

**SUBMIT TO:**

City of Vancouver  
Development Review Services  
4400 NE 77<sup>th</sup> AV  
Vancouver, WA 98662



www.cityofvancouver.us

**For Office Use Only**

DATE RECEIVED:

CASE NUMBER:

**TYPE III APPLICATION**

**Type III procedures are for 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 application. The following applications are classified as Type III:**

- Conditional Uses per VMC 20.245
- Human Services Facility
- Major Variance that results in the modification of more than 20% of a numerical development standard per VMC 20.290
- Preliminary Subdivisions per VMC Title 20
- Public Facility Master Plans, initial approval
- Shoreline Conditional Use Permit (recommendation to State Department of Ecology)**
- Shoreline Major Substantial Development Permit**
- Shoreline Variance (recommendation to State Department of Ecology)**
- Zone Map amendments of 25 acres or less not involving a Comprehensive Plan amendment

**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.

**Decision:**

Within 14 calendar days after the date a Type III application is determined fully complete, the Planning Official will issue a Notice of Application to a newspaper of local circulation and parties listed in VMC 20.210.050(F).

**Incomplete applications will not be accepted**

**SUBMIT TO:**  
 City of Vancouver  
 Development Review Services  
 4400 NE 77<sup>th</sup> Av  
 (360) 487-7802 Telephone  
 (360) 487-7808 Fax  
 Vancouver WA 98662



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DATE RECEIVED:

CASE NUMBER:

**SHORELINE MANAGEMENT SUBSTANTIAL DEVELOPMENT,  
 CONDITIONAL USE OR VARIANCE PERMIT APPLICATION**

**TO THE APPLICANT:** This is an application for a shoreline management substantial development permit as authorized by the Shoreline Management Act of 1971. It is recommended that you check with appropriate local, state, or federal officials to determine whether your project falls within any other permit systems.

Property Owner \_\_\_\_\_ Telephone ( ) \_\_\_\_\_  
(Print Name)

Mailing Address \_\_\_\_\_  
(Number, Street, City, State, ZIP)

Applicant \_\_\_\_\_ Telephone ( ) \_\_\_\_\_  
(Print Name)

Mailing Address \_\_\_\_\_  
(Number, Street, City, State, ZIP)

Relationship of applicant to property:  Owner  Purchaser  Lessee  Other \_\_\_\_\_

This shoreline application specifically is a request for a:  Substantial Development Permit  
 Conditional Use Permit  
 Variance Permit

Zoning District \_\_\_\_\_ Tax Assessor Serial Number(s) \_\_\_\_\_

Legal description: Lots(s) \_\_\_\_\_ Block(s) \_\_\_\_\_ Plat Name \_\_\_\_\_

Check here If a metes and bounds description, and attach narrative to this application.

Address, including section to the nearest quarter section, township, and range. If no address, give side of fronting street and distances and direction from nearest cross street. \_\_\_\_\_

Name of water and/or wetlands within which development is proposed \_\_\_\_\_

Current use of the property with existing improvements \_\_\_\_\_

Proposed use of property. (Please be specific.) \_\_\_\_\_

The project site is located within which of the following shoreline environments:

Urban  Rural  Conservancy  Natural

If the application involves a conditional use or variance, set forth in full that portion of the master program which provides that the proposed use may be a conditional use or, in the case of a variance, from which the variance is being sought.

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Nature of the existing shoreline: Describe type of shoreline, such as marine, stream, lake, lagoon, marsh, bog, swamp, flood-plain, floodway, delta; type of beach, such as accretion, erosion, high bank, low bank, or dike; material, such as sand, gravel, mud, clay, rock, riprap; and extent and type of bulkheading, if any.

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In the event that any of the proposed buildings or structures will exceed a height of thirty-five feet above the average grade level, indicate the approximate location of and number of residential units, existing and potential, that will have an obstructed view.

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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 Counterperson: \_\_\_\_\_ Date: \_\_\_\_\_

# SHORELINE MANAGEMENT SUBSTANTIAL DEVELOPMENT, CONDITIONAL USE OR VARIANCE PERMIT MINIMUM SUBMITTAL REQUIREMENTS

**Please read carefully**

- The following information is required to be submitted with a Shoreline Management Substantial Development application per VMC 20.760. Applications without the required information will not be accepted. The Planning Official may require information in addition to that required by VMC 20.760 if it is determined that such information is necessary to properly evaluate the application. The Planning Official may waive information required by VMC 20.760 if it is determined that such information is not necessary to properly evaluate the application.
- Applications submitted without the additional information requested under Section J below will not be deemed fully complete unless the applicant signs a written statement at Section K 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 DELAYED or DENIED.

A.  Required application fee. Refer to VMC 20.180

As per WAC 173-14-110 Shoreline Management applications require that the following information be submitted at the time of application. Provide 1 original and 9 copies of each, folded and collated, unless otherwise noted.

B.  Completed application form

C.  Narrative demonstrating compliance with applicable shoreline master plan policies

D. Site Plan drawn to scale, with scale indicated on lower right-hand corner, showing the following

1.  Accurate representation of the site boundary, containing the size and shape of the parcel(s), including easements of any kind and all dimensions and parcel orientation. Include north arrow.
  2.  Ordinary high water mark and setback line.
  3. Typical cross section(s) showing:
    - a.  Existing ground elevations
    - b.  Proposed ground elevations
    - c.  Height of existing structure(s)
    - d.  Height of proposed structure(s)
  4.  If development involves grading, cutting, filling, or other alteration of land contours, note proposed land contours using 5'-foot intervals in water area and 10'-foot intervals on areas landward of ordinary high water mark.
  5.  Show dimensions and locations of existing structures which will be maintained.
  6.  Show dimensions and locations of proposed structures.
  7.  Identify source, composition, and volume of fill material.
  8.  Identify composition and volume of any extracted materials, and identify proposed disposal area.
  9.  Show location of proposed utilities, including sewer, septic tanks and drainfields, water, gas, and electricity. Show vegetation that will be preserved. Refer to submittal requirements for Tree Plan Removal Permit, VMC 20.770.
  10.  If the development proposes septic tanks, provide proof of Southwest Washington Health Department approval.
  11.  Note shoreline environment designation according to master program:  
 Urban       Rural       Conservancy       Natural
  12.  Show which areas are shorelines and which are shorelines of statewide significance.
- E.  SEPA Checklist
- F.  Archaeological Predetermination, if necessary
- G.  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.

- H.  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.
- I. Vicinity map
  - 1.  Indicate site location using natural points of reference (roads, state highways, prominent landmarks, etc.).
  - 2.  If the development involves the removal of any soils by dredging or otherwise, identify the proposed disposal site on the map. If the disposal site is beyond the confines of the vicinity map, provide another vicinity map showing the precise location of the disposal site and its distance to the nearest city or town.
  - 3.  Give a brief narrative description of the general nature of the improvements and land uses within one thousand feet in all directions from the development site, i.e., residential to the north, commercial to the south, etc.
- J. **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.

Additional information identified at the pre-application conference:

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

**K. 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 N above (complete both sections of the table):

Information Not Submitted	Reason Not Submitted
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____
8. _____	_____

NOTE: The materials listed above are required for a review by a Counter Staff member to determine if the minimum submittal requirements have been met. Failure to supply all the above information will result in the return of all materials and fees.

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)