

SITE PLAN REVIEW APPLICATION



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

All new developments and modifications to existing developments shall require site plan review and approval prior to the issuance of any building permits, establishment of any new uses, or commencement of any site work unless otherwise exempted in VMC 20.270.

TYPE I

Type I review if the modifications result in the following:

1. New residential developments between 3 and 19 units or, if existing, an increase in dwelling unit density of up to 20%, provided the proposed density does not exceed the maximum density in the underlying zone and the SEPA threshold is not exceeded
2. New non-residential development of less than 12,000 sf, or if existing, an increase in floor area or use by up to 20% provided the SEPA threshold is not exceeded.
3. For existing developments, a reduction in the area reserved for open space, recreation facilities and/or landscaping areas by less than 20%.
4. An increase in the number of existing parking spaces by up to 20%, between 11 to 40 total, provided the SEPA threshold is not exceeded.
5. Modular school classrooms on an established public school site.
6. A change in the location of access ways to frontage roads where off-site traffic would be affected.

TYPE II

Type II review if the modifications result in the following:

1. New residential developments of 20 units or more, or if existing an increase in dwelling unit density of more than 20%, provided the proposed density does not exceed the maximum density in the underlying zone.
2. New non-residential structures of 12,000 square feet or more or, if existing, an increase in the floor area or use by more than 20% or 12,000 sf, whichever is less.
3. For existing developments, a reduction in the area reserved for open space, recreational facilities and/or landscaped areas by more than 20%.
4. An increase in the number of existing parking spaces by more than 20% or an increase of more than 40 total parking spaces, whichever is less.
5. An increase in the vehicular traffic to and from the site of more than 200 average daily trips, based on the latest edition of the International Transportation Engineers (ITE) Trip Generation Manual, or evidence by a professional licensed Engineer in the State of Washington.

What is the process for Site Plan 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 the required information is not submitted, the application will not be accepted.

Fully Complete Status:

Within 21 days for a Type I and 28 days for a Type II 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 Notification:

Within 14 days after the application is accepted as fully complete, the Planning Official will issue a public notice of the application pending review (This applies to Type II reviews only).

Decision:

Within 28 days for Type I and 120 days for Type II from the date of a fully complete determination, but in no case sooner than the end of the comment period, the Planning Official shall issue a decision on the request.

Final Site Plan/Civil review:

Applicant submits final site plan packet and/or civil engineering plans addressing the conditions of the decision for review. Civil plan review comments will be returned to the applicant within 28 days.

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TYPE I

TYPE II



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Please review the 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): _____

General physical description of site. Include current uses.

Brief Project Summary: _____

Lot Acreage/Square Footage: _____ Zoning: _____ Impervious Surface: _____ SF

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: _____



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

SITE PLAN REVIEW

Submittal Requirements

The following information is required to be submitted with Site Plan Review applications per VMC 20.270. Applications without the required information will not be accepted. The Planning Official may require information in addition to that required by VMC 20.270 if it is determined that such information is necessary to properly evaluate the application. The Planning Official may waive information required by VMC 20.270 if it is determined that such information is not necessary to properly evaluate the application. Applications submitted without the additional information requested at the pre-application conference will not be deemed fully complete, unless the applicant signs a written statement (located at the end of this checklist) 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.

2 Copies →

- Any fees associated with the application per VMC 20.180. (e.g. site plan, SEPA, archaeological, etc.)
- Apply for a Request for Utility Services if new water or sewer services are being requested.

SUBMITTAL REQUIREMENTS (1 of 3)
Applicant must submit 2 collated sets (1 original and 1 copy) and 1 CD containing the following:

- Completed and signed application** If someone other than the owner is signing the application, an authority to act letter from the legal owner is required.
- 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.
- OTHER INFORMATION**
- SEPA Checklist** (if required)
- Archaeological Predetermination and Survey** (if required)
- Legal Lot Determination.** Provide proof of legal lot status by supplying a deed history of all applicable properties dating back to 1969 or other information such as recorded subdivision or short plat information, boundary line adjustment documentation, etc.
- Quarter Section Map and Mailing Labels.** Submit a current Clark County Assessor's quarter section map(s) showing the property(ies) within a radius of 500' of the site, two sets of mailing labels 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, or other party approved by the Director, and a computer printout of the names and addresses. The mailing labels are to be typed onto 8.5" x 11" sheet(s) of address sized adhesive labels.
- Reduced copies of all oversized plans.** (Oversized development plans shall be reduced to 8.5" x 11" legible copies.)
- Clark County Health Department.** Provide a request for development review application or letter of exemption from the Clark County Health Department.

10 Copies →

SUBMITTAL REQUIREMENTS (2 of 3)**Applicant must submit 10 folded and collated copies of the following:**

Folded and collated plans of the proposed development drawn to-scale, 22" x 34" or 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.

EXISTING CONDITIONS PLAN *An existing conditions plan shall include the following information:*

- A vicinity map showing streets and access points, pedestrian and bicycle pathways, transit stops and utility locations within a given radius of the site.
- The site size, dimensions and orientation relative to north.
- The location, name and dimensions of all streets adjoining the site and indicating whether privately or publicly owned.
- The location of existing structures and other improvements on the site, including structures, driveways, parking, loading, pedestrian and bicycle paths, passive or active recreational facilities or open space and utilities.
- Elevation of the site at 2' contour intervals for grades 0% to 10% and at 5' contour intervals for grades more than 10%.
- The approximate location of significant natural conditions.

