientation and design of buildings and other improvements include but are not limited to the following:**
1.  Architecture, including design standards and building materials board(s), for buildings, fences, walls and other structures.
  2.  Landscaping, including design standards and standard plant list. Native plant materials are preferred.
  3.  Pedestrian circulation, including development standards, amenities and materials.
  4.  Bicycle parking facilities, including specifications.
  5.  Signs.
  6.  Lighting.

P. **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, unless the applicant signs a statement Section H below requesting that the application be deemed complete without the items requested here.

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

Q. **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 G above (complete both sections of table):

	<b>Information not submitted</b>	<b>Reason not submitted</b>
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)

**PLANNED DEVELOPMENT SUBMITTAL REQUIREMENTS**  
**Detailed Development Plan**

**DETAILED DEVELOPMENT PLAN SUBMISSION REQUIREMENTS**

**At the time of construction of a project or phase of development that was approved as part of the concept development plan, the applicant shall submit the following documentation demonstrating that the proposed project or phase is in substantial compliance with that contained in the original approval by means of a site plan review, using procedures contained in 20.210.270 VMC:**

A.  **Detailed site plan.**

B.  **Building elevations.**

C.  **Landscape plan.**

D.  **Erosion control plan.**

E.  **Stormwater management plan.**

F. **Narrative documenting the following:**

1.  Compliance with all development and design standards in the base zone, as modified in the initial concept plan approval.
2.  Compliance with all relevant conditions of approval.
3.  Consistency with traffic, parking and infrastructure plans contained in the initial concept plan approval.

G. **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, unless the applicant signs a statement Section H below requesting that the application be deemed complete without the items requested here.

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

H. **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 G above (complete both sections of table):

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

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**Applicant's Signature** \_\_\_\_\_  
(Must be signed to be accepted)