

# PRE-APPLICATION CONFERENCE

## Short Subdivisions, Subdivisions & Planned Developments



PO Box 1995 \* Vancouver, WA 98668-1995 \* www.cityofvancouver.us \* Phone: (360) 487-7802 Fax: (360) 487-7808

*Please review the pre-application submittal requirements. Incomplete applications will not be accepted.*

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

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ ext. \_\_\_\_\_ Fax: \_\_\_\_\_

**Property Owner:** \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ ext. \_\_\_\_\_ Fax: \_\_\_\_\_

**Contact Person:** \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ ext \_\_\_\_\_ Fax: \_\_\_\_\_

**E-mail Address:** \_\_\_\_\_

**Property Address:** *(or nearest intersection if no address)* \_\_\_\_\_

**Tax Assessor Serial Number(s):** \_\_\_\_\_

**Infill Project:**  Tier I  Tier II

Brief Project Summary: \_\_\_\_\_

Lot Acreage/Square Footage: \_\_\_\_\_ Number of Lots: \_\_\_\_\_ Zoning: \_\_\_\_\_

*I/we understand that per VMC 20.210.090 (Review for Counter Complete Status), if it is determined that 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 Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Property Owner: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Property Owner: \_\_\_\_\_ Date: \_\_\_\_\_

**BACKGROUND INFORMATION**

Case numbers and project titles of prior development and/or land use applications for this site:

**PROJECT DESCRIPTION**

Describe the proposed project in detail. (Please do not write "See Attached"):

Describe the general physical features of the site, including current uses:

**PROJECT QUESTIONS**

Please list specific questions and/or issues you wish to have answered at this Pre-Application Conference:

1.

2.

3.

4.



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

# PRE-APPLICATION CONFERENCE

## Submittal Requirements

*The following information is required to submit for a pre-application conference. The application will not be accepted without the following information in the required format. The quality, accuracy and depth of information you provide will greatly determine the quality, accuracy and depth of comments you receive subsequent to the pre-application conference.*

- Required application fee per VMC 20.180. **(Cash or Check only)**

### **SUBMITTAL REQUIREMENTS**

**Applicant must submit 12 folded and collated copies of the following information.**

- Completed and signed Pre-application conference request form provided by the Planning Official.
- Folded and collated plans of the proposed development drawn to-scale, no larger than 24" x 36" and clearly marked with the following: project name; vicinity map; scale; north arrow; date; applicants name, phone and fax numbers; contact person's name, phone and fax numbers.
- A legal description supplied by a title company, surveyor licensed by the State of Washington, or other party approved by the Planning Official.

### **PROJECT DESCRIPTION** *Provide a narrative description of the following:*

- Uses proposed for the site.
- Hours of operation.
- Estimated vehicular traffic to and from the site.

### **PRELIMINARY SITE PLAN** *Existing and proposed on-site structures and improvements:*

- Identify use(s) of all existing and proposed structures.
- Location, dimensions and height of all existing and proposed buildings and structures.
- Location and dimensions of existing and proposed recreation areas and open space.
- Location of existing and proposed driveways, off-street parking and loading areas, bicycle parking and pedestrian and bicycle pathways.
- Location, dimensions and screening of proposed solid waste/recyclables storage areas.
- Existing or conceptual plan showing lighting and landscaping. Landscape plan should include location of private driveways and buffering off-street parking and loading areas.
- Location and dimensions of existing and proposed streets, rights-of-way and public and private access easements on and adjoining the site.
- Location and dimensions of all existing and proposed above ground and below ground utilities.

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**PRELIMINARY PLAT INFORMATION**

- The approximate location and type of all existing vegetation.  
*Including individual trees, with a diameter of six inches or more measured four feet above grade, regardless of whether the trees are proposed for retention or removal as it relates to the proposed development. The plan may show clusters of such trees, rather than individual trees when individual trees are near one another.*
- Provide proposed plan for compliance with tree conservation ordinance (VMC 20.770).

