

**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 I APPLICATIONS

**Type I applications are decided by the Planning Official without public notice prior to decision and without a public hearing. The application is subject to standards that are clear and objective and is exempt from environmental review.**

- Accessory Dwelling Units
- Boundary Adjustments that do not increase the allowable density or require one or more variances
- Design review not associated with site plan approval
- Grading Permits which do not require a Type II, Type III or Type IV development approval or SEPA determination pursuant to VMC Title 20
- Joint Use Parking Agreement
- Land Use Permit issued under clear and objective standards
- Minor A Variance that results in the modification of up to 10% of a numerical development standard per VMC 20.290
- Planning Official Review
- Sign Permits that do not require variances
- Temporary Use**
- Tree Removal/Plan Permits

### **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 21 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:**

The review authority for an application subject to a Type I procedure will approve, approve with conditions, or deny the application within 28 calendar days after the date the application was accepted as fully complete.

#### **Notification:**

Notice of a decision regarding a Type I procedure will be mailed to the applicant and applicant's representative. Type I decisions are subject to appeal pursuant to Section 20.210.130(A)(1)-(5) and 20.210.030(B)(1).

**Incomplete applications will not be accepted**

# TEMPORARY USE APPLICATION

**A Temporary Use is one that lasts no more than one year except as otherwise provided by VMC Title 20, and may be one that is seasonal or directed toward a special event; one that is occasioned by an unforeseen event; or a sales office or model home in conjunction with the sale of homes.**

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 Location (address; or side of fronting street and distances & direction from nearest cross street)  
\_\_\_\_\_  
\_\_\_\_\_

Physical Description of Site, including current uses, wetland or flood-plain locations, along with a topographic map of the site.  
\_\_\_\_\_  
\_\_\_\_\_

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

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

⇒If a Metes and Bounds description, attach narrative to this application and check here

Seasonal Use: Limited to one use per year, no more than 30 days From (date) \_\_\_\_\_ To (date) \_\_\_\_\_

Location \_\_\_\_\_  
(Number, Street, City, State, ZIP)

Unforeseen Events: State type of casualty loss (fire, flood, storm, etc.) \_\_\_\_\_

Location \_\_\_\_\_  
(Number, Street, City, State, ZIP)

Sales office or model home: Provide plat name and address \_\_\_\_\_

Location \_\_\_\_\_  
(Number, Street, City, State, ZIP)

Temporary building in a commercial or industrial zone: Dates of proposed use. From (date) \_\_\_\_\_ To (date) \_\_\_\_\_

Location \_\_\_\_\_  
(Number, Street, City, State, ZIP)

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 Counter person: \_\_\_\_\_ Date: \_\_\_\_\_

**Please Read Carefully:**

- The following information is required to be submitted with a Type I Temporary Use application per VMC 20.885.040 and 20.885.050. The Planning Official may require information in addition to that required by VMC 20.885.040 and 20.885.050 if it is determined that such information is necessary to properly evaluate the application. The Planning Official may waive information required by VMC 20.885.040 and 20.885.050 if it is determined that such information is not necessary to properly evaluate the application.

**PROVIDE 2 COLLATED AND FOLDED COPIES OF THE ITEMS NOTED BELOW:**

- A.  Application form for a Type I procedure.
- B.  Site plan drawn to scale that illustrates the proposed temporary use in relationship to other improvements on the site and showing how such use is in compliance with applicable development standards (setbacks, lot coverage, etc.).
- C.  Include one 8½" x 11" reduced site plan.
- D. Narrative that provides the information necessary to determine compliance with the relevant approval criteria:
1. Seasonal or special event-directed temporary use.
    - a. The use occurs only one a year and for no longer than 30 days
    - b. The use is permitted in the underlying zoning district or within the approved event site
    - c. Proof of the property owner's permission to use the property for the proposed use
    - d. No parking used by the customers and employees of the temporary use will be needed by the property owner to meet minimum parking standards as governed by VMC 20.945.070 Parking and Loading
    - e. The use will not interfere with adequate vision clearance as governed by VMC 20.985 Vision Clearance and shall not obstruct pedestrian access on public rights-of-way
    - f. Conditions as may be required by Building Official and/or Fire Marshal to determine compliance with minimum building, fire and life safety codes
    - g. Proof of adequate provisions for sanitary facilities
  2. Use occasioned by an unforeseen event
    - a. The need for the use is the direct result of a casualty loss such as fire, sandstorm, flood or other sever damage by the elements to a pre-existing structure or facility previously occupied by the applicant on the premises for which the permit is sought
    - b. There exists adequate and safe vehicular ingress and egress when combined with the other uses of the property as required by VMC 20.985 Vision Clearance
    - c. There exists adequate parking for the temporary use as required by VMC 20.945.070 Off-Street Parking
    - d. The use will pose no hazard to pedestrians in the area of the use
    - e. The use will not create adverse off-site impacts including noise, odors, vibrations, glare or lights that will affect adjoining use as governed by VMC 20.935 Off-Site Impacts
    - f. The use can be adequately served by sewer or septic system and water, if applicable
    - g. The length of time the temporary building will be used is the maximum needed to address the hardship but no longer than one year

3. Temporary sales office or model home in conjunction with the sale of homes

a. Temporary sales office

- (1) The temporary sales office will be located within the boundaries of the subdivision or planned development in which the real property is to be sold
- (2) The property to be used for a temporary sales office shall not be permanently improved for that purpose

Model house

- (1) The model house will be located within the boundaries of the subdivision or planned development where the real property to be sold is situated
- (2) The property to be used for a model house will be a permanently designed dwelling structure
- (3) Applicant must sign a Memorandum Of Understanding (MOU) to be prepared by the applicant and approved by the Planning Official stating the model home will have approved access and can be adequately served by public water and sewer on the parent parcel. Only one model home per parent parcel is allowed.

4. Temporary building in a commercial or industrial zone

- a. The temporary structure shall be located within the boundaries of the parcel of land on which it is located
- b. The property to be used for a temporary structure shall already be developed
- c. There exists adequate and safe ingress and egress when combined with the other uses of the property as required by VMC 20.985 Vision Clearance
- d. There exists adequate parking for the customers or users of the temporary use as required by VMC 20.945.070 Off-Street Parking
- e. The use will pose no hazard to pedestrians in the area of the use
- f. The use will not create adverse off-site impacts including noise, odors, vibrations, glare or lights that will affect adjoining use as governed by VMC 20.935 Off-Site Impacts
- g. The use can be adequately served by sewer or septic system and water, if applicable
- h. The length of time the temporary building will be used is the maximum needed to address the hardship but no longer than one year

- E.  Required application fee.