

**SUBMIT TO:**

City of Vancouver  
Community Development  
4400 NE 77<sup>th</sup> Av  
Vancouver, WA 98662



**For Office Use Only**

DATE RECEIVED:

CASE NUMBER:

## TYPE II APPLICATIONS

**Type II applications 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. The following developments are classified as Type II applications:**

- Adult Entertainment
- Binding Site Plan per VMC 20.330
- Flood Plain Permit per VMC 20.730
- Human Service Siting
- Minor B Variances per VMC 20.290(B)
- Shoreline Permits not requiring a public hearing
- Preliminary Short Subdivision (2-9 lots) not requiring major variances per VMC 20.320**
- Site Plan Review
- Wetland Permit

**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 (VMC 20.210.090).

**Fully complete status:**

Within 28 calendar 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 has been provided.

**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.

**Decision:**

The Staff Report shall be completed and mailed not more than 120 calendar days, (90 calendar days is our performance goal), after the date that a fully complete determination is made.

**Incomplete applications will not be accepted**

# PRELIMINARY SHORT SUBDIVISION 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 and type and location of existing improvements \_\_\_\_\_

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 this application.

Existing Comprehensive Plan designation \_\_\_\_\_ Zoning designation \_\_\_\_\_

Proposed land uses \_\_\_\_\_

Names of all utility purveyors: \_\_\_\_\_

Sewage Disposal: Septic Public Water Source: Private Well Public

**SHORT SUBDIVISION NAME:**

Lot Numbers	Lot #1	Lot #2	Lot #3	Lot #4	Lot #5	Lot #6	Lot #7	Lot #8	Lot #9	Total Parcel Area
Lot Area										(in sq. ft. <i>and</i> acres)
Lot Width										
Lot Depth										

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 will 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: \_\_\_\_\_

Please Read Carefully:

- The following information is required to be submitted with a Short Subdivision application per VMC 20.320.030 Subdivisions. The Planning Official may require information in addition to that required by VMC 20.320.030 if it is determined that such information is necessary to properly evaluate the application. The Planning Official may waive information required by VMC 20.320.030 if it is determined that such information is not necessary to properly evaluate the application.
- Applications submitted without the additional information requested under Section F below will not be deemed fully complete, unless the applicant signs a written statement at Section G 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**.

**PRELIMINARY SHORT SUBDIVISION  
MINIMUM SUBMITTAL REQUIREMENTS**

- A. **Application.** Provide 1 original and 9 copies of the application provided by the Planning Official for a preliminary plat of a short subdivision consisting of the following:
- 1. Short subdivision name that must be other than the name of an existing subdivision, addition or plat recorded in Clark County, Washington
  - 2. Name, mailing address, and telephone number of the owner and/or developer
  - 3. Name, mailing address, telephone number, and signature of person preparing the application
  - 4. Date
  - 5. Location, including ¼ of ¼ section, section, township, range and, as applicable, donation land claim and/or subdivision
  - 6. Total parcel area in acres and square feet
  - 7. Comprehensive Plan and zoning designations
  - 8. Existing and proposed land uses
  - 9. Number and size of residential, commercial and industrial lots
  - 10. Names of all utility purveyors
  - 11. Signatures of all property owners
  - 12. Fee, as governed by Chapter 20.180 VMC
- B. **Existing Conditions Plan** Provide 1 original and 9 collated and folded copies of the information required below. Drawings shall be on sheets not larger than 24" x 36". Preliminary plats shall be drawn at a scale of 1"=50' or larger. Plans for preliminary short subdivision plat will not be accepted if they are not collated and folded.
- 1. A vicinity map showing streets and access points, pedestrian and bicycle pathways, transit stops and utility locations within a 500' radius of the site
  - 2. The site size, dimensions and orientation relative to true north
  - 3. Remaining easements
  - 4. The location, name and dimensions of public and private streets adjoining the site, identifying whether the streets are public or private
  - 5. Location, dimension, and purpose of existing easements
  - 6. The location of existing structures and other improvements on the site, including buildings, driveways, parking, loading, pedestrian and bicycle paths, passive or active recreational facilities or open space and utilities
  - 7. Elevation of the site at 2' contour intervals for grades 0% to 10% and at 5' contour intervals for grades more than 10%
  - 8. The approximate location of significant natural conditions including
    - a. The 100-year flood plain
    - b. The location of drainage patterns and drainage courses
    - c. Unstable ground (lands subject to slumping, slides or movement)
    - d. High seasonal water table or impermeable soils
    - e. Areas having severe soil erosion potential
    - f. Areas having severe weak foundation soils
    - g. Significant wildlife habitat or vegetation
    - h. Slopes in excess of fifteen percent (15%)