SITE PLAN *The site plan shall be drawn to the same scale as the existing conditions plan and shall include the following:*

- The proposed site and its dimensions and area, orientation relative to north.
- 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.
- Location and dimensions of proposed development, including the following:
 - a. Streets and other right-of-way and public or private access easements on and adjoining the site
 - b. Vehicle, pedestrian and bicycle parking and circulation areas, including handicapped parking stalls and disembarking areas, accessible route of travel, proposed ramp and signage as required by WAC 51-40
 - c. Loading and service areas
 - d. Active or passive recreational or open space features
 - e. Above-ground utilities
 - f. Existing structures to be retained on the site and their distance from property lines
 - g. Proposed structures on the site, including signs, fences, etc., and their distance from property lines
 - h. The location and type of proposed outdoor lighting and existing lighting to be retained
 - i. The size and location of solid waste and recyclables storage areas.
- Summary table which includes the parcels zone, total site area, gross floor area by use, (i.e., manufacturing, office, retail, storage), itemized number of full size, compact and handicapped parking stalls and the collective total number, total lot coverage proposed, including residential density calculations.

ARCHITECTURAL PLANS AND ELEVATIONS

- Floor plans showing at least the gross square footage of each structure and outdoor activity proposed on the site, including existing structures and outdoor activity areas to be retained.
- A description of the proposed and potential uses of each structure proposed and each outdoor activity area.
- Typical elevation drawing of each structure.
- Identify locations of walls, exits and openings.
- Conceptual plans showing at least the gross square footage of each structure proposed to be built or retained on site.
- Conceptual elevation drawing of each structure proposed to be built or retained on site.
- Show the dimensions and area of the project site.

OTHER INFORMATION

- Lighting Plan** Show all existing and proposed lighting on site and within right of ways. Include light sources, patterns and candling. Minimum of one (1) foot-candle for parking and ADA areas and .5 candle for other areas required. (This plan will be routed to Clark Public Utilities for comments and compliance standards.)
- Landscape Plan** *The proposed landscape plan shall be drawn to the same scale as the site plan and shall include the following:*
 - a. Location, species and size of existing landscape material, identifying the material to be removed and to be retained.
 - a. Location, species, size at planting and spacing of proposed plant materials.
 - c. Proposed landscape area of the site, i.e. in terms of square feet and a percentage of the net site area, including street trees
 - d. Location, height and material of fences, buffers, berms, walls and other proposed screening
 - e. Location and dimensions or area of terraces, decks, shelters, play areas and open spaces
 - f. Surface water management features that are integrated with landscape, recreation or open areas
 - g. Irrigation plan (submit prior to final approval) Include location of lines, backflow preventors and hose bibs/sprinkler heads. Submission not required for fully completeness.
- Tree Plan** (Type I, II, III, IV, V, VI) with elements as required by the Tree Conservation Ordinance (VMC 20.770), such as the tree density location, size and species of all trees, individual trees that have a diameter of six inches or more measured 4.5 feet above grade. (The plan may show clusters of such trees, rather than individual trees when individual trees are near one another.) Provide a summary table including tree density calculation, etc.

ENGINEERING PLANS (Preliminary Civils)

- Utility Plan** Show location and size of all existing and proposed water and sewer lines adjacent to site and on-site (on-site may be conceptual), existing fire hydrants within 100' of site, proposed hydrants on-site, manholes, etc.
- Stormwater and Erosion Control Plans** Projects will be subject to the Stormwater Control and Erosion ordinance if more than 2,500 square feet of impervious surfaces are created, more than 1,000 square feet are added or more than 5,000 square feet of impervious surfaces are replaced. If these thresholds are exceeded, stamped preliminary civil engineering plans will be required. If required, the applicant shall include storm water and erosion control plans consistent with the City's General Requirement and Details for the Design and Construction of Surface Water Systems. This information is available online at www.cityofvancouver.us.

Check Stormwater
Thresholds for
Civil plans

- Grading/Erosion Control/Tree Protection Plan** *(all shown on one sheet)* Showing existing contours on-site and on adjacent properties within 25 feet of the site, proposed preliminary contours/spot elevations, tree protection measures, erosion control measures. Provide cubic yards of cut and fill.
- Street Design** Showing location/dimensions of existing and proposed accesses, existing and proposed rights-of-way, curb, sidewalk, pavement section, etc.

4 Copies →

SUBMITTAL REQUIREMENTS (3 of 3)

Applicant must submit 4 collated copies of the following (1 original and 3 copies):

- Certificate of concurrency request.** (Provide a letter requesting certificate of concurrency which indicates average daily am/pm peak trips; either number of units or size of building; describe the use. Provide traffic study prepared by licensed engineer if so requested.)
- Road Modification Request** (if applicant wants to vary from the approved transportation standards.
- Hydrology Report.** The applicant will provide a hydrology report that outlines all aspects of the site hydrology, assumptions, water quantity and quality design calculations. The report should be formatted as outlined in VMC 14.25.410. A sample report is included in the City Engineering General Requirements and details.
- Geotechnical soils Report.** A detailed soils report will be required if infiltration testing is used to size a proposed infiltration system.

OTHER APPLICATIONS, PLANS, STUDIES, ETC. *Other information shall be provided, including related applications or studies, to show that the development complies with other applicable standards, unless the applicant signs the statement below requesting that the application be deemed complete without such items.*

1. _____
2. _____
3. _____
4. _____
5. _____

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 above:

Information not submitted	Reason not submitted
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____

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 site plan review application being DELAYED or DENIED.

Applicant's Signature _____
(Must be signed to be accepted)