

# STREAMLINE SUBDIVISION/SHORT SUBDIVISION 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 and engineering 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 this title.*

*The streamlined review process combines land use review with detailed civil plan review. A streamlined project shall be contingent upon City staffing and other resource availability. Community Development Department will endeavor to complete the review of a site plan or short subdivision project within 90 days from receipt of the development application to the pre-construction meeting.*

**SHORT SUBDIVISION (Type II)**

**A Short Subdivision is a land partition containing 9 or fewer lots.**

The planning official shall approve, approve with conditions or deny an application for a short subdivision preliminary plat by means of a Type II procedure, pursuant to 20.320 VMC, using approval criteria contained in Section 20.320.040 VMC, and additional requirements of 20.920 VMC if a qualifying infill development.

Preliminary approval of a short subdivision is valid for 7 years, subject to utility availability, and during which time the application for a final plat is made.

**SUBDIVISION (Type III)**

**Subdivision is the division of land consisting of more than 9 lots.**

The Hearings Examiner shall approve, approve with conditions, or deny an application for a subdivision preliminary plat by means of a Type III procedure, pursuant to 20.320 VMC, using approval criteria contained in Section 20.320.040 VMC, and additional requirements for 20.920 VMC if a qualifying infill development.

Preliminary approval of a subdivision is valid for 7 years, subject to utility availability, and during which time the application for a final plat is made.

**SUBMITTING PLANS FOR STREAMLINE REVIEW**

**Pre-submittal Meeting:**

Prior to submitting the land division application and civil plans at the Permit Center, the applicant must arrange a pre-submittal meeting with the case manager (planner) where the planner, engineers, engineering technician, and a permit specialist will go over the plans and application materials to make sure that the required information will be submitted, fees can be calculated, etc. An application will be accepted by the City of Vancouver only after the City finds that the application package 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 complete application package, 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, Engineering Standards, and other applicable codes and statutes have been provided. Public hearing will not be scheduled until the application has been deemed Fully Complete.

**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.

# SHORT PLAT/SUBDIVISION APPLICATION

SHORT SUBDIVISION       SUBDIVISION



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Please review the submittal requirements. Incomplete applications will not be accepted.

**Applicant/Contact:** \_\_\_\_\_

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

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

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

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

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

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

**Serial Number(s):** \_\_\_\_\_ **Qtr.Sec.,Township, Range** \_\_\_\_\_

**General physical description of site. Include current uses.**

**Lot Acreage/Square Footage:** \_\_\_\_\_ **Zoning:** \_\_\_\_\_

**Legal Description:**      **Lot(s)** \_\_\_\_\_      **Blocks** \_\_\_\_\_      **Plat Name** \_\_\_\_\_

**Sewage Disposal:**     Septic     Pubic      **Water Source:**     Private well     Public

**Name of Utility Purveyors:** \_\_\_\_\_

**PROPOSED SUBDIVISION NAME** \_\_\_\_\_

Refer to attached supplemental Lot Number sheets for subdivision/short plat lot descriptions

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

# LOT NUMBER SHEET



<b>SUBDIVISION NAME:</b> _____				<b>CASE NUMBER:</b> _____			
Lot Numbers	Lot #	Lot #	Lot #	Lot #	Lot #	Lot #	Lot #
Lot Area							
Lot Width							
Lot Depth							
Lot Numbers	Lot #	Lot #	Lot #	Lot #	Lot #	Lot #	Lot #
Lot Area							
Lot Width							
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Lot Numbers	Lot #	Lot #	Lot #	Lot #	Lot #	Lot #	Lot #
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Lot Numbers	Lot #	Lot #	Lot #	Lot #	Lot #	Lot #	Lot #
Lot Area							
Lot Width							
Lot Depth							



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

**STREAMLINE SHORT SUBDIVISION/SUBDIVISION**  
**Submittal Requirements**

*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 below will not be deemed fully complete, unless the applicant signs a written statement at the end 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**.*

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

2 Copies →

**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:

- Compliance with the technical standards in section 20.320.070 VMC; and the policies of the Comprehensive Plan outlined by staff as being applicable to the proposed development.
- Uses proposed for the site.
- Phasing Plan, if applicable.
- Any variances requested pursuant to the regulations in Chapter 20.920 VMC.
- Existing covenants or restrictions and easements, if applicable.
- History of any previous subdivisions and short subdivisions on the property.

**OTHER INFORMATION**

- SEPA Checklist** (if required)
- Archaeological Predetermination and Survey** (if applicable, that complies with the requirements of Chapter 20.710 VMC, Archaeological Resource Protection).
- Sales History.** A deed history of all applicable properties dating back to 1969 or to the date when a legal lot determination was made.
- 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.
- Covenants, Restrictions and Easements.** Existing or proposed, if applicable.

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: Plat 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%.
- Location, dimension, and purpose of existing easements.
- The approximate location of significant natural conditions.

**PROPOSED PLAT** *The plat 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.
- Proposed lots, tracts and easements including dimensions individual lot areas and total acreage.
- 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

**OTHER INFORMATION**

- 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.

- 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 with standards).
- Landscape Plan** The proposed landscape plan shall be drawn to the same scale as the proposed preliminary plat and shall include the following:
  - Location, species and size of existing landscape material, identify the materials to be removed and to be retained.
  - Location , species, size at planting and spacing of proposed plant material.
  - Proposed landscape area of the site, i.e., in terms of square feet and a percentage of the net site area, including street trees.
  - Location, height and material of fences, buffers, berms, walls and other proposed screening.
  - Location and dimensions of area of terraces, decks, shelters, play areas and open space.
  - Surface water management features that are integrated with landscape, recreation or open space areas
  - Irrigation plan (submit prior to final approval) including location of lines, back-flow preventors and hose bibs/sprinkler heads. Submission not required for

**ENGINEERING PLANS**

*Full Civil plans for a typical development include the following:*

- Cover Sheet
- Existing conditions plan
- Site plan or Plat plan
- Grading and Erosion Control Plan
- Stormwater Plan
- Street Plan (per Transportation’s Standard Drafting Requirements)
- Utility Plan
- Signing and Striping Plan
- Lighting Plan
- Landscape/Planting Plan
- Stormwater and Transportation Reports

- 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.

Check Stormwater Thresholds for Civil plans

- 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](http://www.cityofvancouver.us).

- 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.

- Signing and Striping Plan** Showing traffic control devices, including signs and pavement markings.

- Standard Engineering Details.**

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.
- Traffic Study.** A traffic study is required to determine the impact of the proposed development to the existing street system concurrency corridors. The traffic study shall be prepared by a Civil Engineer licensed in the State of Washington with appropriate traffic engineering experience. **\*\*Traffic Study must be submitted two weeks prior to the pre-submittal meeting.\*\***
- 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:*

<b>Information not submitted</b>	<b>Reason not submitted</b>
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____

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)