- C. **Proposed Preliminary Plat** The proposed preliminary plat shall include the following information presented on one or more drawings. Plans shall be on sheets not larger than 24" x 36". Preliminary plats shall be drawn at a scale of 1" = 50' or larger. Other scales may be used with the approval of the Planning Official. Plans for the preliminary plat will not be accepted if they are not collated and folded. Provide 1 original and 9 copies.
- 1. The proposed site and its dimensions and area
  - 2. Proposed lots, tracts and easements including dimensions individual lot areas and total acreage
  - 3. Abutting properties or, if abutting properties extend more than 100' from the site, the portion of abutting properties within 100' of the site, and the approximate location of structures and uses on abutting property or portion of the abutting property
  - 4. The location and dimensions of development, including but not limited to the following
    - a. Streets and other rights-of-way and public or private access easements on and adjoining the site
    - b. Vehicle, and bicycle parking and pedestrian bicycle and vehicular circulation areas
    - c. Loading and service areas
    - d. Active or passive recreational or open space features
    - e. All utilities
    - f. Existing structures to be retained on the site and their distance from proposed property lines
    - g. Proposed structures on the site, including signs and fences, and their distance from property lines if known at time of land division
    - h. The location and type of proposed outdoor lighting and existing lighting to be retained if known at time of land division
    - i. Boundary delineation of any wetlands including required buffers and shoreline setback lines if applicable
- D. **Narrative** 1 original and 9 copies
- 1. A comprehensive narrative addressing how the development complies with the technical standards in Section 20.320.080 VMC; other applicable standards of this Title and the policies of the Comprehensive Plan outlined by staff as being applicable to the proposed development
  - 2. Description of the uses proposed for the site
  - 3. Phasing plan, if applicable
  - 4. Construction schedule
  - 5. Any variances requested pursuant to the regulations in Chapter 20.290 VMC
  - 6. Existing covenants or restrictions and easements, if applicable
  - 7. History of any previous subdivisions and short subdivisions of the property
- E. **Supplementary Information** 1 original and 9 copies, collated and folded, of the following supplemental information shall also be submitted unless otherwise indicated in parentheses:
- 1. Environmental checklist that complies with Chapter 20.790 VMC, SEPA Regulations, if applicable
  - 2. Legal description
  - 3. Reproducible copies of all plans identified in 8 ½" x 11" format
  - 4. Assessor's map(s) showing all properties within 500' of the plat boundary
  - 5. Results of any completed percolation tests, if applicable (4 copies)
  - 6. 1 copy of the proposed plat map, reduced to fit on either 8-1/2" x 11" or 11" x 17" paper
  - 7. Geotechnical/soils survey (four copies), if applicable
  - 8. Tree plan that complies with the requirements of Chapter 20.770 VMC, Tree Conservation
  - 9. Preliminary stormwater and erosion control plans as governed by Chapters 14.09 VMC, Stormwater Control, Chapter 14.24 VMC, Erosion Control (four copies), and VMC 11.80.045 City Street Drainage
  - 10. Archaeological Pre-Determination Report, if applicable, that complies with the requirements of Chapter 20.710 VMC, Archaeological Resource Protection (4 copies)
  - 11. Sales history. A deed history of all applicable properties dating back to 1969 or to the date when a legal lot determination was made (1 copy)
  - 12. Clark County Health Department Review Evaluation Form or copy of application to the Clark County Health Department (four copies)
  - 13. Pre-application conference notes

- 14. Current Clark County Assessor map(s) showing the property(ies) within a 500' radius of the site, per the requirements in Chapter 20.210.050 and 20.210.060 VMC, Decision-Making Procedures; certified mailing list; and two sets of mailing labels with the names and addresses of owners of all properties within the 500' radius. Such list shall be certified as accurate and complete by the Clark County Assessor or a title company. For non-owner occupied properties, provide mailing labels addressed to "occupant" as can be determined from available County Assessor records (two copies)
- 15. Request for Certificate of Concurrency or Certificate of Concurrency Survey and applicable traffic studies
- 16. Road Modification Request (if applicant wants to vary from the approved transportation standards.)
- 17. Response letter from applicable School District (If applicable)
- 18. Existing or proposed covenants or restrictions and easements (If applicable)

F. **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. \_\_\_\_\_

G. **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 F 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)