

# SITE PLAN REVIEW APPLICATION

## Type I



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

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

*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  
4400 NE 77th Av  
Vancouver, WA 98662

# SITE PLAN REVIEW - TYPE I

## 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.

- Any fees associated with the application per VMC 20.180. (e.g. site plan, SEPA, archaeological, etc.)

### SUBMITTAL REQUIREMENTS

**Applicant must submit 10 folded and collated copies of the following. (1 original and 9 copies)**

- 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.*
- 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.

### 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.

### 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, such as:
  - The 100-year floodplain
  - The location of drainage patterns and drainage courses
  - Slopes in excess of 15%
  - Unstable ground (e.g. land subject to slumping, slides or movement.)
  - High seasonal water table or impermeable soils
  - Areas having severe soil erosion potential

- g. Areas having severe weak foundation soils
- h. Significant wildlife habitat or vegetation
- i. Rock outcropping
- j. Information necessary to comply with Chapter 20.770 VMC, tree conservation, where applicable.

**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 parcel 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.

#### **OTHER INFORMATION**

- Reduced copies of all oversized plans. (Oversized development plans shall be reduced to 8.5" x 11" legible copies.)
- Certificate of concurrency request. (Provide a letter requesting certificate of concurrency which indicates 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.)

## GENERAL INFORMATION ON SITE PLAN REVIEW - TYPE I

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### ✓ What is a Type I Site Plan Review?

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.

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.

### ✓ What criteria are used to determine when a Type I Site Plan Review is required?

Modifications to an existing permitted development or existing legal nonconforming use shall require a Type I review if the modifications would result in any of the following:

1. An increase in dwelling unit density of up to 10%, provided the proposed density does not exceed the maximum density established in the underlying base zoning district;
2. An increase in the floor area of a non-residential structure or use by less than 10%, up to 5,000 square feet;
3. A reduction in the area reserved for open space, recreational facilities and/or landscaped areas by less than 10%;
4. An increase in the number of existing parking spaces by up to 10%;
5. An increase in vehicular traffic to and from the site of between 10-50 average daily trips, based on the latest edition of the International Transportation Engineer's (ITE) Trip Generation Manual, or substantial evidence by a professional engineer licensed in the State of Washington with expertise in traffic engineering;
6. Modular school classrooms on an established public school site shall be reviewed under a Type I site plan process.

### ✓ What is the process for Type I 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 of acceptance of a counter complete Type I 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 28 days after the application is accepted as fully complete, the Planning Official will issue a decision on the request.