**PRELIMINARY ENGINEERING INFORMATION** *Provide a conceptual drawing or sketch showing the following:*

- Approximate location of existing fire hydrants within a 100' radius of the site.
- Proposed method of providing storm-water drainage on the site.
- Proposed erosion control measures.
- Proposed grading activity for the site, indicating areas of proposed cuts and fills.

**OTHER INFORMATION**

- Other information that you feel would assist the staff in their review of the project.

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**STAFF USE**

- GIS information sheet

## GENERAL INFORMATION ON PRE-APPLICATION CONFERENCES

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### ✓ When is a pre-application conference required?

A pre-application conference is required for all Type II, Type III and applicant-initiated Type IV applications, unless waived by the Planning Official. Generally, the Planning Official may waive the pre-application conference only if it is determined that the proposal is relatively simple (e.g. has few, if any, development related issues). Pre-application conferences shall not be waived for infill development, pursuant to Chapter 20.920 VMC.

To request a waiver of a pre-application conference, the applicant shall submit:

1. A completed pre-application waiver request form provided by the Planning Official;
2. A written narrative justifying the request for pre-application waiver; and
3. Required fee.

### ✓ What are the four types of development applications?

*Type I Procedure* - Type I procedures apply to ministerial permits. Type I applications are decided by the Planning Official without public notice prior to the decision and without a public hearing.

*Type II Procedure* - Type II procedures apply to quasi-judicial permits and actions that contain some discretionary criteria. Type II applications are decided by the Planning Official with public notice and an opportunity for comment.

*Type III Procedure* - Type III procedures apply to 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 permit.

*Type IV Procedure*- Type IV procedures 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.

### ✓ Why are pre-application conferences held?

1. To acquaint City and other agency staff with a sufficient level of detail about the proposed development to enable staff to advise the applicant of applicable approvals and requirements; and
2. To acquaint the applicant with the applicable requirements of the Vancouver Municipal Code and other laws and to identify issues and concerns in advance of a formal application to save the applicant time and expense through the process. However, the conference is not intended to provide an exhaustive review of all the potential issues. The pre-application conference does not prevent the City from applying all relevant laws to the application.
3. To inform applicable City recognized neighborhood associations of potential development activity within their neighborhoods.

✓ **Who will attend the pre-application conference?**

The applicant or applicant's representative will meet with the City staff responsible for planning, engineering, transportation, drainage, parks and other pertinent subjects. In addition, staff of other recognized affected agencies are invited to attend.

✓ **When and where are pre-application conferences held?**

Pre-application conferences are held on Thursdays. We try to schedule applicants for a conference within three weeks of their request. The specific time will be set according to availability. Applicants are notified of their scheduled conference time when they submit a completed Pre-application Conference Packet. Pre-application conferences are held at 415 W. 6th ST, Vancouver, WA 98660.

✓ **What do you need to submit for the pre-application conference?**

To request a pre-application conference, an applicant must submit the required fee and 12 sets of the completed Pre-Application Conference Packet. The Planning Official may waive submittal requirements upon request if found to be inapplicable to the proposed development. All required information shall be submitted to the Permit Counter at 415 W. 6th ST, Vancouver, WA 98660.

✓ **What happens after the pre-application conference?**

At the pre-application conference, Community Development staff will present the applicant with a written summary of comments concerning the proposal. The written summary will include information and suggestions that were discussed at the conference and identify approval criteria and development standards that will apply to the proposal. Details of additional information needed for a formal land use application will also be covered.

✓ **Do the pre-application conference comments expire?**

Per VMC 20.210.080, pre-application comments expire one year from the date the conference is held. If a fully complete land use application has not been submitted within one year from the date of the pre-application conference, a new conference must be held before the land use application will be accepted.

✓ **When can a land use application be submitted?**

Once an applicant has received comments from a pre-application conference or an approved pre-application conference waiver, a formal land use application may be submitted.